

# CITY OF MAITLAND RIGHT-OF-WAY UTILIZATION PERMIT

Revised 06/20/05

## OFFICIAL USE ONLY

PERMIT # \_\_\_\_\_  
(Permit **must** be on job site.)

Fees: \$ \_\_\_\_\_

PERMIT EXPIRES: \_\_\_\_\_

Issue Date: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

DESCRIPTION AND STREET ADDRESS OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed work will start on \_\_\_\_\_ and be completed by \_\_\_\_\_  
(date) (date)

Subcontractor's Name: \_\_\_\_\_ Phone/Fax No. \_\_\_\_\_

Number and Type of Underground Road Crossing: NONE \_\_\_\_\_ JACK/BORE \_\_\_\_\_

OPEN CUT (PAVED) \_\_\_\_\_ OPEN CUT (UNPAVED) \_\_\_\_\_ OTHER \_\_\_\_\_ (SPECIFY)

**CONSTRUCTION COSTS** (Contract Amount - Includes Labor, Materials, etc.) \* \$ \_\_\_\_\_.

\* Note: Construction Costs refer to labor & materials for work performed in the right-of-way only.

- APPLICATION FEES:**
1. Sidewalks, Driveways, etc., for single-family homes: \$15.00
  2. All others: \$90.00, plus 1% of total right-of-way construction costs.

**NOTE:** The City requires one copy of the plans to be submitted with each application for the permit. **Photos** of existing conditions for proposed construction area are to be submitted with R-O-W permit application. A copy of the approved permit will be returned to the applicant and the original will be kept in the City's files. Call for utility locates 48 hours prior to commencement. **For locates, call Sunshine One-Call at 1/800/432-4770.** All Utility locates expire 21 calendar days after request was made.

Submitted for the PERMITTEE by: \_\_\_\_\_

Name and Title (Typed or Printed Legibly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MAITLAND  
RIGHT-OF-WAY UTILIZATION PERMIT  
INSTRUCTIONS AND CONDITIONS**

1. The PERMITTEE declares that the following existing right-of-way users and municipalities in the immediate vicinity of the proposed construction or installation were notified by letter on \_\_\_\_\_(Date), of the proposed work by the applicant, in order to determine if there are any objections to the proposed construction and/or installation: \_\_\_\_\_
  2. It is understood and agreed that the rights and privileges within this permit are granted only to the extent of the City's right in the land to be entered upon and used by the permittee; and the permittee will assume all risk of and defend the City of Maitland against all liability arising in any manner in the exercise by the permittee of the permitted rights and privileges.
  3. Maitland City Code, Section 10-11(c), prohibits construction activities before 7 am and after 9 pm weekdays and at all other times, unless specifically approved by the City Building Official.
  4. Applicant declares he will ascertain the location of existing utilities, both aerial and underground, before starting work.
  5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property under this permit shall not operate to create any property right.
  6. The construction and/or maintenance of a utility shall not interfere with the property and rights of a prior occupant.
  7. The holder of this permit shall provide safety control, including the display of caution signs and signals as are required by the Manual on Uniform Traffic Control Devices for Streets and Highways, and shall prevent any obstructions or conditions which are or may become dangerous to the traveling public. Work in or near State (or County) controlled right-of-way may require compliance with additional D.O.T. (or County) standards.
  8. PERMITTEE is responsible for installing erosion control measures so that all drainage structures and systems (pipes, swales, etc.) affected by the proposed work are protected from siltation or direct transmission of street debris.
  9. Materials and construction methods for pavement and concrete replacement shall be in accordance with the latest edition of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction.
  10. The period of time between the restoration of the base material and the application of the finish surface course shall not exceed two weeks or 48 hours if in a heavily used area or as required by the Public Works Director.
  11. The base material and surface course shall be specified by the City Engineer and be, at a minimum, of the thickness and the same type, equal to or better than existing.
  12. Before surface course is applied, the area shall be squared to form a rectangle, the sides of which shall be minimum of two (2) feet from the farthest extension of the hole on all sides. Minimum width of patch shall be five (5) feet.
  13. Boring and jacking shall be done in all cases where streets were resurfaced within two years unless exempted on this permit. No jetting (air or water) will be permitted.
  14. Where permitted utility is installed in a parkway, the area shall be restored including but not limited to restoration of sod, shrubbery, driveways, sidewalks, storm drains, retaining walls, curbs, irrigation systems, etc., in a period not to exceed two (2) weeks from the completion date permitted; and restoration shall be of the same type material(s) and equal to or better than original, unless exempted by prior approval of the Public Works Director.
  15. Brick street repairs shall be restored to original condition and be free of sags and dips.
  16. The Applicant shall give a 48-hour written notice of construction to each property owner bordering the construction route.
  17. Special cases NOT covered by the above must be discussed with the Public Works Department and outlined below prior to any construction.
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**ANY AND ALL DAMAGE TO CITY OWNED PROPERTY INCLUDING, BUT NOT LIMITED TO, WATERMAINS, SEWER MAINS/LATERALS, STORMWATER LINES, CURB OR STREET SURFACE SHALL BE REPORTED TO 407/539-6231 IMMEDIATELY!**

PERMITTEE: \_\_\_\_\_  
Name and Title (Typed or Printed Legibly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director or Designee

Comments: \_\_\_\_\_  
\_\_\_\_\_

In **emergency situations** where the street is opened prior to application, the Public Works, Police, and Fire Departments must be notified immediately at (407) 539-6231.

**UTILITY PERMIT FINAL INSPECTION CERTIFICATION**

DATE WORK STARTED: \_\_\_\_\_

DATE WORK COMPLETED: \_\_\_\_\_

DATE RESTORATION COMPLETED: \_\_\_\_\_

SUNSHINE ONE-CALL NO.: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

I the undersigned PERMITTEE do hereby CERTIFY that the construction approved by the above numbered permit was inspected and installed in accordance with the approved plans made a part of this permit and in accordance with the City of Maitland's current Code and Ordinances. All plan changes have been approved by the City's Engineer and are attached to this permit. I also certify that the work area has been restored to as good or better condition than when the work was begun.

PERMITTEE: \_\_\_\_\_  
Name and Title (Typed or Printed Legibly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Maitland

## Standards for ROW Construction

Note: Any construction, repairs, etc. that is performed within the City Right-of-Way requires a City of Maitland Right-of-Way Utilization Permit.

### SIDEWALKS

1. All sidewalks shall be concrete, minimum thickness 4-INCHES, utilizing minimum spec of 3000 PSI.
2. Where sidewalks cross driveways, minimum thickness shall be 6-INCHES.
3. Expansion joints shall be maximum of 40-FEET a part, and at intersection of driveways, on each side of driveway. A joint cut shall be installed every 5 feet of sidewalk with a mechanical edger (no saw cuts).
4. Sidewalks shall match existing width and be a MINIMUM of 4-FEET wide, except as noted and approved on plans indicating otherwise.
5. Concrete shall be joint cut and edged with mechanical edger (no saw cuts) and a light broom finish applied.

### DRIVEWAYS

1. Minimum thickness shall be 6-INCHES, utilizing minimum spec of 3000 PSI.
2. All new installations require a 3-FOOT radius on each side the driveway apron between sidewalk and curb / road area.
3. Light broom finish and finished edges are required, unless otherwise noted on plans.
4. Expansion joints shall be installed at intersection of driveway and curb, (if curb exists).
5. If no curb exists, the new driveway shall be poured or paved at an elevation of  $\frac{3}{4}$  to 1-INCH above existing road surface.
6. Brickwork base material for shall be Durarock, Road Base 3/8 minus from Promax or equal with a minimum thickness of 6-INCHES. Compaction of this base must equal at LEAST 98%. The sand leveling bed shall be natural or manufactured from crushed rock no less than 1" thick and placed on top of the compacted base.

### CURBS

1. New curbs shall be formed and poured to match existing curb, unless otherwise noted and approved on plans.
2. When removing existing curb to make a new driveway the contractor / homeowner shall remove all curbing 3 FEET back on each side of driveway and reinstall tapering the curb ends to driveway. (Cut-off curb ends is not permitted).

### ROADS

1. Asphalt roadways shall be constructed or repaired using DOT spec "S-1" or "S-3" type material. Thickness shall match existing roadway asphalt thickness
2. Concrete or brick road repairs shall be done to match existing roadway, or as noted on approved plans. (Concrete repairs of roads shall utilize a minimum of 4000-PSI concrete mix).
3. New brick road construction shall have a 12-INCH thick ribbon curb surrounding brickwork, and utilize fiber-mesh concrete. Base material for brickwork shall be 4 inches concrete, minimum 3000 psi. The sand leveling bed shall be natural or manufactured from crushed rock less than 1" thick and placed on top of the 4-inch concrete base.

**Note:** Work within the right-of-way near or on street trees or other vegetation will require a Right-Of-Way permit with Arborist Conditions.