

DR: \_\_\_\_\_



**FOR OFFICE USE ONLY**

Process No.: \_\_\_\_\_

Clerk: \_\_\_\_\_

**RIGHT-OF-WAY USE PERMIT APPLICATION**

**Town of Medley**

**PROJECT GENERAL INFORMATION**

<b>Project Name:</b>	Address:	
Folio No. (If applicable):	Master Building Permit No. (If applicable):	
<b>Type of Work:</b> (Check appropriate box.) <input type="checkbox"/> Construction <input type="checkbox"/> Private Utilities <input type="checkbox"/> Other _____	Construction Plan Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Maintenance of Traffic (MOT) Plan Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Detailed Description:**

Location of Work/Activity in Right-of-Way (Street Name):	Intersection or Between (Street Name):	And (Street Name):
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Dept. Project Manager Signature:	WO#/Project #
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<b>Contractor Company:</b>	Mailing Address (Include Zip Code):
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Qualifier Name:	Contractor's License No.:	Contact Phone #:
		Business Phone #:

Field Contact Name:	Contact Phone #:
	Business Phone #:

Email (**PRINT**):

24-hour Emergency Contact:	24-hour Phone #:	Proof of Insurance Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Engineer of Record:</b>	Mailing Address (Include Zip Code):
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P.E. License No.:	Contact Name:	Contact Phone #:
		Business Phone #:

Email (**PRINT**):

**Continue to Next Page**



## RIGHT-OF-WAY USE PERMIT APPLICATION

### Town of Medley

#### CUSTOMER INFORMATION

<b>Project Owner:</b>	Mailing Address (Include Zip Code):
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Contact Name:	Contact Phone #:	Business Phone #:
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Email (**PRINT**):

The undersigned does hereby certify that he/she is the duly authorized Agent of the Applicant for the purpose of binding the Applicant to the terms and conditions of this application and the information contained herein and state that all information is correct. I also agree to be bound by provisions of the Ordinances and regulations of the Town of Medley, including but not limited to Chapter 50, Town of Medley Code of Ordinances, and any other governing standards as well as any special conditions, restrictions and regulations as may be imposed by the Department of Transportation and Stormwater Services Director or his/her designee.

<b>Permittee Signature:</b>	<b>Date:</b>
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#### FOR THE TOWN OF MEDLEY OFFICE USE ONLY

Fee Code	Quantity	Fee Code	Quantity	Fee Code	Quantity	Fee Code	Quantity
<input type="checkbox"/> PW01	_____	<input type="checkbox"/> PW12	_____	<input type="checkbox"/> PW23	_____	<input type="checkbox"/> PW34	_____
<input type="checkbox"/> PW02	_____	<input type="checkbox"/> PW13	_____	<input type="checkbox"/> PW24	_____	<input type="checkbox"/> PW35	_____
<input type="checkbox"/> PW03	_____	<input type="checkbox"/> PW14	_____	<input type="checkbox"/> PW25	_____	<input type="checkbox"/> PW36	_____
<input type="checkbox"/> PW04	_____	<input type="checkbox"/> PW15	_____	<input type="checkbox"/> PW26	_____	<input type="checkbox"/> PW37	_____
<input type="checkbox"/> PW05	_____	<input type="checkbox"/> PW16	_____	<input type="checkbox"/> PW27	_____	<input type="checkbox"/> PW38	_____
<input type="checkbox"/> PW06	_____	<input type="checkbox"/> PW17	_____	<input type="checkbox"/> PW28	_____	<input type="checkbox"/> PW39	_____
<input type="checkbox"/> PW07	_____	<input type="checkbox"/> PW18	_____	<input type="checkbox"/> PW29	_____	<input type="checkbox"/> PW40	_____
<input type="checkbox"/> PW08	_____	<input type="checkbox"/> PW19	_____	<input type="checkbox"/> PW30	_____	<input type="checkbox"/> PW41	_____
<input type="checkbox"/> PW09	_____	<input type="checkbox"/> PW20	_____	<input type="checkbox"/> PW31	_____		
<input type="checkbox"/> PW10	_____	<input type="checkbox"/> PW21	_____	<input type="checkbox"/> PW32	_____		
<input type="checkbox"/> PW11	_____	<input type="checkbox"/> PW22	_____	<input type="checkbox"/> PW33	_____		
<b>Total Fee</b>							_____

Fee Pd \$ _____	Date Pd ___/___/___	<input type="checkbox"/> Credit <input type="checkbox"/> Check <input type="checkbox"/> Cash	AMT. OF BOND	BOND EXP DATE	Receipt # _____
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Approved Dates: \_\_\_\_\_ to \_\_\_\_\_ Continuous Dates:  Yes  No

Comments:

Approved <input type="checkbox"/>	Utilities Department Signature:	Date:
Disapproved <input type="checkbox"/>		

The applicant is hereby authorized to make an opening in or under the above named street at the specified location; provided all work is performed in accordance with the applicant's plans, Town of Medley Ordinances, specifications, and regulations governing street openings, and the above special Conditions or such special conditions as may be imposed during the performance of the authorized work. The applicant is hereby authorized to close said portion of public street right-of-way in accordance with approved maintenance of traffic plan.

Permit No.:	Location:
Public Works No.:	Closeout Date:
<span style="font-size: 2em; color: #ccc;">Closeout Stamp</span>	

# RIGHT-OF-WAY PERMIT APPROVAL

PROJECT ADDRESS:

PROCESS No.:

## PLEASE READ THESE IMPORTANT CONDITIONS TO THE PERMIT

1. Work may begin only after receiving a validated TOM permit . Application alone, does not grant the right to begin construction.
2. Hours of construction are from 7:00 a. m. to 4:00 p. m., Monday-Friday. No work shall be performed on Saturdays and Sundays or holidays without prior authorization from the Town, except for emergencies.
3. No inspections shall be conducted on weekends or holidays. If the Contractor deemed it necessary to work on weekends and holidays, a Town inspector must be present at the jobsite. The Contractor must contact the Town at least 72 hours in advance, to request for an inspector to come to work. The salary for an overtime pay incurred shall be reimbursed by the contractor to the Town.
4. If road closure is required, then construction shall be from 9:00 a. m.-3:30 p. m. only. Notify TOM Building Dept (305) 887-9541 at least 48 hours in advance. Lane(s) must be clear of equipment & materials before and after these hours. No exceptions unless approved by Town (TOM) or in the event of emergencies. Contact TOM-PD at (305 )883-2047 to request for traffic officer assistance.
5. Pre-construction meeting with TOM Chief Inspector is required by the Town. Call 305-887-9541, Building Dept at least 48 hours in advance to schedule prior to start of construction. Requirements, inspection & video taping of the job site will be discussed at the meeting.
6. Notification letters must be delivered to residents and local businesses, as required by the TOM. Submit a copy of the notice to the Town.
7. Inspection is required before proceeding to the next stage of installation or construction. Excavation, sub-base, lime rock base, form, pavement installation and final inspection (including form removal, sod and site cleanup) are required. A progress inspection may be required by the Town at the end of every week for site safety maintenance and erosion and sediment control of job sites that are in progress.
8. Notify Sunshine at 1-800-432-4770 or 811 forty-eight (48) hours prior to starting construction.
9. All revisions to the plan must be submitted to the Town for review and approval.
10. To request a Right-of-Way inspection, call 305-887-9541 Building Department one day in advance. All Inspections must be approved, including the final inspection upon completion of the project in order to close out the permit and for the Town to release the bond.
11. Failure to obtain an approved inspection within 180 calendar days will cause this permit to expire and additional fees levied.
12. The Town may require a certified Density or Compaction tests for all pavement sub base and base and it must be submitted prior to final pavement installation. A certified copy of the proctor must also be submitted to the Town prior to the tests.
13. All construction areas must be kept clean, neat and sanitary and be restored to original condition or better. Right-of-ways and neighboring properties shall be kept free from dirt and debris and must be protected from damage by equipment or vehicles.
14. Equipment and materials shall be stored in designated storage area and shall not be stored on public right-of-ways.
15. Do not discharge water into right-of-ways or storm drains without prior approval or permits from DERM & Town of Medley .
16. Protect all stormwater catch basins from construction debris, sediments and potential pollutants by applying the Town's approved best management practices methods. FDEP CGP/NOI permits are required for projects disturbing more than 1 acre in land area. Visit [www.dep.state.fl.us/water/stormwater/npdes](http://www.dep.state.fl.us/water/stormwater/npdes) website for additional information.
17. Prevent creation of any obstructions or conditions that may become dangerous to the public.
18. Backfill and temporary asphalt patches must be installed adequately at the end of every workday unless otherwise authorized by the Town.
19. Provide where necessary, Maintenance of Traffic (MOT), adequate signs, barricades, warning lights, flagman and/or necessary precautions for prevention of accidents or injuries to person(s) or property resulting from this exercise of the privileges granted under this authorization.
20. Repair promptly any and all damages to public or private property caused by this exercise of the privileges granted under this authorization.
21. Restoration shall be at least equal to the condition existing at the time of the damage or injury or as directed and approved by the Town.
22. Permittee or contractor shall hold the Town of Medley and the Town's employee(s) harmless from any damages resulting from his exercise of the privileges granted under this authorization.
23. **This permit is issued pursuant to the Town of Medley Right-of-Way Management .ordinance C-374. By issuance of this permit, the City does not agree to any language found on the drawings, except as may be required by that ordinance. This permit does not constitute approval or compliance with the rules, regulations, or requirements of any other jurisdiction, which may relate to the above project.**
24. If road closure or sidewalk closure is required, an approved M.O.T. must be submitted along with the permit application.
25. **All work must be designed and constructed in accordance with the most current revision of the Miami-Dade County** Public Works Manual, Parts 1 & 2, unless otherwise specified or directed by the Town to conform to the Town of Medley Standard Specifications or FDOT Standard Specifications. All work requires a permit unless specifically exempted by the Town.
26. **A permit becomes null and void if work or construction is not commenced within 180 days or is suspended or expires because of lack of progress or abandonment. If a new permit is not obtained within 15 days from the date the initial permit becomes null and void, the Town of Medley is authorized to restore the public right of way using the Contractor's performance bond applied for the project. The Contractor or permittee shall be responsible to keep track of the expiration date and status of their permit.**
27. **Applicant must comply with approved mot's and will hire Town of Medley off duty police officers, as necessary, to assist with pedestrian & vehicular traffic control concerns & public safety. At no time will emergency access be obstructed or access to local businesses, parking lots or garages.** All Town of Medley permit(s) are solely for the authorization of the requested road or sidewalk closure. Town of Medley police officers hired in an extra-duty capacity are to ensure the safety of vehicular and pedestrian traffic during this closure. Any work performed as a result of the closure must abide by all Town of Medley ordinances and/or have the approval/permits of the respective town department that regulates the work being done. A copy of this permit & approved mot's must remain on site at all times for inspections. Failure to meet all conditions set on this permit will automatically void this permit. This permit does not authorize any infringement of federal, state or local laws or regulations and is solely for the purposes stipulated.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performances of construction.

\_\_\_\_\_  
Signature of Qualifier / Contractor

\_\_\_\_\_  
Date

PROJECT ADDRESS:

PROCESS No.:

AFFIDAVIT - PLEASE READ CAREFULLY

QUALIFIER'S AFFIDAVIT: Application is hereby made to obtain a Right-of-Way permit to do work and installation as indicated on this form. I certify that all work will be performed to meet the standards of all laws regarding construction in the Town of Medley. I understand that separate permits may be required for ELECTRICAL, STRUCTURAL or as noted. There may be additional permits required from other governmental agencies. A Right-of-Way permit application is subject to denial and a validated permit is subject to revocation or modification based upon applicable deeds, covenants, declarations, easements and any other legal restriction. By issuing a permit, the Town of Medley makes no representation as to the existence or validity of any property restriction.

NOTARIZED SIGNATURE OF QUALIFIER OR OWNER

\_\_\_\_\_

Print Name

\_\_\_\_\_

Owner' or Qualifier's Signature

\_\_\_\_\_

Notary's Signature

\_\_\_\_\_

Notary's Stamp

State of Florida, County of Miami-Dade

Sworn and subscribe to me this \_\_\_\_\_ day

of \_\_\_\_\_ Year 20 \_\_\_\_\_

Personally known / Drivers License / ID No.: \_\_\_\_\_