



RIGHT-OF-WAY APPLICATION CHECKLIST & INSTRUCTIONS

(Staging/Temporary Use/Utilities)

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

Staging/Temporary Use/Utilities - Working in the City's Rights-Of-Way: construction staging (lifts, scaffolds, cranes, etc), placing dumpster or temporary fence for any facility or structure; installing monitory wells, performing soil borings, installing or repairing aerial or underground utilities (aerial cable, cable, conduit, storm sewer, sanitary sewer, service lateral, telecommunications facilities, utility poles, gas lines, water lines); or other uses as noted on the application.

1. City Requirements To Be Able To Work On Right-Of-Way
 - State of Florida Contractor's License (qualified to perform specific types of work in the City's rights-of-way).
 - Contractor's Business Tax
 - Proof of Worker's Compensation Insurance (showing that the City of Orlando is the "certificate holder) or Exemption.
 - Surety Bond (if applicable) issued to the State Registered License Contractor
 - Competency Card (if applicable)
 - Special Power of Attorney form or letter from the contractor (signed by the license holder, two witnesses and a notary). Authorization to sign applications and pick up approved permits and plans.

2. Prepare submittal package based on the following Requirements and City Code References:
 - Engineering Standards Manual (ESM) Chapters AS APPLICABLE:
 - o Chapter 2 – Permits, Section 2.1
 - o Chapter 3 - Inspection Procedures, Section 3.06, 3.07 and 3.08;
 - o Chapter 4 - Utility Accommodation Standards, Sections 4.03, 4.04, 4.05, 4.06 and 4.07
 - o Chapter 8 - Transportation, Section 8.13, 8.14 and 8.15.
 - o Chapter 9 - Wastewater Facilities Design, Section 9.02.01 and 9.03.02
 - Right-Of-Way Management Plan – Chapter 13, Article II.
 - Be aware of your Restoration Responsibilities.
 - If the job is within the Downtown Core Area, obtain approval from the DDB (Downtown Development Board) – Contact Bob Fish at 407.246.3603 or (robert.fish@cityoforlando.net).

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ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: www.cityoforlando.net/permits

- Obtain approval from other local and state Agencies if work performed within their jurisdictions.
 - o Florida Department of Transportation (FDOT) (407.858.5900) www.myflorida.com
 - o Orange County Development Engineering (407.836.7900) www.orangecountyfl.net
 - o CSX Transportation/Railroad (800.332.4697) www.csx.com
 - For telecommunications related facilities – refer to Chapter 23 and 54 of the City Code.
 - Other considerations for Residential Permits:
 - o Each side of a duplex to have a separate and independent lateral. Show the existing sewer main with the proposed location of the service lateral(s) and the existing lateral.
 - o The size, slope, alignment, materials of construction of a lateral and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building codes, and the City's Engineering Standards Manual, latest edition, as noted under Section 30.02 (f) City of Orlando Chapter 30.
 - o Permit will be issued to only one of the following type of state license contractors: General, Plumbing or Underground utility & excavation contractors.
 - o Right of Way Permits issued in conjunction with the building and engineering permits.
3. Submittal Package will include the following:
- COMPLETE Right-Of-Way Application.
 - Four sets of standard size PLANS, DRAWING, SKETCH, and shall show the offset from:
 - o The centerline of the right-of-way or road to the proposed utility installation.
 - o The road right-of-way width and pavement width.
 - o The distance from edge of pavement/back of curb to the utility.
 - o Sidewalks and property lines.
 - o The location of all other utilities within the area of work.
 - o Standard Detail Drawings (ESM)
 - o Include a Plans Legend
 - Two sets of Maintenance of Traffic (MOT) PLANS.
 - o Transportation Engineering: Phone 407.246.3704 Monday thru Friday, 7 AM to 4 PM. Authorization for Street, Lane and Sidewalk Closures.
 - If staff reviewer conditions are holding the release of the permit, submit only the sheets that are being revised, Cover Sheet or revised application to identify purpose of revision and what is being revised. Include case/permit number of project, draw clouds around revised areas of plans.
4. Contractors Responsibilities Include:
- Schedule their own Inspections using "PROMPT" automated phone system or Online at www.cityoforlando.net.
 - Call 48 Hours Before work is performed, SUNSHINE 1.800.432.4770.
 - No Above Ground Markers Allowed.

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- Contractor is to attach a copy of the door hangar that will be placed on homes or businesses that will be affected by the right-of-way work. The door hangar must provide the name and phone number of a contact person as well as the length of time the work is to be done. Contractor(s) are responsible for any damage to home or business owner property located within the right-of-way.

- FEES**
 - **Aerial** \$50 for the first 30 linear feet or fraction thereof of construction in the Right-of-Way, plus \$25 for each 110 linear feet of construction or fraction thereof over 30 linear feet.
 - **Underground** \$50 for the first 30 linear feet or fraction thereof of construction in the Right-of-Way, plus \$50 for each 100 linear feet of construction or fraction thereof over 30 linear feet.
 - **Storage Containers** (construction staging) in Right-Of-Way \$50 plus \$10 per day.
- PENALTIES** - Any work commenced or completed without the required permits will be charged double the amount of the permit(s) fee. Communications Services Providers are subject to penalties set forth in Chapter 23 of the City Code.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

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MOST COMMON REASONS FOR DISAPPROVAL

1. CSX Transportation/Railroad approval required before permit issuance.
2. Florida Department of Transportation (FDOT) approval/permit required before permit issuance. (407) 858-5900.
3. Orange County approval required before permit issuance. Contact Orange County Engineering at (407) 836-5500.
4. Requires MOT (Maintenance of Traffic Plan).
5. Contact DDB (Downtown Development Board) Robert (Bob) Fish.
6. Include a Plans Legend.
7. Show the distance from edge of pavement/back of curb to the utility.
8. Copies of state license, and business tax.
9. Workers compensation insurance showing the City of Orlando as the “certificate holder”.
10. Incomplete submittals (applications and/or drawings).
11. A copy of the door hanger needs to be provided.

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