How to Obtain a
Right of Way/Easement Utilization Permit
Commercial Guide

1) A company must be registered with the Village of Royal Palm Beach in order to work in public Rights of Way/Easements and that registration must be renewed each year on October 1st
    a) To register, download and complete the form titled *Right of Way/Easement Registration* and mail or deliver the form and the $35 fee to:
        Village of Royal Palm Beach
        Planning & Engineering
        Attention: Chris Wax
        1050 Royal Palm Beach Boulevard
        Royal Palm Beach, FL 33411
    b) To renew a registration, contact the Planning & Engineering Secretary, Chris Wax, at (561) 790-5131

2) Download and print a copy of the *Right of Way/Easement Utilization Permit*

3) Fill in the required information as shown on pages 3 and 4 of this guide:
    a) Date of Application
        [Leave *Permit No:* Blank]
    b) Company Name
    c) Company Address
    d) Company Phone Number
    e) Company Fax Number
    f) Description of Improvements
    g) Street Name Where Improvements are Proposed
    h) Starting Address
    i) Ending Address (Repeat Starting Address if Necessary)
    j) Date of Letters of Notification to Utility Companies
    k) Names of Notified Utility Companies
        [Leave *Special Instruction:* Blank]
    l) Read Item 13 and Initial
    m) Sign and Date
    n) Print Name and Title
    o) Obtain the Signature of a Witness
        [All Other Information is for Internal Use]

4) Create a computer generated site plan for the proposed improvements that includes the following:
    a) Minimum Scale 1”=40’
    b) Location Map
    c) Plan view including street names, side street names, street addresses, etc.

d) Dimensions from each proposed improvement to the nearest survey identifiable feature (sidewalk, edge of pavement, etc.)
e) Trenching Detail
f) Cross section wherever it is necessary to bore under a permanent surface (roadway, sidewalk, etc.)

5) Create a computer generated maintenance of traffic plan whenever proposed improvements come within 15' of the roadway

6) Mail or deliver the permit, site plan, and maintenance of traffic plan to:
   Village of Royal Palm Beach
   Planning & Engineering
   Attention: Chris Wax
   1050 Royal Palm Beach Boulevard
   Royal Palm Beach, FL 33411

Village of Royal Palm Beach

RIGHT-OF-WAY/EASEMENT UTILIZATION PERMIT

Date: A **PERMIT NO:** _____

Permittee: B

C

Street **City** **State** **Zip Code**

Telephone No. (__) D **Fax No.** (__) E

Requesting permission from the Village of Royal Palm Beach, hereinafter called the Village, to construct, operate and maintain F _____ within the right-of-way and/or easement G _____ From H _____ To I _____

1. Applicant declares that prior to filing this application he has ascertained the location of all existing utilities, both aerial and underground and the accurate locations are shown on the sketches.

   A letter of notification was mailed on J _____ to the following utilities: K

2. 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 right in said holder.

3. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration, or relocation of all, or any portion of said highway as determined by the Village Engineer, any or all, of said poles, wires, pipes, cables or other facilities and appurtenances authorized hereunder, shall be immediately removed from said highway or reset or relocated thereon as required by the Village Engineer, and at the expense of the permittee unless reimbursement is authorized.

4. All work shall meet Village standards and be performed under the supervision of Raymond C. Liggins, Jr., P.E., Village Engineer, located at 1050 Royal Palm Beach Boulevard, Florida, Telephone (561) 790-5162.

5. All materials and equipment shall be subject to inspection by the Village Engineer.

6. All Village property shall be restored to its original condition as far as partial, in keeping with Village specifications, and in a manner satisfactory to the Village.

7. All installations shall conform to the Village's Construction Specifications in effect the date permit is approved.

8. A sketch covering details of this installation shall be made a part of this permit.

9. The permittee shall commence actual construction in good faith within sixty (60) days from date of said permit approval and shall be completed within one hundred twenty (120) days.

10. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.

11. Special conditions: Permittee must have a current effective registration as established by Ordinance No. 601.

12. Special instruction: _____

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the Village'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 of and indemnify, defend, and save harmless the Village of Royal Palm Beach from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said holder of the aforesaid rights and privileges. ___L___initial

14. During construction, all applicable safety regulations shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Florida Department of Transportation's Manual on Traffic controls and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations.

15. The office of the Engineer designated in paragraph four (4) shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work.

16. In case of non-compliance with the Village's requirements this permit is void and the facility will have to be brought into compliance or removed from the R.W. at no cost to the Village.

17. A copy of this approved permit must be on the job site at all times.

Submitted by:_____ **Place Corporate Seal**

Signature Permittee

_____

Printed Name and Title

_____

Attest

Roadway construction is proposed or underway. Yes ( ) Job No._____ No ( )
Proposed installation is in accordance with the Village's Construction Specifications?
Yes ( ) No ( )

Recommended for Approval:_____ **Date:**_____

Approved by:_____ **Date:**_____

Village Engineer or Authorized Representative

**********Internal use**********

Checklist	Verified	Date
Permittee has an effective registration for this facility.	☐	
Proof of Insurance	☐	
Indemnification statement (paragraph 13) initialed.	☐	
Minimum of two sets of plans for the proposed work.	**Qty** ____	
Permit fee has been paid	**Ck #**____	
Reviewed by Asst to Village Engineer	☐	
Approved by Village Engineer	☐	