



Right of Way Application Submittal Checklist

- Completed Application.
- Insurance / Liability/.
- Contractor must be registered with the Town or register prior to beginning work. To register contact Building Department at: building@townofmedley.com
- MOT Plans (Prior to beginning work Medley PD must be notified.)
- Detailed description of work being done.
- Fee schedule must be filled out accordingly.
- Plans must be signed and sealed by engineer.
- Must be submitted electronically via email to CMARTIN@TOWNOFMEDLEY.COM
- Permit Card and application MUST be ONSITE at all times.
- ALL permits must be extended prior to expiration.
- Final inspection requests must be emailed to CMARTIN@TOWNOFMEDLEY.COM
- Before and after pictures must be included with final requests.
- As-builds must also be provided signed and sealed (when applicable).
- Payments to be made at the building department.