

**PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

Zone: \_\_\_\_\_

Activated: \_\_\_\_\_

N BR: \_\_\_\_\_

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

Phone: (904)209-0134 Fax:(904)209-0135

**PERMIT NUMBER:** \_\_\_\_\_

For construction within County road rights-of-ways requiring this permit in accordance with the provisions of the St. Johns County Land Development Code, Standards & Detail Manual, and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

- 1. Applicant's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Contact Name (Print only) \_\_\_\_\_  
 Project Number (Utility Use Only) \_\_\_\_\_ Contractor License Number: \_\_\_\_\_

- 2. Proposed construction (Check the appropriate box and provide the required information).
  - A. **Commercial Driveway** Check One: **Permanent** \_\_\_\_\_ **Temporary** \_\_\_\_\_ **Paver Construction** \_\_\_\_\_  
 911 address connecting to county road: \_\_\_\_\_  
 \_\_\_\_\_  
 Legal description of property to be served: \_\_\_\_\_
  - B. **Utilities** Type \_\_\_\_\_  
 Location \_\_\_\_\_
  - C. **Other** Describe \_\_\_\_\_  
 Location \_\_\_\_\_

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE CONDITIONS ATTACHED TO THE PERMIT, INCLUDING THE STATED SPECIAL AND GENERAL CONDITIONS ATTACHED HERE TO.

Date: \_\_\_\_\_

Signature of Applicant: (Required) \_\_\_\_\_

**FOR ST. JOHNS COUNTY OFFICE USE ONLY**

Permission for the above-described construction is granted subject to these additional requirements:  
**CALL 904-209-0126 for FINAL INSPECTION** after completion of all work. (Refer to Note 9)

**EFFECTIVE DATE OF PERMIT:** \_\_\_\_\_

**EXPIRATION DATE OF PERMIT:** \_\_\_\_\_

**EXTENSION DATE OF PERMIT:** \_\_\_\_\_

**Final Inspection:**

**Permit Fee:** \$ \_\_\_\_\_ **Extension Fee:** \$ \_\_\_\_\_

Paid by Check # \_\_\_\_\_

**SPECIAL CONDITIONS:**

- 1. Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the Law in Florida
- 2. Approval of this permit does not exclude the applicant from obtaining other approvals or exclude requirements based on PUD's, DRI's, Building Department, NPDES, etc. Note 14 of the attached "General Conditions" becomes an integral part of this permit when signed by the applicant.

3. \_\_\_\_\_  
 \_\_\_\_\_

## GENERAL CONDITIONS

Revised 10/2017

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Land Development Code and St. Johns County Water & Wastewater Design Standards & Specifications, Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set forth in the **Americans with Disabilities Act of 1990, Title II**.
2. Public safety shall be maintained at all times during construction in accordance with the Provisions of Part VI, Work Zone Traffic Control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic** plans are required with the application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present the approved permit upon demand may result in immediate shutdown of any and all construction activities as determined by the St Johns County Inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permitting.
7. 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 vest any property rights to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement was preauthorized in writing.
9. **All materials, equipment and workmanship shall be subject to inspection by the St. Johns County Engineering Department, phone (904) 209-0119 for all inspections.**
10. All St. John's County rights-of-ways shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations, Public Works Division and /or Development Services Department. See also General Conditions, Note#20 for other important requirements.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings signed and sealed by a Florida Registered Engineer maybe required with the submittal drawings as determined by the Engineering Right-of-Way Division Manager.
13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expense arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)

GENERAL CONDITIONS – CONTINUED

Revised 10/2017

14. **In case of noncompliance with any St. Johns County requirements, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way immediately at no cost to St. Johns County.**
15. St. Johns County reserves the right to withhold issuance of current and future permits to the applicant for failing to comply with St. Johns County or the Engineering Operations Division requests, General Conditions, Ordinances, permit request, Resolutions, or ANY part of the St. Johns County's Land Development Code.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgment, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
17. Pavers are allowed within the St. Johns County rights-of-ways for use as commercial driveways. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans with Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted COMMERCIAL DRIVEWAY be determined to be out of compliance with county standards and/or ADA standards, the applicant or the applicants contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by St. Johns County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with the Commercial Driveway Permit Application. See also Note 14 of the GENERALCONDITIONS.
18. IMPORTANT WARRANTY INFORMATION: All work performed within the St. Johns County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelvemonths from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the St. Johns County inspector prior to final inspection.
19. Jetting of utilities under roadways is **PROHIBITED** within any and all rights-of-ways of St. Johns County per Section 6.04.04.E.3, page VI-32 of the St. Johns County Land Development Code, Adopted July 29, 1999.
20. It is the sole responsibility of the applicant to video and / or provides detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicants' interest in the event of disputes between residents, subcontractors, St. Johns County inspectors, etc. In the event of a dispute the applicant will provide St. Johns County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions as set forth and detailed within the St. Johns County Land Development Code Section 6.04.04.E.5, page VI-32.
21. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Right-of-Way Permitting Division to ensure the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

**EXEMPTIONS**

1. Utilities performing emergency maintenance or emergency repair work do not require a right of way permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (904) 209-0119 to inform the St. Johns County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.** In addition should any damage occur to the roadway system, drainage system, etc. due to the maintenance or emergency repair work a Right-of-Way permit will be required and a fee will be accessed.
2. Developments with approved construction plans by the Development Review Committee (DRC) are exempt from obtaining a separate right of way permit providing ALL on-site and off-site utility work within the rights of ways are shown on the approved engineering plans and constructed prior to final acceptance by St. Johns County.

# FEE SCHEDULE FOR RIGHT – OF – WAY PERMITTING

PERMIT APPLICATION NUMBER: \_\_\_\_\_

- |  |   |
|--|---|
| A) COMMERCIAL DRIVE WAY CONNECTION PERMIT  | \$156.00 X _____ + \$ _____                               |
| B) NEW POLE/STRUCTURE INSTALLATIONS<br>INVOLVING NO MORE THAN THREE STRUCTURES<br>SUBJECT TO:  | \$28.00 X _____ = \$ _____                                |
| <ul style="list-style-type: none"> <li>• ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT</li> <li>• INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT</li> </ul> |   |
| C) CONDUIT SERVICE LATERAL INSTALLATIONS<br>WHICH DO NOT CROSS A ROADWAY AND ARE<br>PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE  | \$36.00 X _____ = \$ _____                                |
| D) ALL OTHER USES, INCLUDING UTILITIES REVIEW AND INSPECTION   |   |
| • BASE REVIEW FEE  | \$104.00 X _____ = \$ _____                               |
| • PER EACH BORE LOCATION   | \$52.00 X _____ = \$ _____                                |
| • PER EACH ROADWAY CUT LOCATION  | \$260.00 X _____ = \$ _____                               |
| • PER 1,000 LINEAR FT. OF OVERHEAD   | \$17.00/1000' X _____ = \$ _____                          |
| • PER 1,000 LINEAR FT. OF UNDERGROUND  | \$36.00/1000' X _____ = \$ _____                          |
| E) LANDSCAPING (PLUS BASE FEE)   | \$112.00 X _____ = \$ _____                               |
| F) IRRIGATION  | \$135.00 BASE \$21.00/1000 LINEAR FEET X _____ = \$ _____ |
| G) HOUSE MOVING (COST/HOUSE)   | \$112.00 X _____ = \$ _____                               |
| H) SIDEWALK CONSTRUCTION   | \$ 78.00 / 100' X _____ = \$ _____                        |
| I) ROADWAY/DRAINAGE CONSTRUCTION   | \$156.00 / ¼ MILE (1,320') X _____ = \$ _____             |
| J) RIGHT-OF-WAY PERMIT TIME EXTENSION TOTAL COST<br>(ONE YEAR MAXIMUM FROM ORIGINAL APPROVAL DATE)   | \$56.00 \$ _____  |

- K) PENALTY FOR WORK WITHOUT A PERMIT (\*FIRST OFFENSE)-DOUBLE THE APPLICABLE FEE + \$250.00
- L) PENALTY FOR WORK WITHOUT A PERMIT (\*\*SECOND OFFENSE)-DOUBLE THE APPLICATION FEE + \$1,000.00
- \*\*WITHIN A ONE (1) YEAR PERIOD OF FIRST OFFENSE**

TOTAL COST: \$ \_\_\_\_\_

ADDITIONAL COST: \$ \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ (SJC PERSONNEL) DATE: \_\_\_\_\_

Standard Form Revised 10/2017

**Instructions for submitting the form:**

Clicking on "SUBMIT" will open Outlook and an e-mail window with the form as an attachment.

To submit through another email application, complete the form, save it to your computer and send as an attachment to [mauldin@sjcfl.us](mailto:mauldin@sjcfl.us)