

Permit Number: \_\_\_\_\_



**City of Belleair Bluffs**

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**RIGHT-OF-WAY UTILIZATION PERMIT APPLICATION**  
APPLICATION MUST BE FILLED OUT COMPLETELY ; SEE CHECKLIST ON BACK

**SAFEbuilt**®

Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Received (initials): \_\_\_\_\_ Job Cost \$ \_\_\_\_\_

Location: \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
Street Name Distance NSEW Cross Street

Street Address (If applicable): \_\_\_\_\_

Minor Project: (200 s.f. or less) \_\_\_\_\_ Major Project: (Larger than 200 s.f.) \_\_\_\_\_

Contractor/Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Field Supervisor: Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of work: Underground Utility: \_\_\_\_\_ Overhead Utility: \_\_\_\_\_ Wireless Facility: \_\_\_\_\_

Stormwater Management: \_\_\_\_\_ Other (Describe): \_\_\_\_\_

For underground work, construction method: Direct Drill: \_\_\_\_ Jack & Bore: \_\_\_\_ Open cut \_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_ Plan Provided \_\_\_\_\_

Construction start date: \_\_\_\_\_ Expected duration: \_\_\_\_\_ days

Street Closure Required: No \_\_\_\_ Yes: Total \_\_, Partial \_\_ Traffic Maintenance Plan \_\_\_\_\_

Pavement Disturbance: No \_\_\_\_ Yes \_\_\_\_; Sidewalk/Driveway Disturbance No \_\_\_\_ Yes \_\_\_\_

Notifications: MBFR \_\_\_\_ Sunstar \_\_\_\_ PCSO \_\_\_\_ PCU \_\_\_\_ Duke \_\_\_\_ Frontier \_\_\_\_ Spectrum \_\_\_\_ Clw Gas \_\_\_\_

Major Projects Only Pub Hrg Notice: \_\_\_\_\_ Pub Hrg Date: \_\_\_\_\_ BoC Action: \_\_\_\_\_

Bond: \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

I hereby certify that I have made application for the permit described above and that I have proper authority and authorization to apply for such permit.

I further agree to comply with all application processing procedures and with all conditions of this permit.

I further affirm that I have read and am familiar with Chapter 138 of the City of Belleair Bluffs Code as adopted by Ordinance 2018-05 and with Resolution 2019-02 and will abide by the requirements of said Chapter and Resolution.

I acknowledge that any approval, direction or determination of the Town Building Official referenced in this permit may also be made by a designee of the Town Building Official.

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

## APPLICATION SUBMITTAL INSTRUCTIONS

1. Description and nature of the proposed installation shall be outlined in the blank lines on application. A separate sheet may be attached if needed.
2. The Applicant's Certification shall be signed by applicant or his agent.
3. Four copies of the application shall be filed with the Town's Building Official. The application shall include a plan of the construction not smaller than 11" x 17" and not larger than 24"x 36".

On the attached plan, the following data shall be supplied:

- a. The plan shall show the right-of-way lines and the widths of right-of-way. The offset distance from the centerline of the proposed installation shall be shown and the scope of the proposed project, with all the distances and sizes clearly indicated.
  - b. Typical cross section shall be furnished showing width of pavement, width of right-of-way on each side, offset distance from centerline to proposed installation and any pertinent data to sidewalks, curbs and gutters, etc.
  - c. The type of installation on both typical cross section and plan view.
  - d. All pertinent drainage information and calculations or justification for size of pipe and/or grading.
4. All improvements within Town maintained right of way shall conform to Florida Department of Transportation requirements
  5. All applications for water and sewer lines must be separate applications and countersigned by the utility involved prior to submittal.
  6. This form is to be made out in QUADRUPLICATE with four (4) drawings; one fully executed copy will be returned to you after approval.
  7. The processing fee that must be received prior to the issuance of the permit.
  8. If the project will result in any total or partial street closure, a traffic maintenance plan in accordance with the Florida Department of Transportation' Temporary Traffic Control (f/k/a Maintenance of Traffic), standards shall be provided with the application.
  9. Proof must be provided that you meet the following insurance requirements with the Town named as an additional insured party:

“Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation, Explosion, Collapse and Underground, and Personal Injury covering the liability assumed under indemnification provisions of this permit, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$300,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$300,000, each occurrence, will be acceptable unless otherwise stated.) Coverage shall be on an “occurrence” basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.”