



Village of Royal Palm Beach, Florida

Engineering Department

1050 Royal Palm Beach Blvd

Royal Palm Beach, FL 33411

561-791-7092 EngPermits@royalpalmbeach.com

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 every five (5) years.
 - a) To register, complete the form titled *Right of Way/Easement Registration* and submit electronically to Engpermits@royalpalmbeach.com. Mail \$35 fee (if applicable) to:
Village of Royal Palm Beach
Engineering ROW
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411

- 2) Complete in full all required information on the *Right of Way/Easement Utilization Permit*

- 3) 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.)

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

- 5) Submit the application and plans electronically to Engpermits@royalpalmbeach.com

- 6) Mail payment to:
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