POLK COUNTY BOARD OF COUNTY COMMISSIONERS
ROADS & DRAINAGE DIVISION
Inspection and Testing Section
3000 Sheffield Road
Winter Haven, Florida 33880

APPLICATION FOR THE PERMITTING OF THE ENCROACHMENT OF STORM SEWER RELATED FACILITIES AND RELATED APPURTENANCES IN POLK COUNTY

(Type or legibly print all information furnished on application)

_____

UTILITY PERMITTEE **24 HR EMERGENCY PHONE NUMBER**

_____

MAILING ADDRESS **CITY, STATE and ZIP CODE**

BY: _____ **DATE:** _____

AUTHORIZED SIGNATURE

CONDITIONS AND TERMS OF PERMIT

All persons or entities working on Polk County property or within the right of way shall comply with all Federal, State and Local laws.

1. The Permittee shall commence actual construction in good faith within ____ days after issuance of the permit, and shall be completed within ____ days after the permitted work has begun.
2. The construction and maintenance of such utility shall not interfere with the property and/or rights of a prior Permittee.
3. It is expressly stipulated that this permit is a license for permissive use of County rights-of-way only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder nor shall it operate to relieve a third party from obligations and requirements of the Polk County Land Development Code and the Polk County Utility Division relating to completion guarantees and warranty periods before final acceptance of utilities. The license or permit granted hereby shall not be assigned or otherwise conveyed by Permittee to a successor in interest or to another utility without the prior written approval of Polk County.
4. Pursuant to Florida Statutes, §337.403(1), any utility placed upon, under, over, or along any public road that is found by Polk County to be unreasonably interfering in any way with the convenient, safe, or continuous use, or maintenance, improvement, extension, or expansion of such public road, shall, upon thirty (30) days written notice to the utility or its agent by Polk County, be removed or relocated by such utility at its own expense. That obligation shall apply to all successors and assigns for the permitted facility.
5. In the event that the relocation of said utilities is scheduled to be done simultaneously with Polk County's construction work, the Permittee will coordinate with Polk County before proceeding and shall cooperate with Polk County's contractor to arrange the sequence of work so as not to delay the work of Polk County's contractor, and shall defend any legal claims of Polk County's contractor due to delays caused by Permittee's failure to comply with the approved schedule but the Permittee shall not be responsible for delay beyond its control.
6. In the case of non-compliance with Polk County's requirements in effect as of the date this permit is approved, this permit is void and the facility will have to be brought into compliance or removed at no cost to Polk County.
7. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of Polk County's right, title and interest in the land to be entered upon and use by the Permittee, and the Permittee will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Polk County from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of attempted exercises by said Permittee of the aforesaid rights and privileges.

8. Pursuant to Florida Statutes, §337.401(2), the permit granted hereby shall require the Permittee to be responsible for damage resulting from the issuance of the permit. Polk County may initiate injunctive proceedings as provided in Florida Statutes, §120.69 to enforce provisions of that statute or any rule or order issued or entered into pursuant thereto.
9. Pursuant to Florida Statutes, §337.402, when any public road is damaged or impaired in any way because of the installation, inspection, or repair of a utility located on such road, the owner of the utility shall, at his or her own expense, restore the road to its original condition before such damage. If the owner fails to make such restoration, Polk County is authorized to do so and charge the cost thereof against the owner under the procedures set out in Florida Statutes, §337.404.
10. The Permittee shall comply with all provisions of Chapter 556, Florida Statutes, the "Underground Facilities Damage Prevention and Safety Act", including but not limited to compliance with procedures relating to the Sunshine State One-Call system.
11. It is understood and agreed that commencement by the Permittee is acknowledgment and acceptance of the binding nature of all of the above listed permit conditions, terms, and special instructions.

LOCATION INFORMATION: (posted road name, development, community or geographical area only)

_____

(Use vicinity map/plan view for project limits) **(Work order/project number)**

For description of proposed construction, furnish feet, inches and quantities, check off materials and appurtenances below

_____ FEET OF ____ DIAMETER (__) RCP, (__) DIP, (__) PVC, STORM SEWER

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_____ TOTAL NUMBER OF PAVED & UN-PAVED ROAD CROSSINGS FOR FACILITIES

____ VARIANCE FOR OPEN CUT OF ROADWAY

PLACED BY: (check all that apply) (___) JACKING BORE; (___) DIRECTIONAL BORE; (___) OPEN CUT

NOTE: POLK COUNTY POLICY PROHIBITS OPEN CUTTING OF COUNTY MAINTAINED ROADS.

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COUNTY CONTACT: Office: 863-535-2200, ext. 2325 **Fax:** 863-534-7362 **Email:** clintmcdonald@polk-county.net

APPROVAL OF PERMIT BY: _____

PERMIT NUMBER: _____ **DATE OF APPROVAL:** _____

A COPY OF THIS APPROVED PERMIT AND ALL ATTACHMENTS MUST BE ON THE JOBSITE DURING ALL ACTIVITIES. ATTACHMENT "A" MUST BE SUBMITTED AS REQUIRED.

PERMITTING APPLICATION FORMAT:

Utility Permits are issued only to utilities facility owners/operators. Notwithstanding the foregoing, application for a right-of-way use permit hereunder by Polk County Utilities, as the ultimate owner of the system, shall in no way relieve third parties from requirements of the Polk County Land Development Code and the Polk County Utility Division relating to completion guarantees and warranty periods before final acceptance of utilities. Application forms used by consultants should be the current form designated for that type of utility. This format is designed for facsimile or internet transmittal between the issuing agency and the applicant /permittee. The single set submittal consists of Pages 1 & 2, Attachment B (for joint use designations) the vicinity map, the plan view and the cross-sections and is to be in letter size format (not folded) for the transmittal, review processing and filing required by this office.

PERMITTING TYPE:

(___) new encroachment or revision to existing permitted facilities.
(___) utility coordination for new development per POLK COUNTY ORDINANCE 79-39.
(___) relocation or adjustment of facilities for (__) FDOT, (__) POLK COUNTY, or (__) MUNICIPAL

Project described as:

_____

(Permittee review contact person, provide telephone & facsimile number)

CONSULTANTS MAY CONTACT THIS OFFICE PRIOR TO DESIGN FOR THE SUBMITTAL FORMAT AND UTILITY CONTACTS. FIELD PREVIEWS BY THIS OFFICE FOR DESIGN PURPOSES CAN BE SCHEDULED BY THE APPLICANT/CONSULTANT AS NECESSARY.

DESIGN & SUBMITTAL REQUIREMENTS:

THE SUBMITTAL IS REQUIRED TO CONSIST OF THE (A) ONE (1) APPLICATION FORM, (B) A VICINITY MAP OF THE PROJECT AREA (NOTE: THE VICINITY MAP MAY BE FURNISHED FOR THE PLAN VIEW REQUIRED, WITH THE ROADNAMES PROVIDED IN ORDER TO DETERMINE THE BEGINNING AND END OF THE PROJECT), AND (C) A SEPARATE CROSS-SECTION FOR EACH ROADWAY PERMITTED DEPICTING THE ROAD DRIVING SURFACE TYPE (PAVED OR UN-PAVED), TYPICAL DRAINAGE SECTION(S), R/W DIMENSIONS (EITHER DEDICATED OR MAINTAINED), DIMENSIONS OF EXISTING PERMITTED FACILITIES REFERENCED TO THE EDGES OF PAVEMENT, AND THE DIMENSIONED LOCATION(S) OF THE PROPOSED ENCROACHMENT(S) REFERENCED TO THE EDGES OF PAVEMENT. A SEPARATE CROSS-SECTION IS REQUIRED FOR EACH CHANGE IN ROADWAY, R/W OR PROPOSED FACILITY LOCATION. AN ADDITIONAL DETAIL OF ALL DRAINAGE FACILITY CROSSINGS DEPICTING AT LEAST 18 INCHES OF PROPOSED FACILITY CLEARANCE BELOW THE INVERTS IS REQUIRED.

COORDINATION REQUIREMENTS:

The locations of all existing permitted users of the rights of way will be determined by either verbal or electronic contact with an authorized representative of that utility and the nature and scope of proposed construction reviewed for conflicts or adjustments that may be required at the applicant's expense prior to the submittal to this office for review and processing. The name of the utility, the person contacted for response, the date of contact and any applicable reference number will be furnished below. **POLK COUNTY POLICY** requires that gas, petroleum, ammonia and long lines fiber-optic communication facilities furnish a certification reference number for the contact required with those utilities and that number be provided below. This contact must be within 30 days of the application submittal.

If a utility contacted does not have facilities in the area of proposed construction, do not show them on the cross-section and note that contact information as "N/A". Retain letters for your files.

Utility	Contact Name	Contact Date	*ID#	Notes

(__) ATTACHMENT "B"; RELOCATION OF JOINT USERS SCHEDULE ATTACHED.

PROCESSING FEE OF $140.00 MUST ACCOMPANY APPLICATION

Fees are payable by Permittee's check, cashiers check or money order made payable to "BOCC, Polk County".

PROCESSING FEE: (___) N/A; (___) ATTACHED; (___) ESCROWED/EBF: $_____

(R/W FORM STORMSEWERAPP REVISED 12/00, 5/02, 4/06, 6/06, 01/07, 10/7, 9/08, 12/08, 4/11, 11/16)