



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 **BUILDING@TOWNOFMEDLEY.COM**
- Permit Card and application **MUST** be **ONSITE** at all times.
- ALL permits must be extended prior to expiration.
- **ALL** inspections requests must be **scheduled through our portal. Please visit our website 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 **to** the building department.