

RIGHT OF WAY PERMIT

INSTRUCTION
PACKAGE



WEST PALM BEACH

REV 02-10-2021

When do I need a ROW Permit?

Any work or obstruction within the ROW

- Driveway Connections
- Crane or lift for pressure cleaning or painting
- Roadway construction
- Directional drill or bore pits

- Also include the complexity of the project.
- Permits must be submitted **10 Business** days prior to start.
- **Allow a minimum of 20 Business days for processing.**
- **PARKING ON CITY SIDEWALKS IS NOT ALLOWED**



What do I need before I apply?

Contractor Information Requirements

(Not applicable for Owner/Builder)

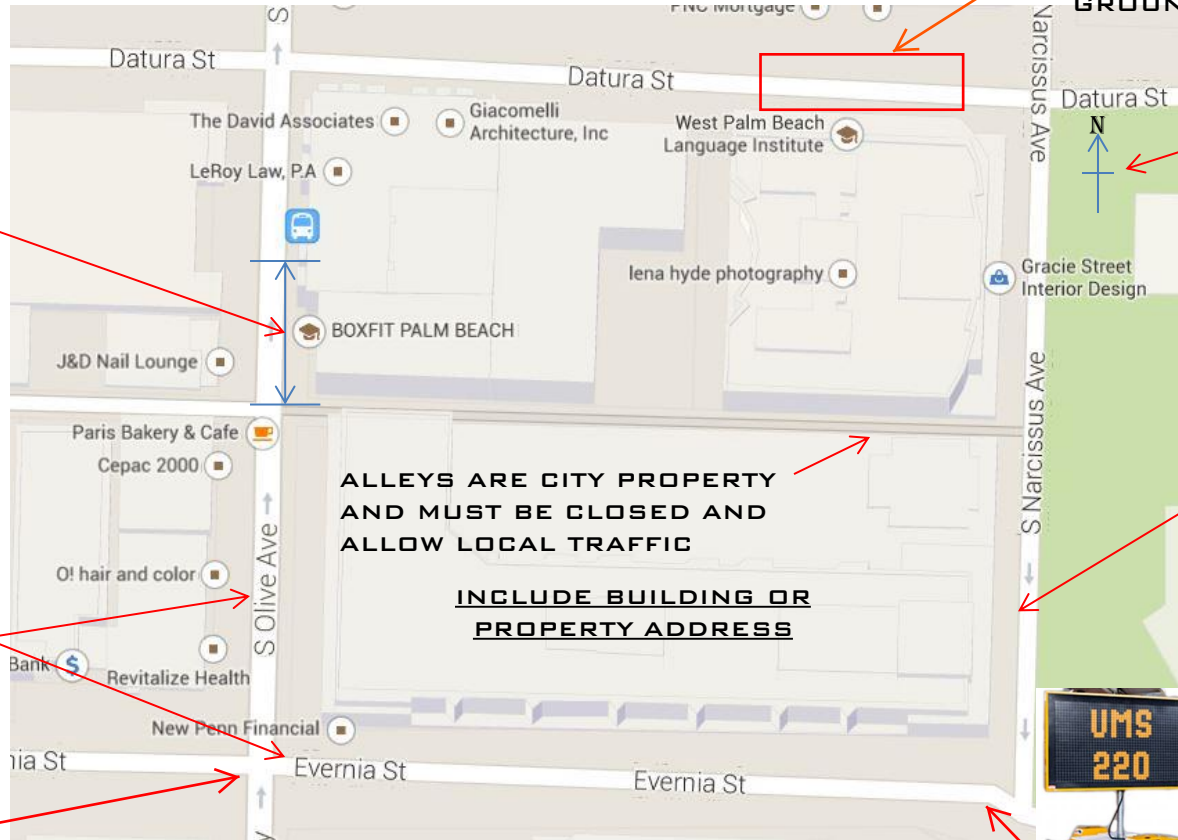
No fee, no form to register as a contractor

- Copy of State License **or** Copy of Palm Beach County Certificate of Competency
- Certificate of Liability Insurance.
- Certificate of Workers Comp Insurance **or** Copy of Workers Comp Wavier for qualifier of company.
- Liability and Workers Comp Insurance is to be made out to the **CITY OF WEST PALM BEACH 401 Clematis St West Palm Beach, Fl 33401.**
- Copy of Local Business Tax Receipt from County or Municipality where your headquarters is located.
- Documentation must include your phone, e-mail (fax if Applicable).
- A site plan over **aerial** with **City Utilities** shown.
- Maintenance of Traffic Plan(s) must be placed over an **aerial** to show inferstructure. (**Per Latest FDOT Standard 600 Series**). VMS Boards (**if required**) must be in place **1 - 2 weeks** prior to closure.
- If sidewalk is obstructed, a pedestrian maintenance of traffic is needed.
- If roadway is obstructed, a roadway maintenance of traffic is needed.
- City of WPB utilities identified.
- Preconstruction photos of existing sidewalk, roadway, curbing, etc.
- This application need to be notarized



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CONTRACTOR WORKSHEET



INCLUDE LINEAR DIMENSION FOR R/W AND OR S/W CLOSURE

WORK AREA (LOCATES REQUIRED FOR ANY UNDER GROUND WORK)

INCLUDE NORTH ARROW

INDICATE ALL STREET NAMES

ALLEYS ARE CITY PROPERTY AND MUST BE CLOSED AND ALLOW LOCAL TRAFFIC

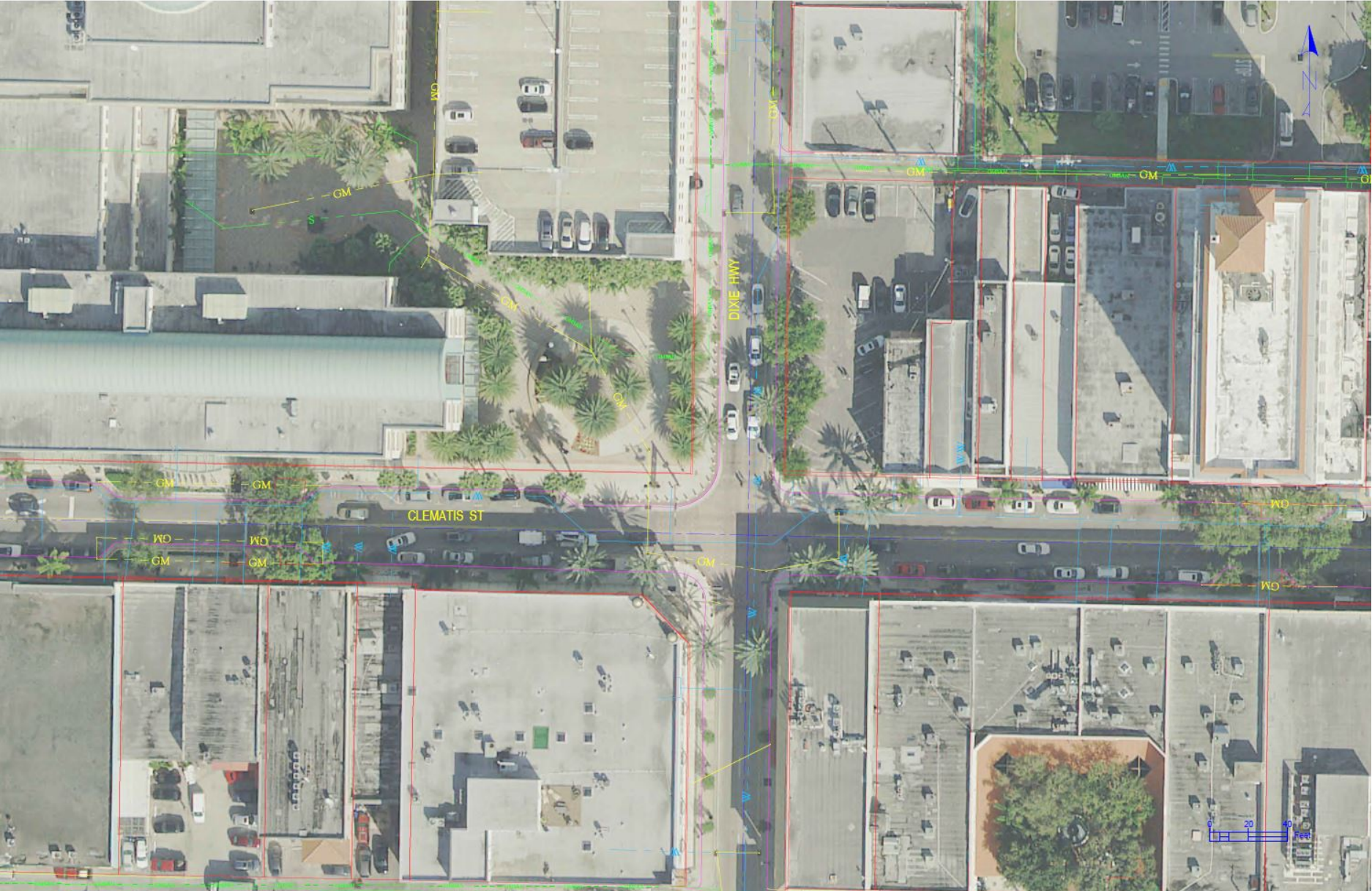
INCLUDE BUILDING OR PROPERTY ADDRESS



PARKING METERS MUST BE BAGGED IF EQUIPMENT IS IN PARKING STALL

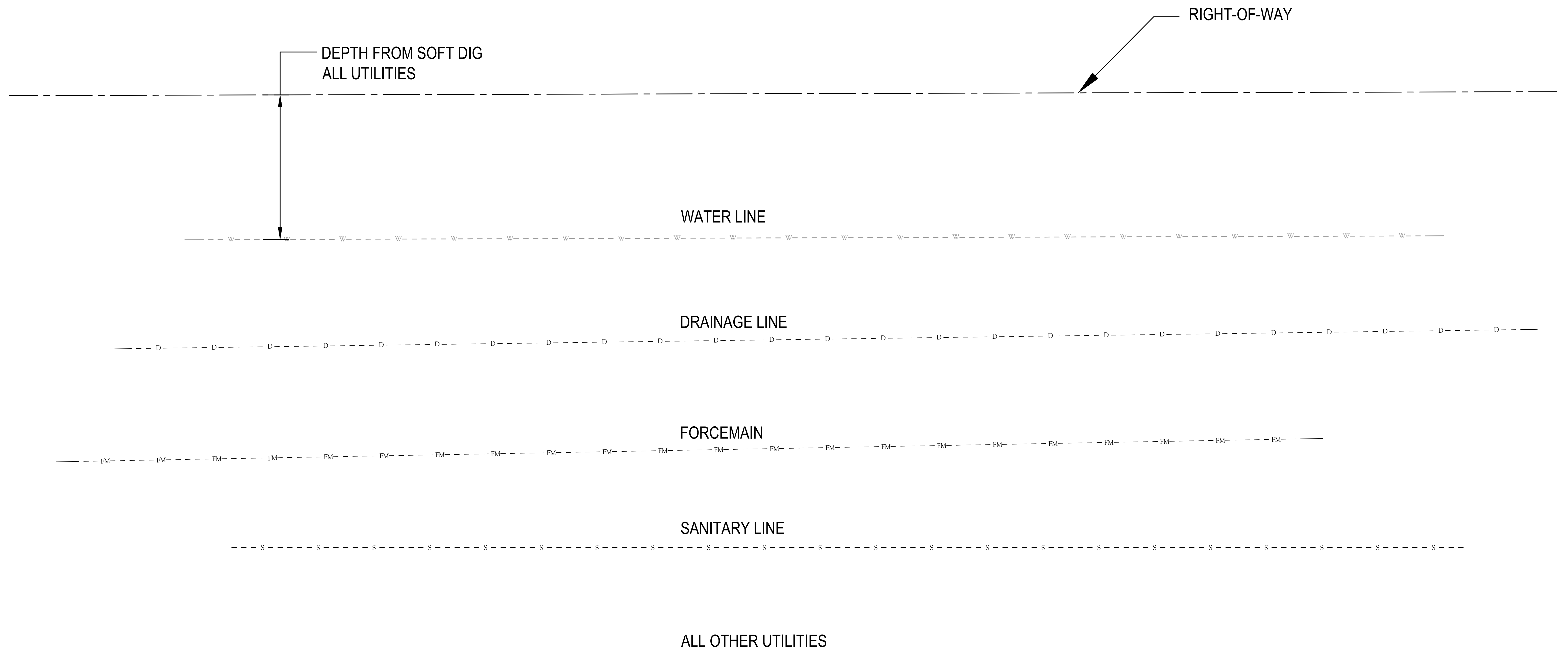


1. INDICATE WORK AREA(S) AND LINEAR DIMENSIONS FOR S/W AND R/W CLOSURE(S).
2. SPECIFY TYPE OF EQUIPMENT TO BE USED ON THIS PROJECT.
3. INDICATE STAGING AREA(S).
4. VMS BOARDS (IF REQUIRED) MUST BE IN PLACE 1-2 WEEKS PRIOR TO CLOSURE.
5. IF A CRANE IS REQUIRED INCLUDE MANUFACTURES INFORMATION.
6. INCLUDE A MOT PLAN FOR S/W AND/OR R/W CLOSURE. MUST BE A CERTIFIED PLAN.
7. INDICATE THE NUMBER OF DAYS R/W OR S/W WILL BE CLOSED.
8. IF SCAFFOLDING IS REQUIRED A COPY OF THE MANUFACTURE INFO IS REQUIRED. (FLORIDA BUILDING CODE 3306.7)
9. BARRICADES ARE REQUIRED FOR ANY EQUIPMENT LEFT OVER NIGHT.
10. IF DUMPSTER OR POD IS REQUIRED INDICATE LOCATION AND NUMBERS OF DAYS.



ALL DRAWINGS TO BE OVER AERIALS SHOWING ALL UTILITIES

***LOCATE UTILITIES IN WORK AREA FOR ALL UNDER GROUND WORK**

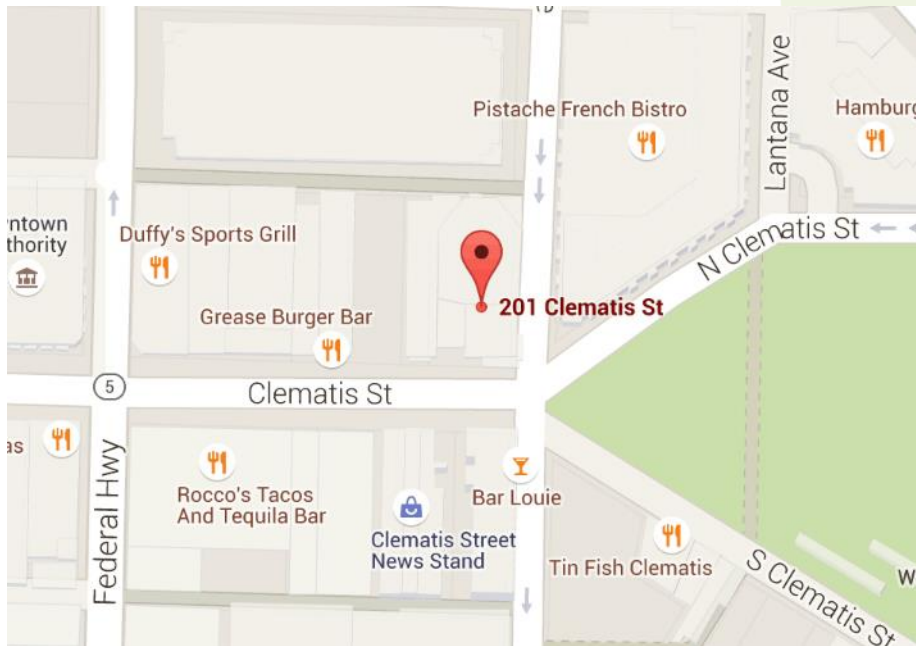


ALL DIRECTIONAL BORES SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 555, (LATEST VERSION) DIRECTIONAL BORES AND THE FDOT UTILITIES ACCOMMODATION MANUAL.

**CONTACT CITY OF WEST PALM BEACH ENGINEERING SERVICE DEPT (JANTIS TARBILL 561-494-1079)
FOR ALL UNDERGROUND CITY UTILITIES INFORMATION**

The Application

- Property address referenced a block number
- For Example: **Block 200 of Clematis.**
- How to find this information? Google



WEST PALM BEACH

Common Issues

Work Zone not identified.

Duration not precise.

INSUFFICIENT MOT

DRAWINGS NOT OVER AERIALS SHOWING ALL UTILITIES

COPIES OF ALL CITY UTILITY & AS-BUILT DRAWINGS

INSUFFICIENT DETOUR ROUTES

MISSING MOT AND PEDESTRIAN MOT

INCORRECT PHASING OF CLOSURE

MUTCD CHAPTER 6 and CURRENT FDOT INDEX 600

<https://www.fdot.gov/design/standardplans/current/default.shtm>



WEST PALM BEACH

Inspections

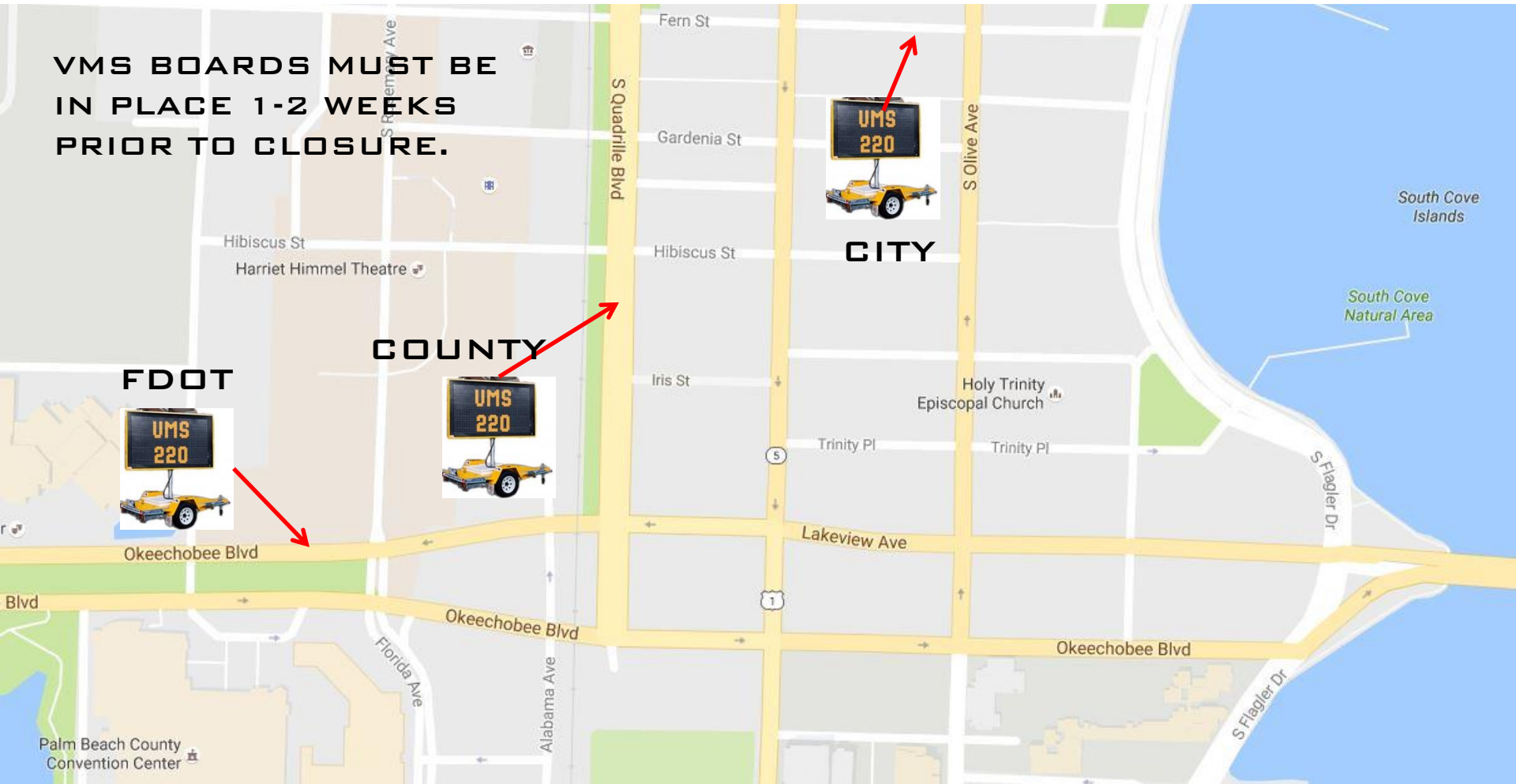
Inspections are required by the City to assure the Contractor/Home Owner is aware of any preexisting Conditions (cracked sidewalk or curb etc...), City Standards which may apply to the job and scope of work to be performed.

- 800 & 803** (Pre-Inspection & MOT Pre-Inspection): An onsite meeting with the Contractor/Home Owner and Coordinator to discuss scope of work, City Standards as they may apply to the job, any preexisting conditions (existing damage to the right-of-way) prior to the start of work.
- 801** (Pre-Inspection/Form Board): Prior to pouring concrete, laying asphalt, installing pipe, cable, conduit, etc... All conditions must meet City Standards.
- 802 & 805** (Final Inspection & MOT Removal): Meeting in the field with Coordinator & Contractor/Home Owner to make sure all aspects of the job were met and there is no damage to the area. This process is required to close the existing permit.
- 804** (MOT Daily Inspection): This is to insure all signs, cones, barrels,etc. are still in place within the work zone and all signs are sand bagged.



VMS BOARD REQUIREMENTS

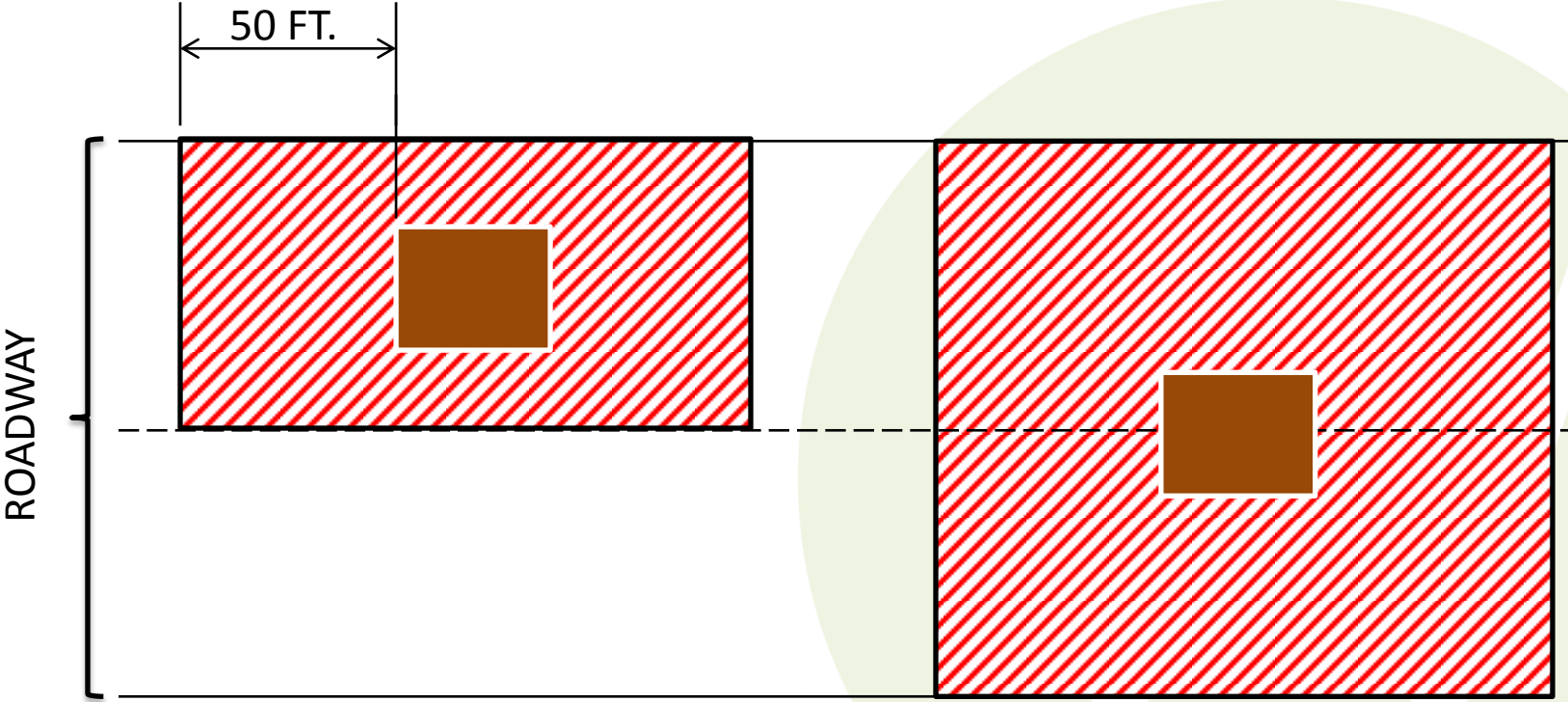
VMS BOARDS MUST BE IN PLACE 1-2 WEEKS PRIOR TO CLOSURE.



VMS BOARDS MAY NEED TO BE PLACED ON NON CITY RIGHT-OF-WAYS, THESE WILL REQUIRE ADDITIONAL PERMITTING.

PLEASE USE SMALL FORMAT VMS BOARDS. MULTIPLE BOARDS MAY BE REQUIRED DUE THE SIZE OF THE PROJECT.

Trench Restoration

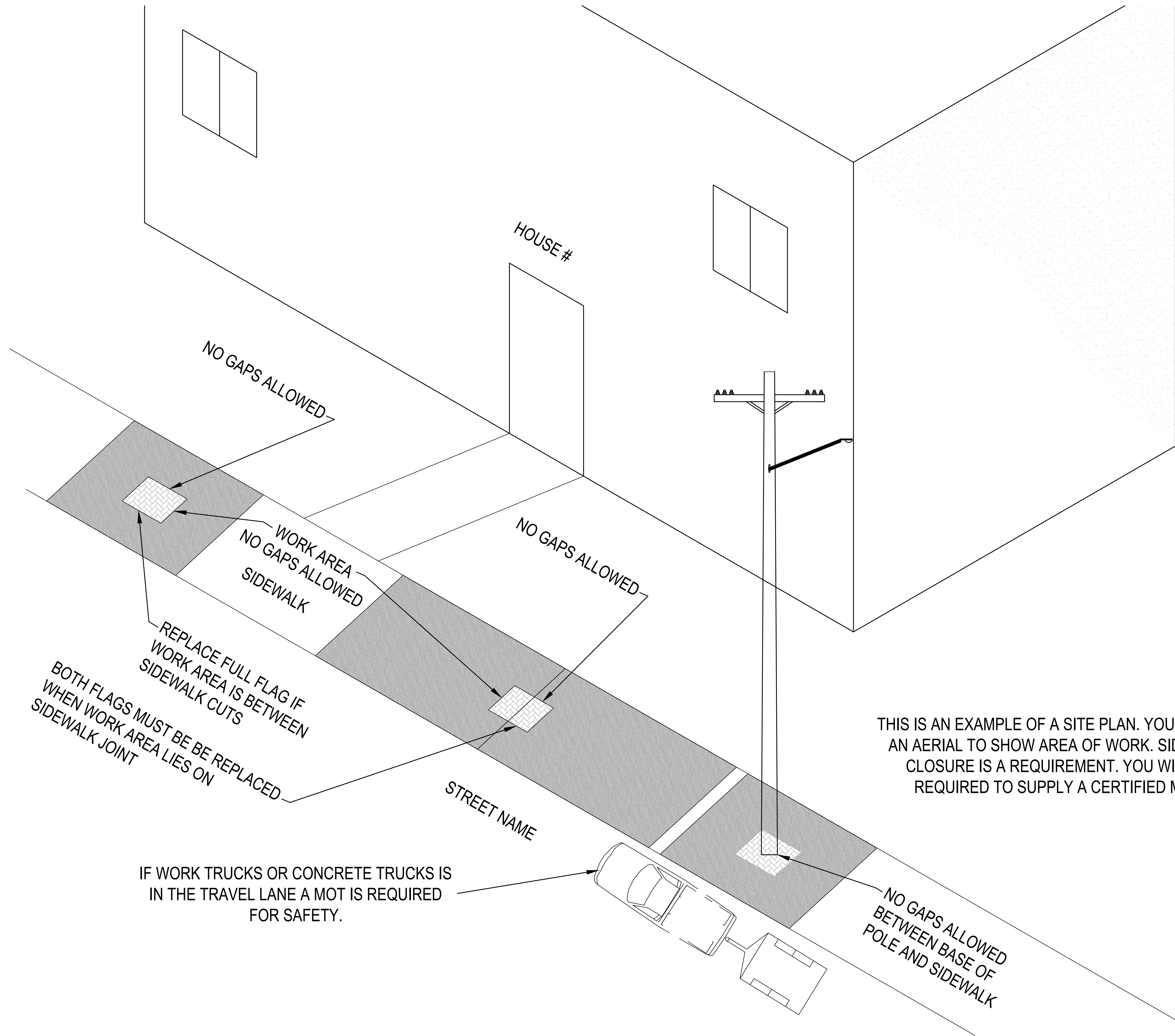


TRENCH

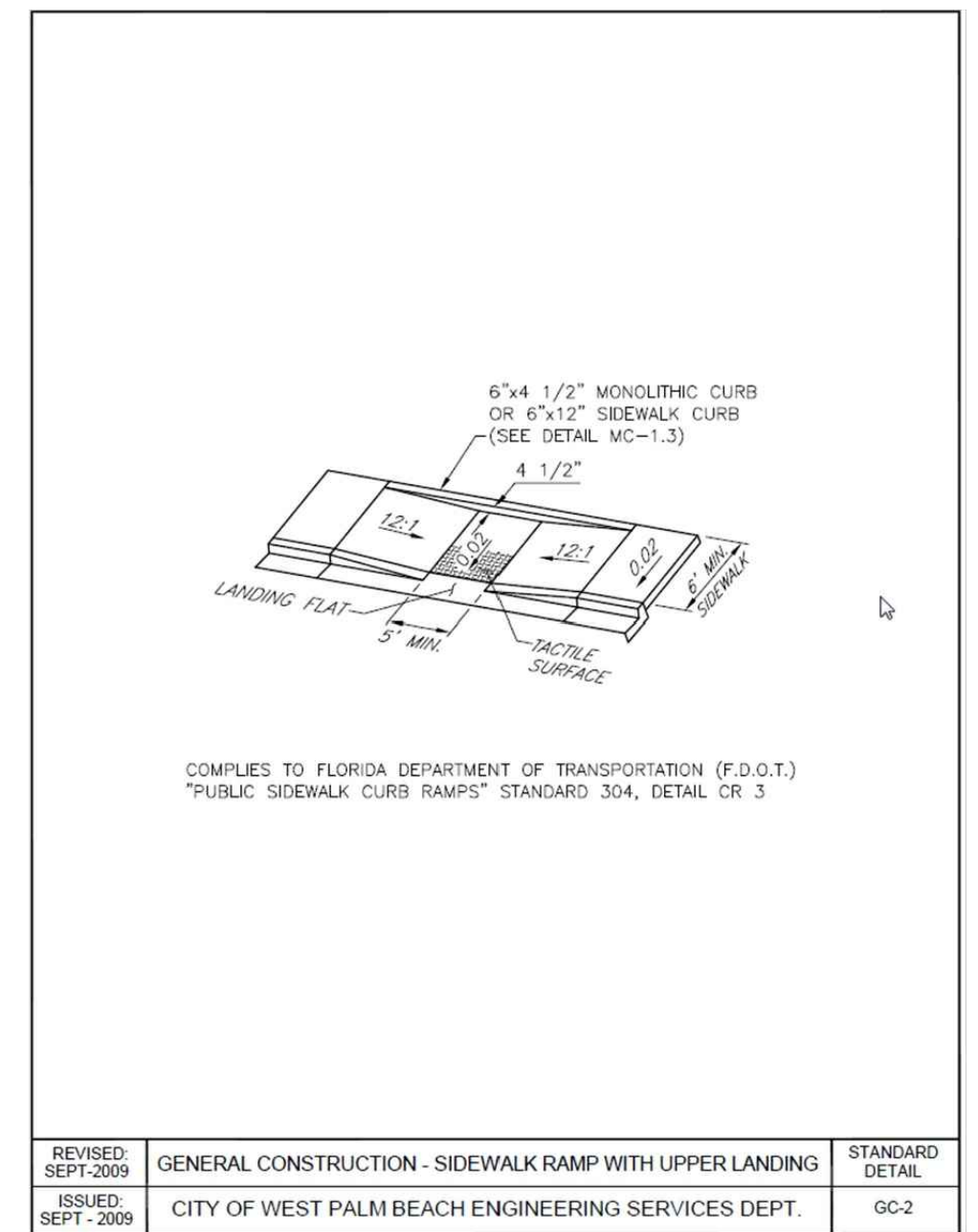
RESTORATION – CURRENT STANDARD



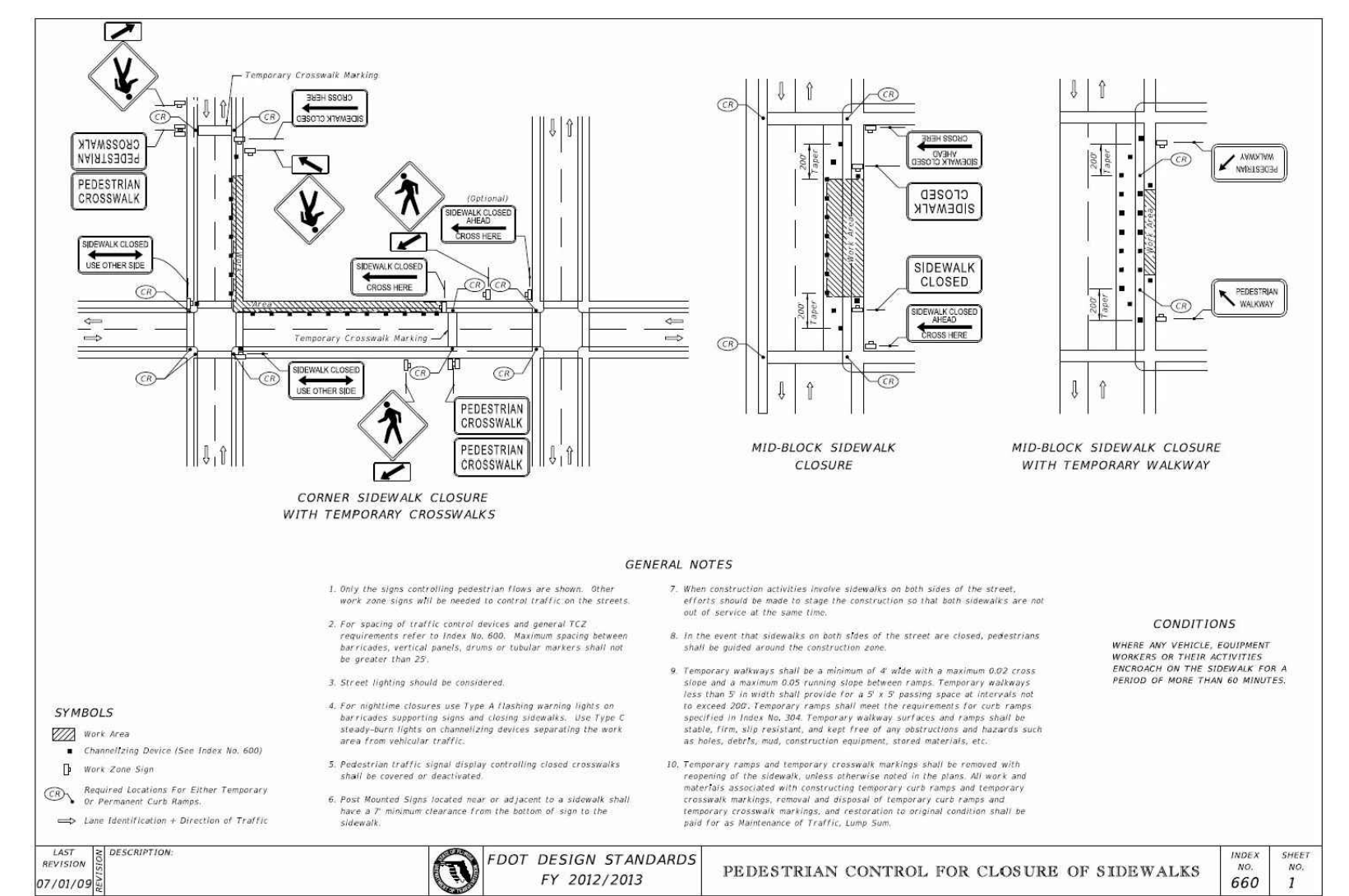
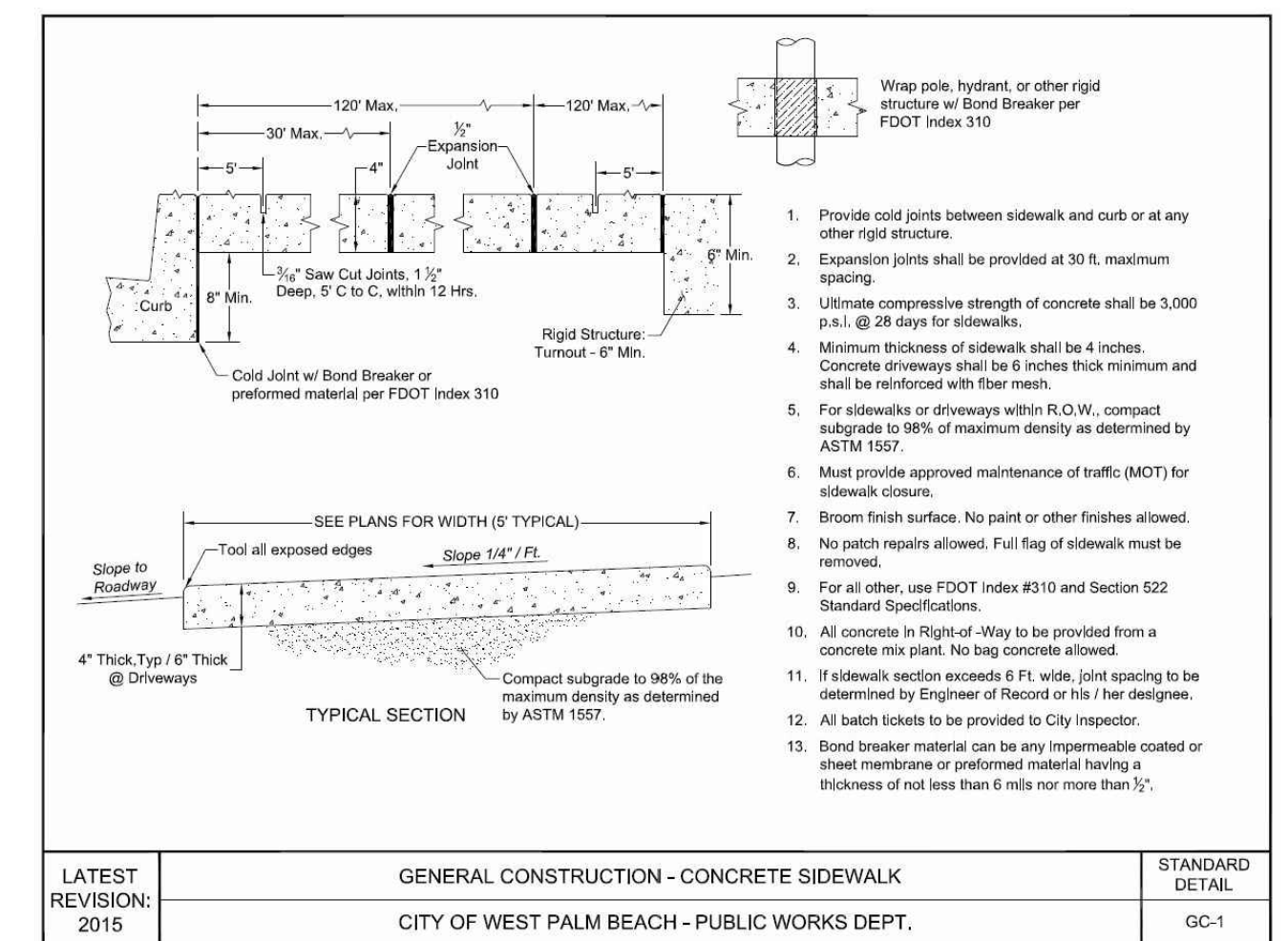
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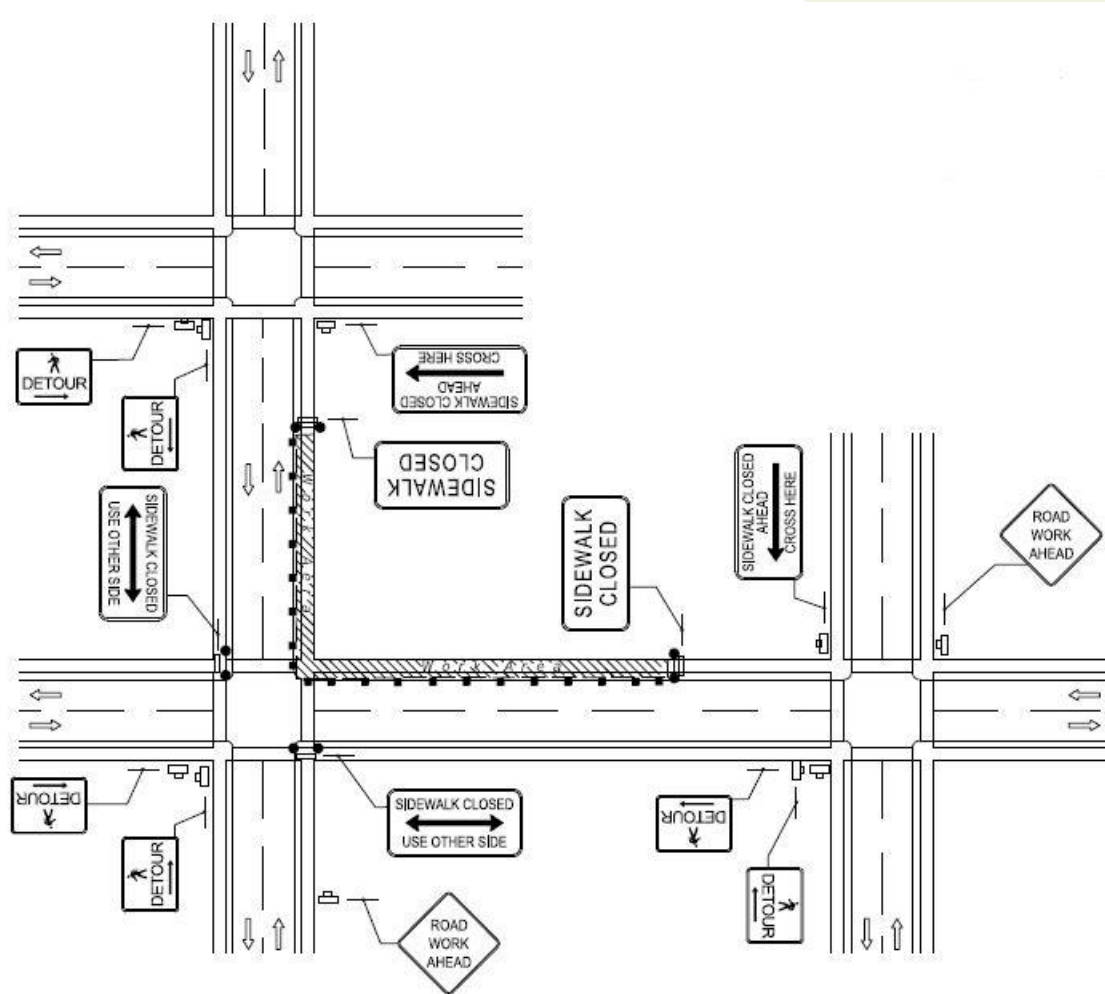
THIS IS AN EXAMPLE OF A SITE PLAN. YOU MAY USE AN AERIAL TO SHOW AREA OF WORK. SIDEWALK CLOSURE IS A REQUIREMENT. YOU WILL BE REQUIRED TO SUPPLY A CERTIFIED MOT.



SIDEWALK RAMP MAY ALSO BE REQUIRED IF PREEXISTING



Sidewalk Closure MOT

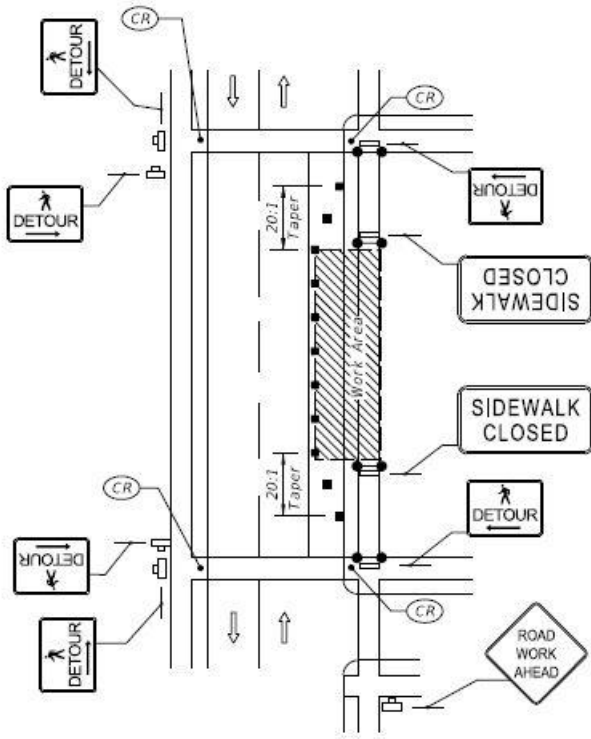


CROSSWALK CLOSURE AND PESESTRIAN DETOUR

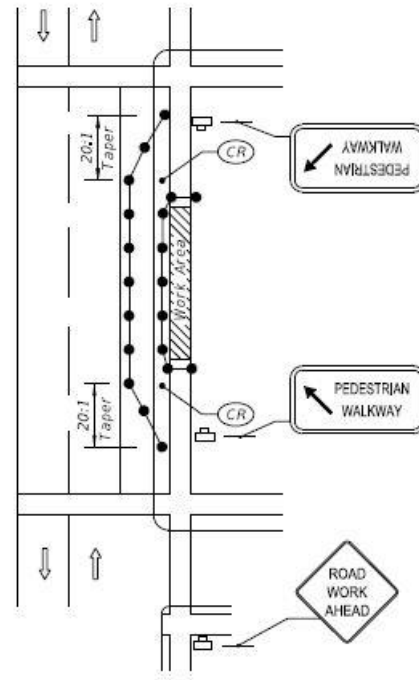


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Sidewalk Closure MOT



SIDEWALK DETOUR



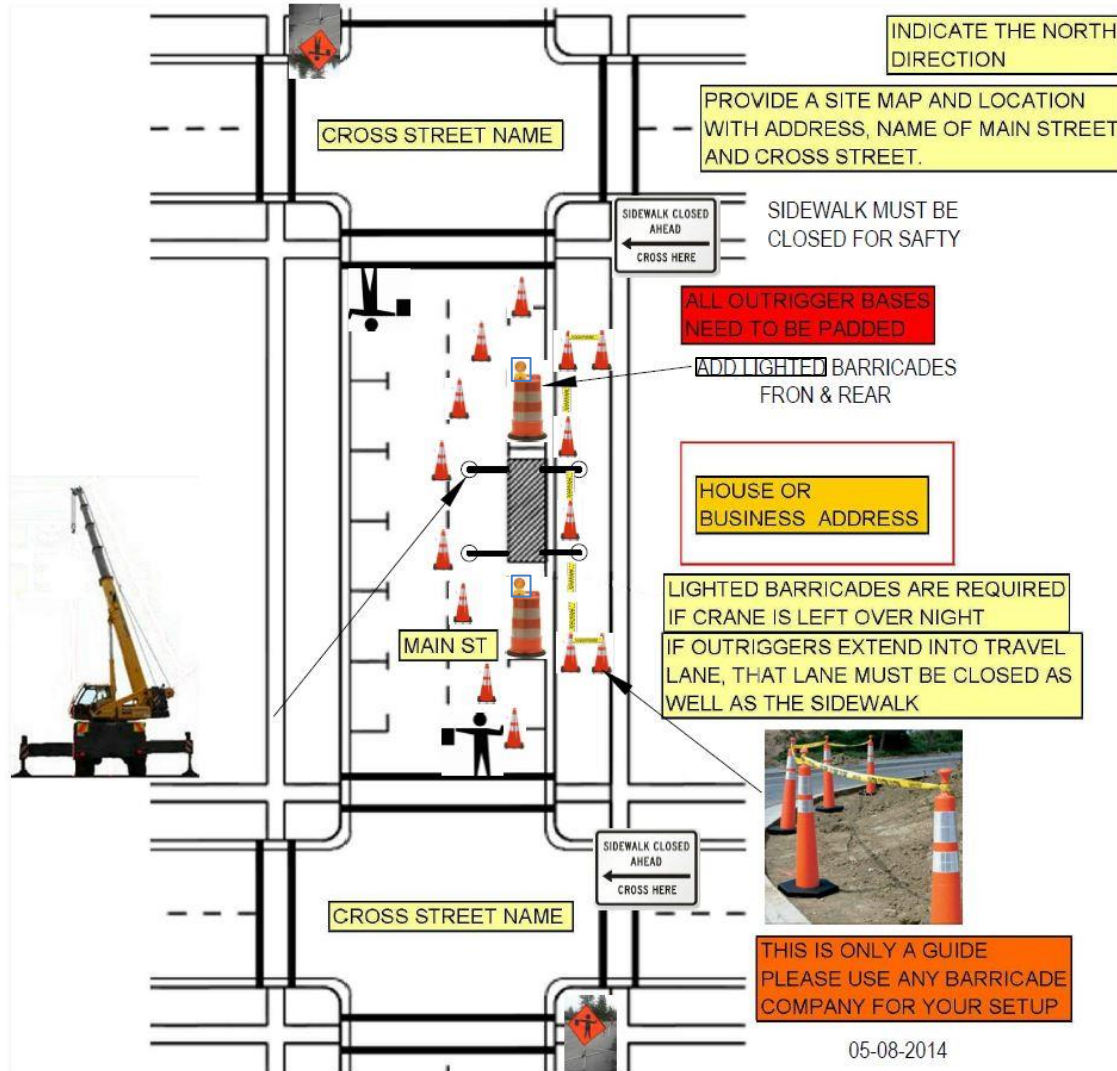
SIDEWALK DIVERSION



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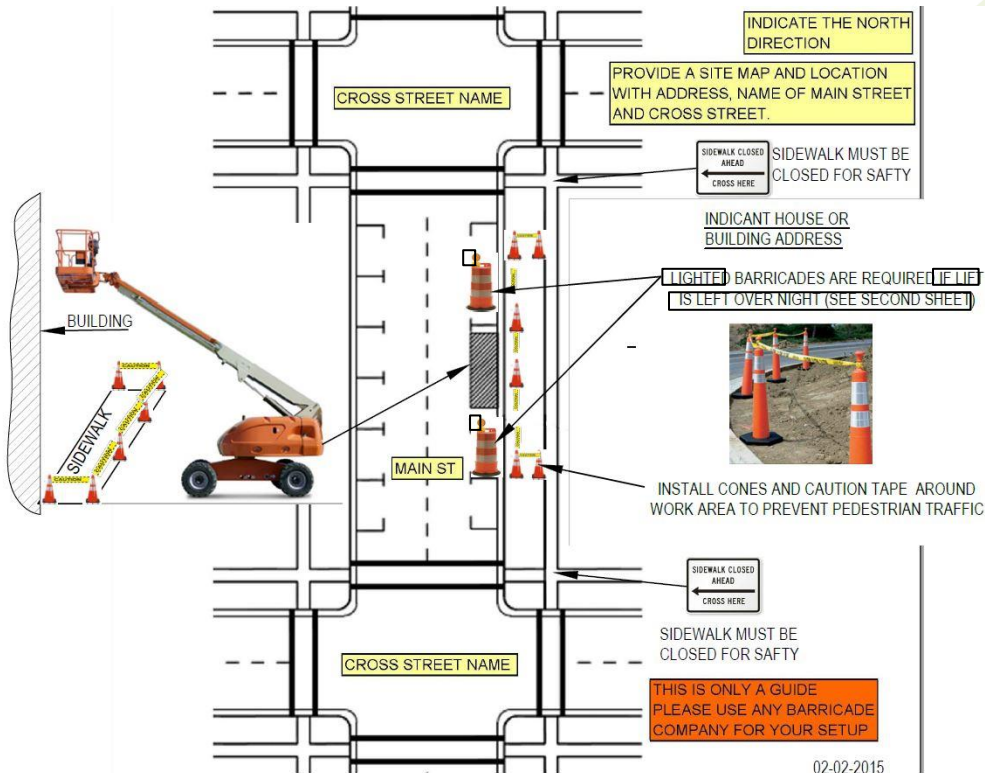
Examples of sidewalk or roadway obstructions

Placement of crane

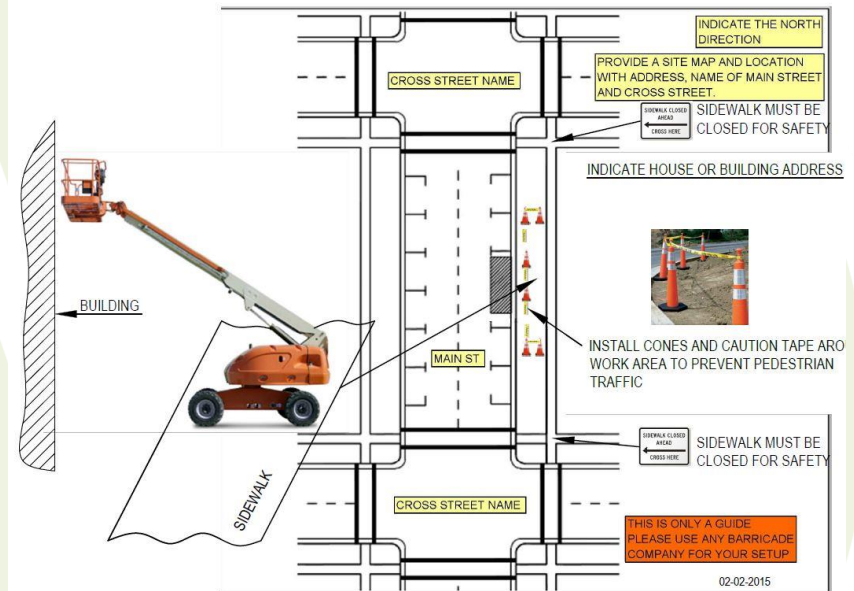


Placement of Bucket Lift

Roadway



Sidewalk



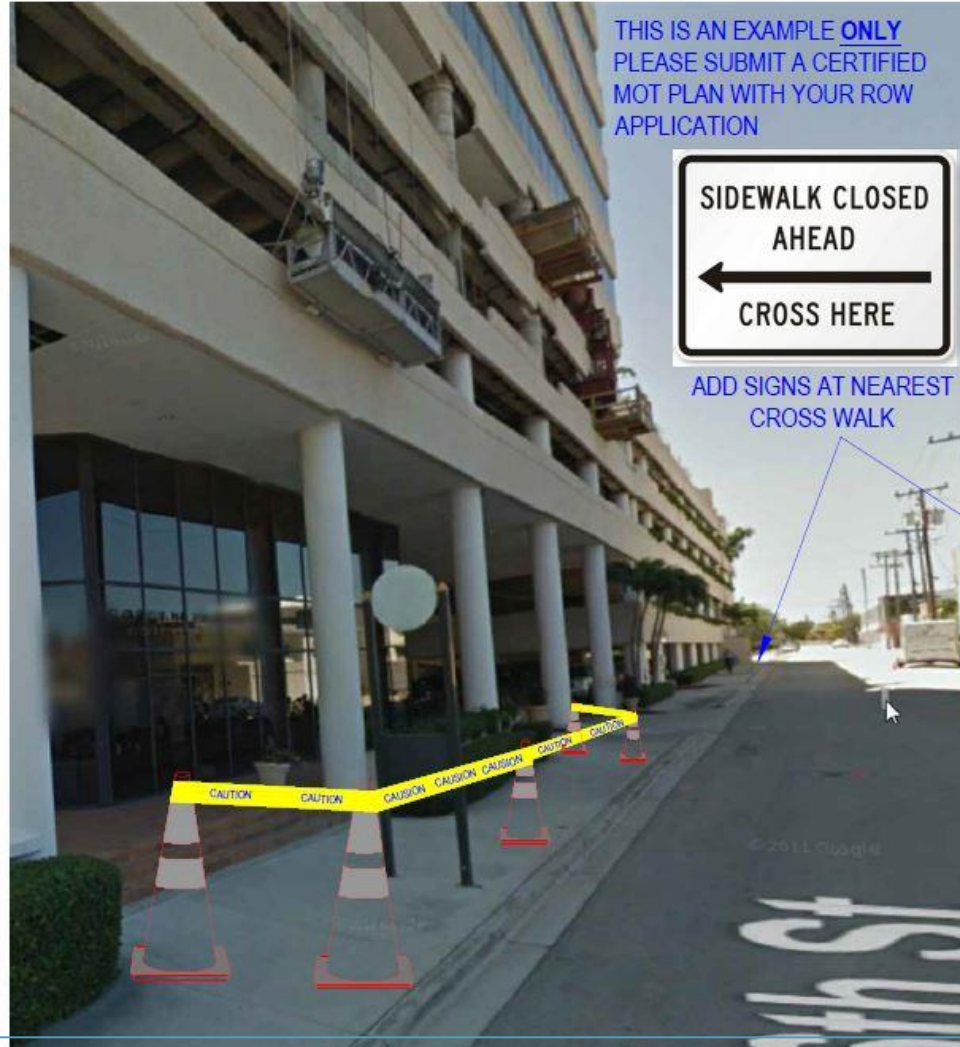
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Placement of Swing Stage

THIS IS AN EXAMPLE ONLY
PLEASE SUBMIT A CERTIFIED
MOT PLAN WITH YOUR ROW
APPLICATION

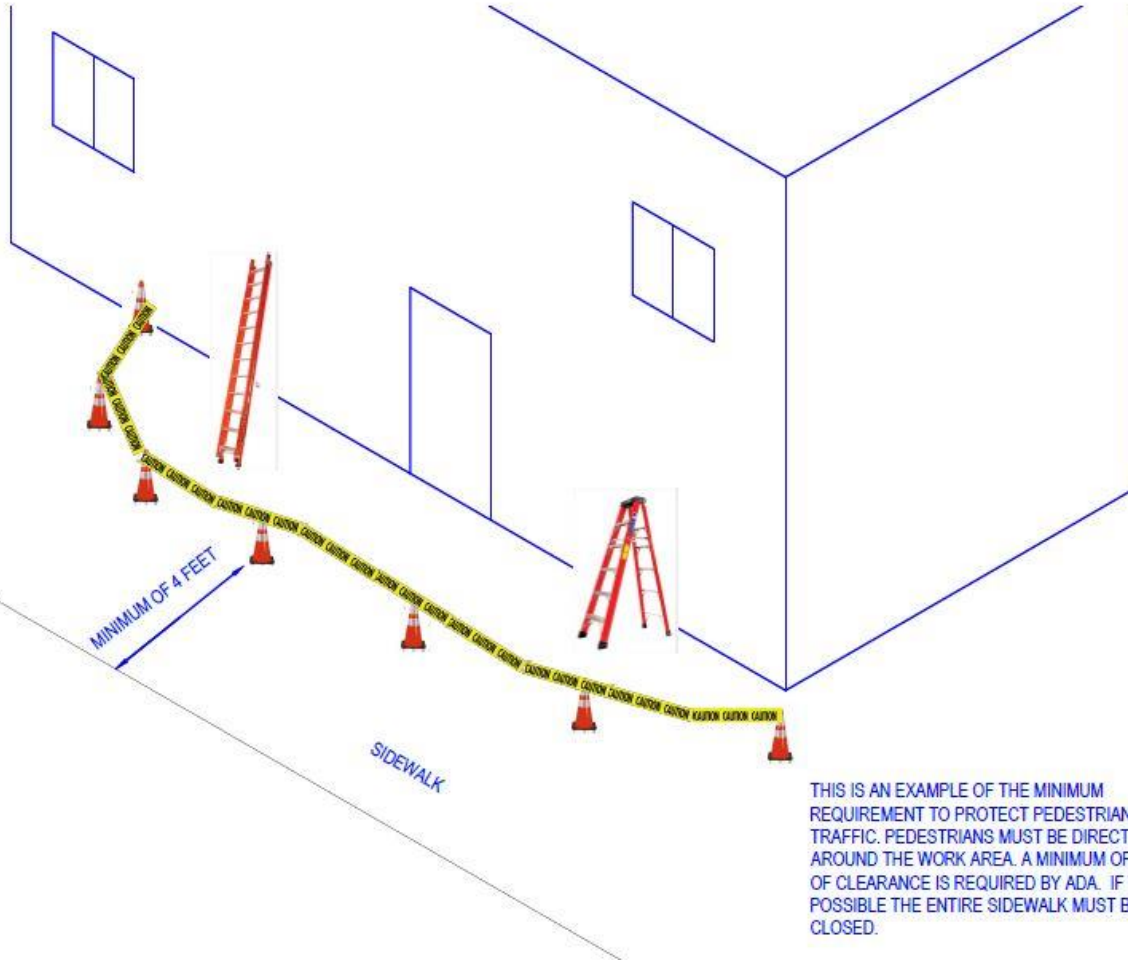
SIDEWALK CLOSED
AHEAD
←
CROSS HERE

ADD SIGNS AT NEAREST
CROSS WALK



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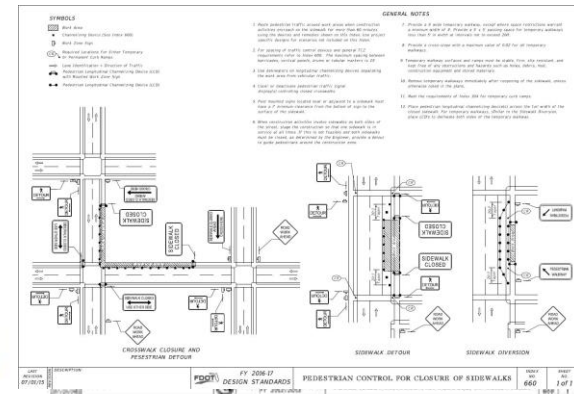
Placement of Ladders



THIS IS AN EXAMPLE OF THE MINIMUM REQUIREMENT TO PROTECT PEDESTRIAN FOOT TRAFFIC. PEDESTRIANS MUST BE DIRECTED AROUND THE WORK AREA. A MINIMUM OF 4 FOOT OF CLEARANCE IS REQUIRED BY ADA. IF THIS NOT POSSIBLE THE ENTIRE SIDEWALK MUST BE CLOSED.

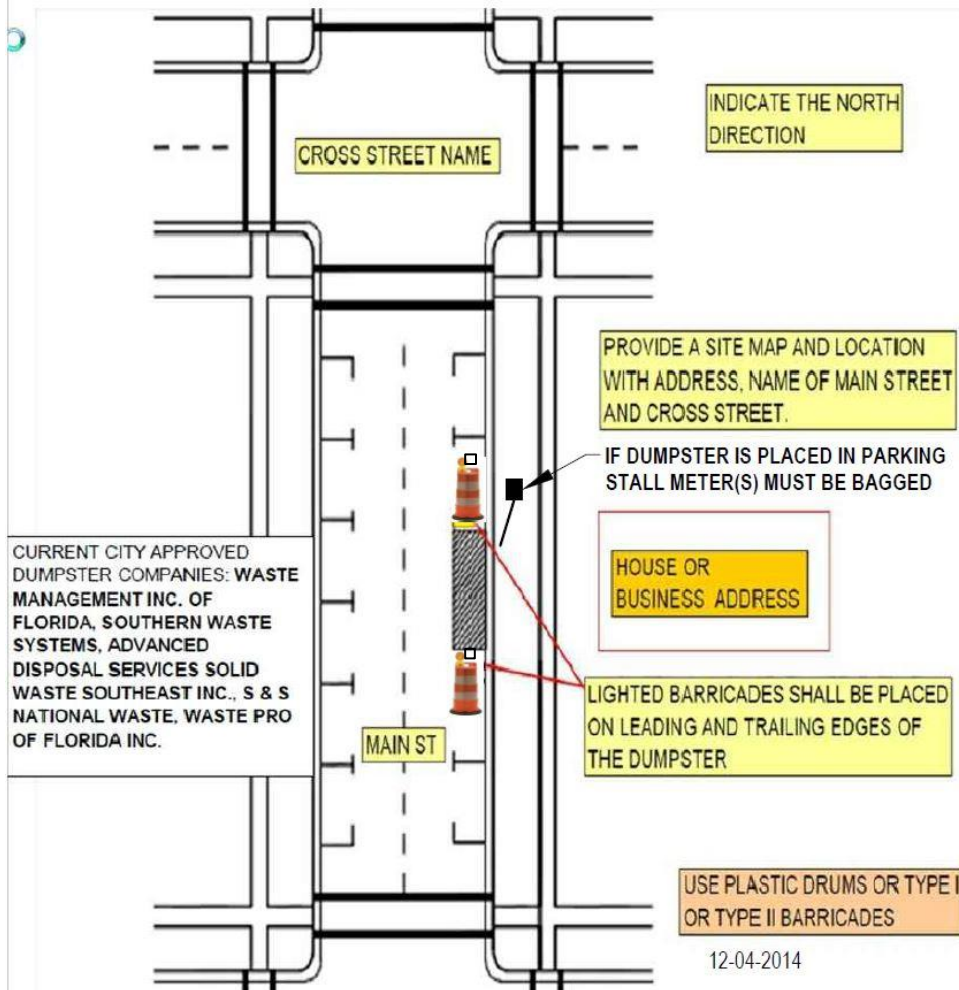


THIS SETUP WOULD REQUIRE A SIDEWALK CLOSURE. LADDERS ARE BRIDGING THE SIDEWALK AND PEDESTRIAN SAFETY IS COMPROMISED. USE A FDOT 660 FOR SETUP.



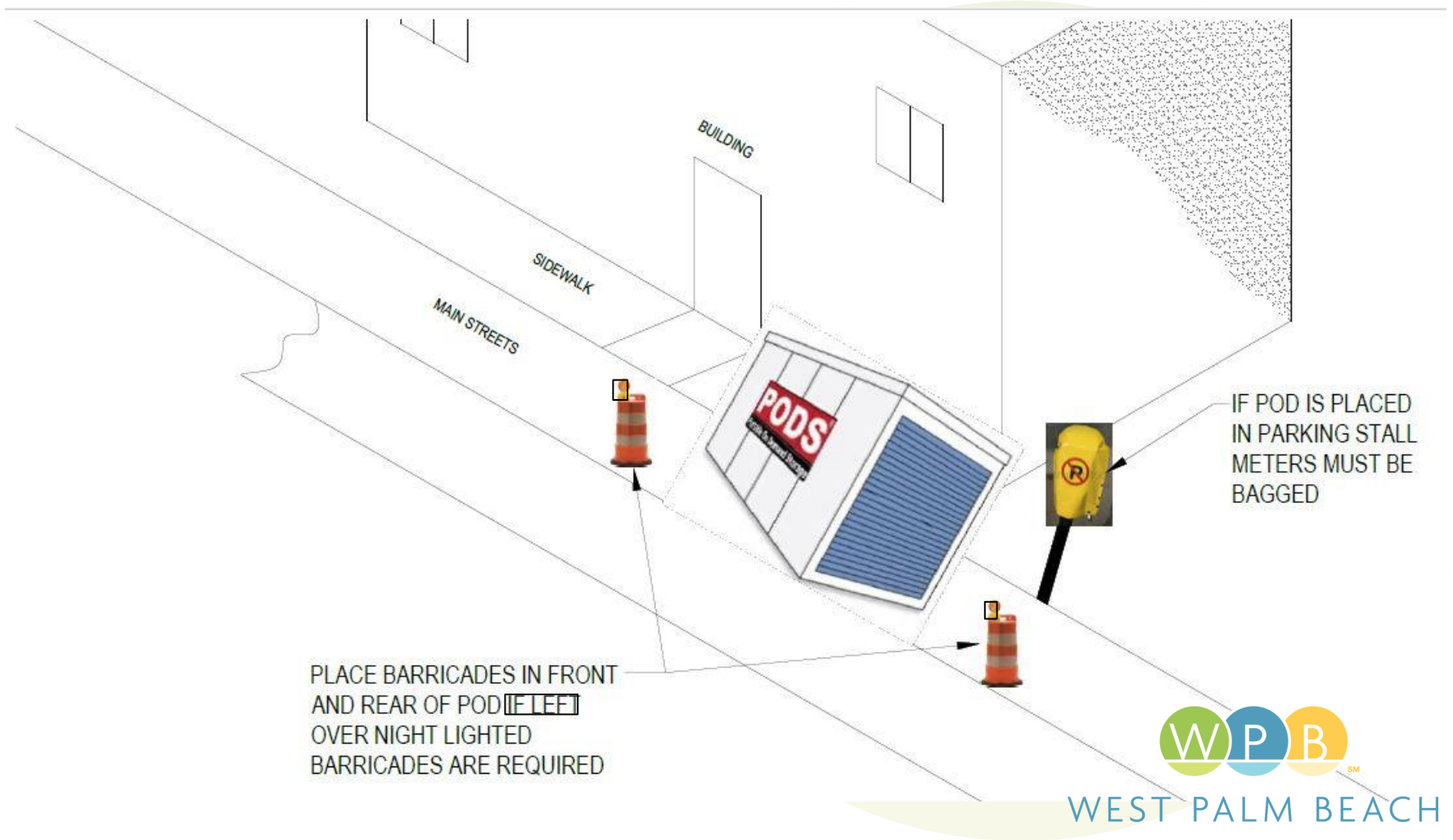
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Placement of dumpster



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Placement of a POD



Alley Closure



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