



Right-of-way *Utility Work* Permit Checklist

1. Apply for Permit

(A) Submit One copy of Permit with the following items filled out:

- a. Name of Owner of utility
 - b. Site Location
 - c. For the purpose of:
 - d. Applicant Name, Email, Fax and Phone Number
- ❖ Please note: Applicant may pick up a Permit at the Engineering Department Permit counter OR the form may be filled out on line at www.SarasotaGov.com (Form must be printed and delivered in person to Permit Counter).

(B) Submit three sets of engineered utility plans which must meet the following standards:

- a. Plans shall be on A, B, C, or D size paper on a scale no smaller than 1" = 30'. (1" = 20' preferred).
 - b. Must list all known utility owners in the area.
 - c. Show existing pavement width, including auxiliary lanes and medians.
 - d. Show right-of-way limits on both sides of the road.
 - e. Show offset distances of existing utilities in relation to proposed installation.
 - f. List all materials to be used (pipe size, type, cable size, etc.).
 - g. List all methods of installation (open trench, pole mounted attachment, directional bore, etc.).
 - h. Show all open cuts on the plans.
 - i. Plan is to show all surface items: sanitary manholes, storm manholes, valve boxes, mail boxes, water meters, pull boxes, traffic boxes, utility poles, signs, edge of pavement information, curb or gutter, curb and gutter, gutters, utility markers, utility terminals. The above information complies with FDOT Class "C" locates and plans.
 - j. Plans shall show all methods of right-of-way restoration. All disturbed areas in the right-of-way shall be restored. All vegetation shall be maintained by the Permittee's contractor until established.
- ❖ (The above plans and application will be submitted to the Engineering Department. The Engineering Department will deliver the plans to the Public Works Technical Services Department for their review and approval. When approval or rejection is received from the Public Works Plan Examiners the Engineering Department will notify the applicant of the status of their submission. If the submission has been approved the applicant may continue to complete the following items as listed below).

(C) Determine Encroachment Agreement Requirements

- a. The Engineering Department will review your application and plan submissions for a determination as to whether an Encroachment Agreement must be entered into before your utility may be installed in the right-of-way.

(D) Select a Utility Contractor and submit a job schedule and Maintenance of Traffic Plan (if required).

- a. After the City has indicated that the location of the proposed utilities is acceptable (see step B above) the applicant will receive a copy of a partially approved Right-of-Way *Utility Work* Permit. After the applicant has selected a Utility Contractor and a construction date has been selected the applicant OR Utility contractor may return to the Engineering Department to complete the permit which will include filling out the following items;
 1. Contractor, Phone Number and Fax Number, Project Manager and 24 Hr Contact Information
 2. Submit a job schedule (for your convenience you may use a "Job Schedule Form" available at the Engineering Department Permit counter).
 3. Submit a Maintenance of Traffic Plan if required (Requirement will be based on length and scope of obstruction of the right-of-way during your proposed utility work). Additional requirements will be determined by City Engineer.

2. Permit Activation

- (A) After your permit is complete and your job schedule and/or maintenance of traffic plan have been accepted your permit will receive final approval and be *activated*. Work may begin on the approved start date as given in the Project Schedule. Note: 48 Hr notice may be required to be given to public transportation agencies and adjacent parcel occupants as determined by the City Engineer.

3. Right-of-Way Restoration

- (A) Restoration of all elements of the right-of-way will be inspected by the Engineering and Public Works Departments and record of such inspections and approvals will be indicated at the bottom of your permit. Contractor shall call the Engineering Department to schedule inspections as restoration progresses and/or when restoration is complete.