



PERMIT #
----------

**PERMIT APPLICATION FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY**

***Note: all fields shall be filled***

PROJECT LOCATION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
NAME OF COMPANY NAME OF CONTACT

PHONE/CELL. # \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

I HEREBY REQUEST A PERMIT FOR THE FOLLOWING (BE SPECIFIC):

\_\_\_\_\_  
 \_\_\_\_\_

PROJECT DURATION: \_\_\_\_\_ ESTIMATED PROJECT COST: \$ \_\_\_\_\_  
DURATION

PROJECT START DATE: \_\_\_\_\_ PROJECT COMPLETION DATE: \_\_\_\_\_  
DATE DATE

**THE FOLLOWING HAS BEEN SUBMITTED WITH THIS PERMIT APPLICATION:**

- TWO SETS OF PLANS, SKETCHES AND OTHER DOCUMENTATION DESCRIBING THE PROPOSED WORK .....
- MAINTENANCE OF TRAFFIC (MOT) FOR VEHICULAR AND PEDESTRIAN TRAFFIC DURING PROJECT .....
- COUNTY OR STATE LICENSE AND CERTIFICATE OF INSURANCE (COPIES ARE ACCEPTABLE) .....
- PERFORMANCE BOND .....
- "BEFORE" PICTURES (NOTE THAT "AFTER" PICTURES SHALL BE SUBMITTED UPON COMPLETION OF WORK) .....

**CALL 811 FROM ANYWHERE IN FLORIDA TWO FULL BUSINESS DAYS BEFORE DIGGING.**

*"IN SIGNING THIS APPLICATION, I UNDERSTAND THAT SEPARATE CITY AND/OR COUNTY PERMITS MAY BE REQUIRED FOR THIS PROJECT. FURTHERMORE, I AM AWARE THAT I AM RESPONSIBLE FOR ENSURING THAT THE PROJECT IS COMPLETED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AS STIPULATED IN THE PERMIT APPROVAL CONDITIONS."*



\_\_\_\_\_  
 SIGNATURE OF CONTRACTOR/QUALIFIER

\_\_\_\_\_  
 NOTARY

\_\_\_\_\_  
 PRINT NAME & CONTRACTORS LICENSE NO.

\_\_\_\_\_  
 DATE

**FOR OFFICE USE ONLY**

APPROVED / DISAPPROVED	BY	DATE	PERMIT FEE	COMMENTS

**PUBLIC WORKS ADDITIONAL COMMENTS**

- No Lane Closures Permitted
- Any Impact/damage to ROW and/or Private Property shall be restored to it's original condition within 7 Days prior to Final.
- No Drop-Offs allowed
- No Trenching
- Do not drain on ROW Swale or Property.
- Must coordinate with South Miami PD for Police presence during construction operation as per MOT.
- Applicant must notify Public Works with Start Date and follow-up with Progress emails.
- No Build-up of swale allowed.
- Sidewalk Restoration as per CSM STD Detail R-4.
- Follow Pavement Restoration as per CSM STD Detail R-2.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **To be done by APPLICANT:**

### **1. APPLICANT shall provide the following in order to apply for a permit:**

**1.1. The "PERMIT APPLICATION FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY" form, which has to be completely filled up (except for the "FOR OFFICE USE ONLY" part). The application form is available at:**

- 1.1.1. City of South Miami Public Works & Engineering Department, 4795 SW 75 Avenue, Miami, FL 33155;**
- 1.1.2. Online, at the City of South Miami's home web page.**

**In order to reach the form online, please go to the City of South Miami home page, [www.southmiamifl.gov](http://www.southmiamifl.gov), and once on that page, click on "Get Forms Online", which is a link on the green menu bar on the left; once the new web page is loaded, scroll down to "Public Works" and click on "Permit Application for Work Within the Public Right-of-Way", which will open the new page that contains this application form in Adobe Acrobat format.**

**1.2. Two (2) sets of plans, sketches and other documentation that is required to describe the proposed work adequately. Engineering design plans shall be signed and sealed by Professional Engineer.**

- 1.2.1. It is advised that the plans, sketches and other documentation be done according to acceptable engineering standards.**
- 1.2.2. Maintenance of traffic (MOT) plan shall be submitted when there is any impediment to vehicular and/or pedestrian traffic.**
- 1.2.3. The impediment to vehicular or pedestrian traffic shall require that the applicant notifies the City of South Miami Police Department about the work upon receiving the permit, which is also specified in the Permit Conditions that are attached to the permit.**

**1.3. Documentation that proves that the following are current (copies are acceptable):**

- 1.3.1. County or State License;**
- 1.3.2. Certificate of Insurance, naming the City of South Miami as additional holder;**
- 1.3.3. Performance Bond and/or Letter of Credit in the amount of 100% of the estimated total cost of the proposed construction work within the right-of-way.**

**1.4. The submission can be made in person, by mail, or by e-mail.**

- ▶ *City of South Miami Public Works and Engineering Department (CSM PWED) shall accept the permit application.*
- ▶ *CSM PWED shall notify the applicant about any missing items and/or other deficiencies at the submission time and/or while the permit application is in review.*

### **2. APPLICANT shall correct any notified deficiencies in order for CSM PWED to continue the review.**

**2.1. Otherwise, the permit application may be disapproved.**

- ▶ *CSM PWED, upon the review of the permit application, as modified according to the above (if any), will issue the "City of South Miami Payment Due Selection" form to the applicant.*

### **3. APPLICANT, upon receiving the "City of South Miami Payment Due Selection" form from CSM PWED shall do the following:**

- 3.1. Pay the permit fee at the City of South Miami Finance Department, 6130 Sunset Drive, South Miami, FL 33143 (phone 305 403 2063).**
- 3.2. Upon payment of the permit fee, the applicant shall sign the Permit Conditions at the CSM PWED and pick up the permit, as approved.**

***Upon fulfillment of the above two requirements by the applicant, the permit will become valid. It is to be noted that the actual time when the permit will become valid is the time when payment of the permit fee is recorded by Finance Department.***

**3.3. APPLICANT shall have the approved Permit Application for Work Within the Public Right-of-Way form, Permit Conditions and the plans, sketches and other documentation at the construction site all the time.**