



ISLAMORADA, VILLAGE OF ISLANDS RIGHTS-OF-WAY USE PERMIT

Instructions: A Village Rights-of-Way Permit shall be required for all landscaping, construction or maintenance activity within the Village rights-of-way, unless the person performing the work is exempt from obtaining a Village Rights-of-Way Permit by Florida Statute or Village Code. A permit from the Florida Department of Transportation (FDOT) may be required for the construction of accessways to, or construction within, the rights-of-way of any part of the state highway system as defined in F.S. § 334.03. The Village will coordinate with FDOT for approvals required to complete and issue the application. Applications involving Overseas Highway (U.S. 1) have a minimum processing period of 45 days.

Current certificate of authorization number issued by the Florida Public Service Commission, the Federal Communications Commission, or the Department of State (if applicable): _____

Please complete the table below with as much information as possible.

Item	Length (Feet)	Width (Feet)	Quantity	Location			Permit Fee (\$)
				Street	Easement	ROW	
Cable TV							
Communications Facilities							N/A
Curb and Gutter							
Drainage System							
Driveways							
Gas Line							
Landscaping							
Poles and Down Guys							N/A
Sanitary Sewers							
Sidewalk							
Storm Sewers							
Street Pavements							
Underground Electric							
Water Line							N/A
Other							
TOTAL:							

Applicant Responsibilities

1. **Not less than two (2) full business days before beginning any excavation or demolition, provide information through Sunshine State One Call (dial 811 or 800-432-4770, www.callsunshine.com).** [Chapter 556, F.S.]
2. In the event the Village rights-of-way are damaged or impaired in any way because of any activity, the person responsible for the activity shall, at his own expense, restore the Village rights-of-way to its original condition before such damage, or to the standards specified on any Village rights-of-way permit issued under this article. If the applicant or person responsible fails to make such restoration within the timeframe specified in the permit, the Village may perform the restoration activity and charge the cost thereof against the applicant or person responsible. In order to secure payment from the applicant or person responsible, the Village may file a lien for the cost of the restoration activity against any real or personal property owned by the applicant. Thereafter, the Village may foreclose or otherwise execute on the lien.
3. In the event existing aerial or underground utilities must be relocated as part of any activity in the Village rights-of-way, the applicant must notify and obtain permission from the appropriate utilities for the proposed work.
4. The applicant shall make all necessary provisions for the accommodation and convenience of traffic and safety measures, including placing and display of caution signs and signals as required by the applicable provisions of the current addition of the state department of transportation manual on uniform traffic control devices for streets and highways. The applicant shall further prevent obstructions or conditions which are or may become dangerous to the traveling public. The authority to temporarily close off a street or easement in its entirety rests solely with the Village Council.
5. The applicant shall notify in writing the Islamorada District of the Monroe County Sheriff's Department and the Village Fire Rescue Department before the Village Council approves the physical closing of any street.

Islamorada, Village of Islands
Rights-of-Way Use Permit

Applicant Responsibilities (Continued)

6. All fire hydrants and fire lanes shall be accessible at all times.
7. All work activity authorized under a Village Rights-of-Way Permit is subject to inspection and approval by the Village.
8. The interruption of existing utility service is prohibited without specific authority of the concerned utility and advance public notification by newspapers or the airways that the disruption will occur. Repair activity determined to be of an emergency nature shall not be subject to this notification procedure.

Planting in Right-of-Way

Pursuant to Code Section 30-819, all vegetation placed within the Right-of-Way shall be breakaway, with mature trunk diameters of four (4) inches or less measured six (6) inches above the ground. In general, vegetation within the Right-of-Way shall be placed within five (5) feet of the property line, unless expressly permitted by the Village or the Florida Department of Transportation. Additional conditions may apply for vegetation placed within the Right-of-Way as determined by the Florida Department of Transportation or the Village. Accessways shall be permitted in accordance with the Village Code from the public rights-of-way through all such landscaping to service the parking or vehicular use areas.

Acknowledgement

I/We, the undersigned, agree that all submitted information is correct to the best of my/our knowledge and that all necessary licenses, registrations, franchises and/or insurance coverages have been obtained and are valid. I/We agree to conform to all Village rules and regulations and other agencies having jurisdiction, and to defend, indemnify and hold harmless Islamorada, Village of Islands 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/We also agree to the above applicant responsibilities.

Bonding

Pursuant to Village Code Section 50-29(b), I/we, the undersigned, hereby request that the Village Manager accept this statement guaranteeing performance of the proposed work specified in the application in lieu of a bond. It shall be my/our duty to guarantee and maintain the work site free from defects caused by the permitted work activity for one (1) year after restoration of the Village Rights-of-Way to its original condition.

ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained herein is true and correct. *Electronic signatures are not required to be notarized.

PROPERTY OWNER:

Signature: _____
Print Name: _____
Date: _____

NOTARY PUBLIC:

STATE OF _____, COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this ____ day of
20____, by _____ (name of person making statement).
Signature: _____
☐ Personally Known ☐ Produced Identification
Type of ID Produced: _____
Notary Seal: _____

CONTRACTOR OR AUTHORIZED AGENT:

Signature: _____
Print Name: _____
Date: _____

NOTARY PUBLIC:

STATE OF _____, COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this ____ day of
20____, by _____ (name of person making statement).
Signature: _____
☐ Personally Known ☐ Produced Identification
Type of ID Produced: _____
Notary Seal: _____

Office Use Only

Public Works Department	Utilities and Capital Projects
Signature: _____	Signature: _____
Approved By: _____	Approved By: _____
Date: _____	Date: _____