

## Why Do We Manage Right-of-Way?

The public areas on which people walk and drive are often the largest contributors to how a City is experienced and enjoyed. These public areas including streets, sidewalks, alleys, medians, parkways, curbs and gutters are all part of a larger system which includes pedestrian and motor traffic as well as coordinated placement of underground and overhead utilities.

By local, state, and federal requirements, these public areas are regulated to meet rigid engineering standards with respect to utilization and life safety. The addition of new structures to the Right-of-Way [such as additional plantings or a new turn lane] must be designed to compliment existing Rights-of-Way and their users. It is also necessary to preserve public access to these areas. Street and sidewalk closures, construction activities and utility work must be properly permitted and scheduled to ensure minimal interruptions to the flow of pedestrian and vehicle traffic.



## Transportation Engineering

Division of  
Neighborhood & Development Services  
Department

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City Hall Annex Building  
2nd Floor  
Sarasota, FL 34236

Tel.: [941] 365-2200, Ext. 4375,  
4369, 4367  
Fax: [941] 954-4178

Engineering Permit Counter  
Hours of Operation:  
10:00 am—03:00 pm

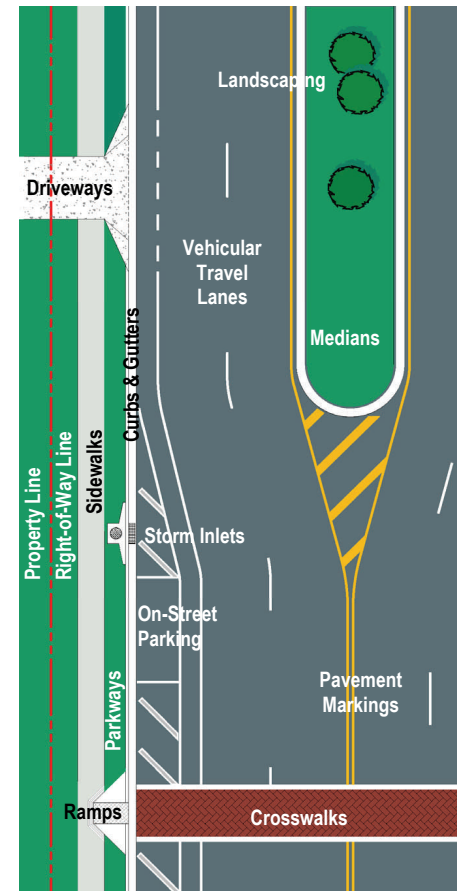
We accept checks, cash and  
credit cards



Transportation Engineering

Division of  
Neighborhood & Development  
Services Department

## Right-of-Way Use Permits



City Code Section 30-10 through 30-20

## What Is the Right-of-Way?

Public Right-of-Way refers to the area of land dedicated for public use, located between parcels of privately owned land. Public Right-of-Way can include streets, alleys, parkways, sidewalks, drainage facilities, and other infrastructure. The Right-of-Way is typically dedicated for pedestrian and vehicular movement but can be used for other purposes, such as the placement of streetscaping [landscaping, signage, public art, lighting] and the placement of private and public utility equipment, above and below ground.

In the City of Sarasota, the Right-of-Way is managed by the Transportation Engineering Division of the Neighborhood and Development Services Department. Only the City may build, or allow others to build, structures in the City Right-of-Way. No person or outside agency may construct or place structures or objects in, or otherwise block access to, the City Right-of-Way without a **Right-of-Way Use Permit** and/or an **Encroachment Agreement** from the City. Encroachment Agreements [for fences, irrigation systems, walkways, place conduits/cables etc.] have an annual cost of \$100.00, and the owner is also required to provide liability insurance to

## City of Sarasota Right-of-Way Use Permit Fees

Adopted by Resolution 07R-1967 on May, 2007

### OBSTRUCTION & CLOSURE FEES

#### TIME RESTRICTED ON-STREET PARKING SPACE

Permit Fee [per space, per day M-Sa]	\$100.00
Seasonal Surcharge [Dec 1—Apr 30]	+\$25.00

#### NON-RESTRICTED ON-STREET PARKING SPACE

Permit Fee [per space, per day M-Sa]	\$40.00
Seasonal Surcharge [Dec 1—Apr 30]	+\$25.00

#### PUBLIC SIDEWALK

Permit Fee [per day, per block face side]	\$50.00
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#### VEHICULAR TRAVEL LANE [INCLUDES ALLEYS]

Close/Obstruct Vehicular Lane [per block, per lane, per day M-Sa]	\$100.00
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Seasonal Surcharge [Dec 1—Apr 30]	+\$25.00
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Road Volume Surcharge [Arterial, Collector and "A" Streets]	+\$50.00
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Peak Volume Hours Surcharge [7-9am and 4-6pm M-F]	+\$25.00
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#### PARKWAYS/MEDIANS/UNIMPROVED AREAS

Permit Fee [per day]	\$20.00
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### ADDITIONAL FEES

Minor Encroachment Permit.....	\$100.00	Annually
Inspection Fee.....	\$50.00	Per required inspection
Failure to Schedule Inspection.....	\$100.00	Per neglected inspection
Work Site Cleanliness Violation.....	\$100.00	[request handout for more information]
Working in Right-of-Way without a Permit.....	<i>Three times</i>	the regular permit fees

### CONSTRUCTION FEES

#### DRIVEWAY [Concrete or Pavers]

Permit Fee	\$50.00
Initial Inspection	\$50.00
Final Inspection	<u>\$50.00</u>
Per Driveway	\$150.00

#### SIDEWALK, CURB AND GUTTER

Permit Fee	\$50.00
Initial Inspection	\$50.00
Final Inspection	<u>\$50.00</u>
Per Block Face	\$150.00

#### CROSSWALK, RAMP OR INLET

Permit Fee	\$50.00
Initial Inspection	\$50.00
Final Inspection	<u>\$50.00</u>
Per Structure	\$150.00

#### ROADWAY SURFACE CUTS

Permit Fee	\$50.00
Initial Inspection	\$50.00
Final Inspection	<u>\$50.00</u>
Per Street Cut	\$150.00

### Right-of-Way Permits for Driveways, Sidewalks, Curbs, Gutters, Crosswalks, Inlets and Accessible Ramps

To construct any of the above residential or commercial improvements which will occupy the Right-of-Way, an applicant must complete the following:

- Prepare and submit a scaled drawing of the proposed work \*
- Fill out a Permit Application
- Submit Permit Fee
- Successfully pass two field inspections \*\*

In many cases, constructing these improvements will require temporary closures of the Right-of-Way. In the case of driveway, sidewalk, curb and gutter or ramp construction, a one-week period will be allowed for Permittee to complete the construction work after which the appropriate fee will be assets.

\*To learn about the City of Sarasota's design and construction standards, please visit our website: <http://www.sarasotagov.com/InsideCityGovernment/Content/Engineering/DesignCriteria/EDCM-Final.pdf>

\*\*Both an Initial and a Final Inspection will be required and will be performed by an Inspector from the Neighborhoods & Development Services Department. To schedule an inspection, call (941) 954-4126 between 8am and 4pm M-F. Your call must be received a minimum of 1 working day prior to the desired inspection time.

**Failure to schedule inspections will result in a fine of \$100.00 for each neglected inspection.**

### TEMPORARY OCCUPATION of an On-Street Parking Space

To obtain a Right-of-Way Use Permit allowing occupation of an on-street parking space, an applicant must provide information which illustrates where the parking space(s) is located and any existing restrictions on the spaces [such as timed parking limits, paid parking conditions, and handicapped accessibility]. It is the responsibility of the permit holder to cone off the space(s) and to display a copy of the permit at all times.

### TEMPORARY CLOSURE of a Public Sidewalk, Bike Lane or Vehicular Travel Lane

To obtain a Right-of-Way Use Permit allowing temporary closure or obstruction of the public Right-of-Way, an applicant must provide a Maintenance of Traffic Plan\* to be approved by Transportation Engineering. This plan shall demonstrate how pedestrian, bicycle and vehicular traffic will be safely re-routed during the length of the proposed closure. After approval, the Permittee will be required to provide notice of the closure details and dates to local transportation agencies and all other affected parties.\*\*

\*For more information about maintenance of Traffic Plans, please request an "M.O.T. Handout" from the Engineering Permit Counter.

\*\*For more information about required Public Notice of Closure, please request a "Closure Handout" from the Engineering Permit Counter.