



# Right-of-Way Construction Permit Application

Incomplete applications will not be processed

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(return to Town via mail, e-mail, or hand delivery)

## SECTION I: GENERAL INFORMATION FOR RIGHT-OF-WAY UTILIZATION PERMIT APPLICATION

Project name	
Application Number(s) (to be filled out by Town)	
Property address and/or physical location of construction	
County Property Appraiser Tax Parcel ID number(s), if applicable _____ - _____ - _____ - _____ - _____	
Applicant is: (If applicant is not owner, please submit limited power of attorney.) _____ Owner _____ Developer _____ Lessee _____ Agent _____ Property Optionee	
Applicant - Contact / address / phone / fax / e-mail  * Will receive all correspondence from the Town	<b>Check the appropriate Block:</b> <input type="checkbox"/> Site <input type="checkbox"/> Subdivision <input type="checkbox"/> Right-Of-Way <input type="checkbox"/> Driveway <input type="checkbox"/> Opening Road <input type="checkbox"/> Aerial Utilities <input type="checkbox"/> Underground Utilities (Water & Sewer) <input type="checkbox"/> Emergency Repairs <input type="checkbox"/> Open Cut (Paved) <input type="checkbox"/> Other
Property Owner / address / phone / fax / e-mail	
Contractor-Engineer / address / phone / fax / e-mail	
State License:	
Construction/Installation Location:	
Schedule Start Date:	Schedule Completion Date:
Description of Proposed Work (Use separate sheet if necessary)	





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- Any and all damage to Town-owned property including, but not limited to, water mains, sewer mains/laterals, stormwater lines, curb or street surfaces shall be reported to 407-427-8835 immediately.
- In **emergency situations** where the street is opened prior to application, the Public Works, Police and Fire Departments must be notified immediately at 407-427-8835 or 911.

<b>OFFICIAL USE ONLY</b>		
<b>SECTION VI: APPLICATION SUBMITTAL</b>		
Permit Number: _____	Date Approved _____	Fee: \$ _____
Engineering Estimate: \$ _____	Fixed Contract Price \$ _____	
Fee Payment Record: Payment: \$ _____	Date _____	
Construction Started: _____	This Permit Expires On _____	
Application Approved By: _____		
<b>SECTION VII: UTILITY PERMIT FINAL INSPECTION CERTIFICATION</b>		
<input type="checkbox"/> Permit Completed	<input type="checkbox"/> Permit Not Completed	<input type="checkbox"/> Permit Expired
Comments: _____ _____ _____		
Engineering Inspector: _____ Date: _____		

**IMPORTANT:** See instructions and conditions on next page:



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## SECTION VIII: INSTRUCTIONS AND CONDITIONS

The issuance of this permit is governed and regulated by the following applicable directives:

- Florida State Statutes, Chapter 125.42; 337.401-.404
- Town of Oakland, Land Development Code;
- Regulations for the Transportation of Natural and Other Gas by Pipelines (Parts 1-1 & 192, Title 49 of the Code of Federal Regulations); and
- Any additional requirements of the Town Commission.

### **SECTION I: General Information**

This section is to be completely filled out by the applicant(s). All site and subdivision applications must be accompanied by a certified engineer estimate of construction costs or firm contract for construction. These estimates or contracts will be subject to review for comparison with current local market prices.

### **SECTION II: Permit Request**

- This section is to be filled out only when use, installation or construction is to be within the Town of Oakland Right-of-Way.
- It is understood and agreed that the rights and privileges herein set out are granted only to extent of the Town's right, title and interest in the land to be entered upon and used by the permittee; and the permittee will at all times, assume all risk of and indemnify, defend and save/hold harmless the Town of Oakland from and against all loss, damage, cost or expense arising in any manner on account of the exercise or attempt exercise by said permittee of the aforesaid rights and privileges.
- The Town of Oakland Code permits construction activities between the hours of 7am and 5pm on weekdays, and at all other times prohibits construction activities unless specifically approved by the Town Manager.
- Applicant declares that prior to filing this permit, he has ascertained the location of ALL existing utilities, both aerial and underground. The specific names of the agencies that have been notified must be typed or printed in the space provided, for the specific type utility.
- It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder.
- The construction and/or maintenance of a utility shall not interfere with the property and rights of prior occupant.
- The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as are required by the Manual on Uniform Traffic Control Devices for Streets and Highways and shall also prevent any obstructions or conditions which are or may become dangerous to the traveling public.
- 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.
- 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.
- 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.
- The base material and surface course shall be specified by the Town Engineer or designee and be, at a minimum, of the thickness and the same type, equal to – or better than – existing materials.
- 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 without specific approval.



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- Where permitted utility is installed in a parkway, the area shall be restored including by 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 completion date permitted and restoration shall be of the same type material(s) and equal to – or better than – the original, unless exempted by prior approval of the Public Works Director.
- The applicant shall provide a 48-hour written notice of construction to each property owner bordering the construction route.
- Special cases NOT covered by the above must be discussed with the Public Works Department and outlined below prior to any construction.
- In the event of widening, repair or reconstruction of such road or highway, upon reasonable notice, the permittee shall move its facilities to clear such construction at no cost to the Town of Oakland insofar as such facilities are within the public right-of-way.
- **SECTION II – B: Underground Utility Permit Request**  
Include the title and date of engineered plans.
- **SECTION II-C: Cost of Construction**  
Detailed cost estimate or executed construction contract must be submitted. This applies to both *Section II-A* and *Section II-B*.

### **SECTION III: Applicant's Signature**

Completion of this section is required for application to be accepted.

### **SECTION IV: Application Fees**

Application fees must be paid in full prior to permit issuance.

### **SECTION V: Notes**

Section V is provided to facilitate compliance with state and local regulation.

### **SECTION VI: Official Use Only**

Applicant; additional requirements (if any); and expiration date; to be completed by the Town Engineer, or designee.

### **SECTION VII: Utility Permit Final Inspection Certification**

Completion Certificate to be completed by the Town Engineer, or designee.

### **SECTION VIII: Town of Oakland Standards for R-O-W Construction**

Section VIII is provided to facilitate compliance with state + local regulation.

### **SECTION IX: Instructions and Conditions**

Section IX is provided to facilitate compliance with state + local regulation.

### **PENALTIES:**

*Any work that commences without the required permits available on the job site shall be immediately suspended until such time as the required permits have been acquired. A penalty fee for work commenced without a valid permit issued shall be charged in addition to the normal permit fee. The penalty fee shall be equal to the permit fee. \*Emergency work is excluded from penalty fees.*



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## SECTION IX: TOWN OF OAKLAND STANDARDS FOR R-O-W CONSTRUCTION

### NOTE:

- Any construction, repairs, etc. that is performed within the Town Right-of-Way requires a Town of Oakland Right-of-Way Utilization Permit.
- Work within the right-of-way near or on street trees or other vegetation will require a Right-Of-Way permit with Arborist Conditions.

### 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 a maximum of 40-feet apart, 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) with 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 of 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-inch 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 are 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-inch thick concrete, with a minimum of 3000 PSI. The sand-leveling bed shall be natural or manufactured from crushed rock less than 1-inch thick and placed on top of the 4-inch concrete base.