



CITY OF HOMESTEAD

Utility Rights-of-Way Use Permit Application

Good for 90 days from the Date Issued

This permit is only required if the work location is owned or controlled by the City of Homestead and within its municipal boundaries

For office use only	
Permit Number:	Date Issued:
	Expiration Date:

Owner/Registrant's Name: _____ Phone # () _____

Submitted By: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Contractor Name: _____

Company Name: _____

Phone # () _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Florida State License # _____ M-Dade County License # _____

Liability Insurance Company: _____ Policy Number: _____

APPLICATION IS HEREBY MADE for permission to place and maintain, within the Public Rights-of-Way, Easements or Public Property, the below described project in accordance with the plans and specifications herewith submitted and subject to all Codes, Ordinances and Regulations of the City of Homestead, Florida, and all provisions of the Laws of the State of Florida, whether herein stated or not.

Work Description

Job Name & Address: _____

Homestead, Miami-Dade County, Florida

Description of Work: _____

Anticipated Start Date: _____

Bonding Company (if applicable) _____

Bonding Company Address: _____ City _____ State _____ Zip _____

Engineer _____ Registration # _____ Phone () _____

Engineer's Address: _____ City _____ State _____ Zip _____

Permittee must restore any impact to private driveway, parking lot, etc., to its current condition or better.
Permittee must coordinate with the private property owners, as to protect the owner's access to and from their premises.
Asphalt Restoration – All restoration will comply with Miami-Dade County R21.1 Specs.

Item	Length (Feet)	Width (Feet)	Number	Location			Permit Fee (\$)
				Street	Easement	Right of way	
Water Line							
Sanitary Sewers							
Storm Sewers							
Gas Line							
Drainage System							
Sidewalk							
Curb and Gutter							
Poles & Down Guys							
Driveways							
Cable TV							
Communications Facilities							N/A*
Street Pavement							
Underground Electric							
Landscaping							
Newsracks							
Other							
						Total	

Permit Conditions

In consideration of the issuance of the above permit I/we agree:

- 1) Must call Sunshine State One Call of Florida, Inc., at 811 or 1-800-432-4770 for utility location as required in the Florida State Statutes (Chapter 556, F.S.) at least 3 business days prior to digging.
- 2) Must contact the City at 305-224-4779 at least 48 hours prior to beginning construction.
- 3) Must have the job copy of the permit on the job site at all times.
- 4) Must obtain a Right-of-Way Closure Permit prior to Commencement of Work.
 - a) Must have an Off Duty City of Homestead Police Officer present for any/all road closures.
- 5) Must comply with Florida Statutes Chap. 556 “Underground Facility Damage Prevention & Safety” through the use of low impact marking devices.
- 6) Must provide proof (i.e., photos, video) that the storm sewer system is not damaged during construction.
- 7) Permit extensions shall be issued only for work in progress.
- 8) Must perform all work in compliance with the applicable federal and state laws, the City Code and ordinances, the standards of the departments having jurisdiction, as well as meeting all other conditions and regulations concerning the use of the City’s Rights-of-Way.
- 9) Must call for inspections, and to properly restore the ground and the infrastructure to its original condition or better within **90** day(s) of the date of this permit.
 - a) To guarantee the above restoration for a period of one-year from completion and to immediately repair it, should the restoration become unsatisfactory to the City.
 - b) All asphalt restoration must be in compliance with Miami-Dade County R21.1 specs.
- 10) Must ensure that other utility owners with facilities attached to a pole to be removed shall transfer their facilities to the new pole within the permit timeframe; the owner of the old pole shall remove it within the permit timeframe.
- 11) To be responsible for the preparation and execution of the maintenance of traffic, obtain the required approvals, and take all the necessary precautions to protect the public.
- 12) To advise the Fire, Police and Public Works and Engineering Departments in advance of any blockage of through traffic by the above work, and upon termination of such blocking.
- 13) The applicants/permittees shall ensure access to emergency response vehicles, Solid Waste, and local traffic at all times.
- 14) Not to share the same trench with the water and wastewater lines.
- 15) To remove or relocate the utility/facility as directed by the City, at no cost to the City, when the utility/facility conflicts with the location of existing or future City improvements.
- 16) Must submit a signed & sealed final as-builts: 1 hard copy, PDF, & CAD prior to final inspections.
- 17) Must obtain a final inspection upon completion.

* Pursuant to City of Homestead Ordinance No. 2001-02-03, a communications services provider may be required to pay compensation for use of the City’s rights-of-way in conjunction with the filing of this Application.

Acknowledgment

I, the undersigned, agree that all the information is correct to the best of my knowledge, and that all necessary licenses, registrations, franchises and/or insurance coverages have been obtained and are valid. I agree to conform to all rules and regulations of the City of Homestead and other agencies having jurisdiction, and to defend, indemnify and hold the City of Homestead harmless against any and all liability, loss, cost, damage or expense which may accrue because of negligence, misconduct in the performance, or lack of performance, related to the above work. I also agree to the above permit conditions and agree to comply with the Severe Weather Advisory Procedures.

Owner/Registrant’s Name (Please Print): _____

Owner/Registrant’s Signature: _____

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____ of 20_____

who [] is personally known to me or [] has produced _____ as identification.

NOTARY PUBLIC, State of Florida Seal

Contractor & Company Name: _____

Contractor’s Signature: _____

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____ of 20_____

who [] is personally known to me or [] has produced _____ as identification.

NOTARY PUBLIC, State of Florida Seal

General Instructions

1. Submit three original signed and dated applications to **551 SE 8 Street, Homestead, FL 33030** with the below items:
 - a. MOT that complies with FDOT Design Standards Index 600 (Traffic Control Through Work Zone).
 - b. A sketch showing the location and layout of the proposed work.
 - a. If the sketch is larger than 11” by 17”, please submit an electronic copy with the application.
 - c. Contractor’s state and local certifications, liability insurance coverage naming the City of Homestead as an additional insured against third party losses or claims per Section 24-150 of the City Code.
2. The permit may not be issued if the applicant has an outstanding debt with the City of Homestead.
3. The permit will not be released until the fee is fully paid.
4. In case of emergency work or off business hours, you will be required to complete the “Emergency Work Permit” form and fax it to (305) 224-4789. You will be required to apply for all the required permit(s) and pay all the applicable fees the next business day.
5. For additional information, you may contact (305) 224-4779.
6. Please note the newsrack application requirements are outlined per Ordinance 2014-04-03 and Resolution R2014-04-39 (attached).

Certification	
Certified by:	
Signature:	Date:



PUBLIC WORKS FIELD OPERATIONS

350 S.E. 6TH AVENUE
HOMESTEAD, FLORIDA 33030
TEL: (305) 224-4840
FAX: (305) 224-4589

SEVERE WEATHER ADVISORY PROCEDURES

A Severe Weather Advisory is concurrently issued for the City of Homestead to all projects actively operating on City property or within the City's public rights-of-way upon the issuance of a tropical cyclone "Watch / Warning" by the National Weather Service / National Hurricane Center. Contractors / permit holders will safeguard the work and property within and adjacent to the project work area as follows:

Tropical Storm Warning Issued

- Remove all obstructions from the public storm drainage system and make all necessary repairs to allow for the collection and discharge of stormwater runoff.
- Remove all obstructions from the public sanitary gravity and force main sewage system and complete all necessary repairs to allow for collection and conveyance of sanitary sewage.
- Remove all construction debris and backfill all open trenches to provide a temporary surface suitable for vehicular and pedestrian traffic. Steel plating will not be permitted.

Tropical storm warning preparation tasks must be completed within 24-hours of issued warning.

Hurricane Watch Issued

- All rights-of-way construction operations will be suspended immediately. Construction activity on City projects or within the public rights-of-way, not directly related to the safeguarding of public property or public rights-of-way, will not be permitted.
- All rights-of-way construction permits will be suspended immediately.
- Delivery of material or equipment to City projects or projects within the public rights-of-way will be suspended immediately.
- Remove all obstructions from the public storm drainage system and make all necessary repairs to allow for the collection and discharge of stormwater runoff.
- Remove all obstructions from the public sanitary gravity and force main sewage system and complete all necessary repairs to allow for collection and conveyance of sanitary sewage.
- Backfill all open trenches and provide a temporary surface suitable for vehicular and pedestrian traffic. Steel plating will not be permitted.
- Schedule roll-off trash collection and remove roll-off container(s) from the public rights-of-way.
- City personnel will evaluate site conditions and may identify construction equipment that contractors and permit holders must remove from the site upon issuance of a hurricane warning.

Hurricane watch preparation tasks must be completed within 24-hours of issued watch.

Hurricane Warning Issued

- Remove all equipment and material from the public rights-of-way. Equipment and material that cannot be removed must be condensed into a single area out of the public roadway. Equipment shall be provided safety markings, to the satisfaction of City personnel, to increase visibility in heavy rain or flooding situations.
- In accordance with traffic modification standards, remove all MOT and restore normal vehicular traffic operation. In cases where MOT may not be safely removed, the Field Operation Manager and/or Supervisor must be notified immediately. Barricades and signage must be secured with direct burial or sand bagging. If deemed necessary by City personnel, the placement of concrete barriers may be required. The Field Operation Manager and/or Supervisor may impose additional site securing requirements, as deemed necessary.
- Remove all construction debris, unused barricades, construction materials, permit boards, portable toilets, and similar material. Material may be stored in a secured building on site.
- Contractors may be advised to take additional measures, at the discretion of City personnel, which are deemed necessary to secure the public rights-of-way and ensure public safety.
- Contractor / Permit holders are advised to record pre-storm video / photos with date/time subtitle.

Hurricane warning preparation tasks must be completed within 12-hours of issued warning.

Contractors / Permit holders are encouraged to take proactive measures in securing their work site and the public rights-of-way to ensure public safety and the protection of completed work. Contractors / Permit holders should monitor public storm advisories and individual storm progress.

Upon issuance of a tropical cyclone Watch/Warning by the National Weather Service, you may contact the City of Homestead Engineering Services Department - Field Operation Manager and/or Supervisor for further information.

Completion times for hurricane watch / warning preparation tasks will not consider regular work hours, weekends or holidays. Contractors / Permit holders are expected to commence preparations for a hurricane watch / warning immediately upon issuance, regardless of time or day. All preparations, as described wherein, shall be completed within the prescribed timeframe.

Post-Storm Event Procedures

- Review project site for post-storm damage including the operation of all utilities. Advise the Field Operation Manager and/or Supervisor immediately of damage.
- Contractors / Permit holders may not resume work or enter the public rights-of-way prior to notification by the Field Operation Manager and/or Supervisor. Approval to resume operations will be granted on a case-by-case review and will consider the condition of both the work and surrounding area.

DO NOT COMMENCE SUSPENDED CONSTRUCTION ACTIVITIES PRIOR TO RECEIVING DIRECTION FROM THE CITY OF HOMESTEAD.