

Procedures to Apply for an Online Sarasota County ROW Use or Culvert Permit

Obtain a ROW Use or Culvert Permit Application from the following link:

<https://www.scgov.net/government/planning-and-development-services/building-division/building-documents-plans-and-instructions>

If you are already a registered user of our online services, login as always using your login and password; otherwise, click on the following link to create an Online Account as the **GENERAL PUBLIC**. Make sure to create security questions so your password can be recovered if necessary:

<https://building.scgov.net/PublicPortal/Sarasota/AutoRegEmailValidation.jsp>

Click on the following link to sign in to apply for a ROW Use or Culvert Permit:

<https://building.scgov.net/PublicPortal/Sarasota/logon.jsp?pagename=MyService>

Click on Apply for Permit and follow the prompts to create your submittal and upload your documents. **All required documents, including the Permit Application must be attached.**

Original ROW Bonds must be submitted to the below address, attn: Land Development, for review and processing, after uploading into the system.

Culvert Permit - you will not be able to print your permit card until the fee is paid. Once it shows paid in the system, you can print the permit.

ROW Permits for Distributed Antennae Systems (DAS) ONLY require an annual \$150.00 fee.

Your application will not be processed until the fees have been paid. You can pay for the permit with a credit card at the time you make application or submit a check, **with the permit number written on it**, to:

Sarasota County
Planning & Development Services
Permit Center
1001 Sarasota Center Blvd
Sarasota, FL 34240

**SARASOTA COUNTY PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
RIGHT-OF-WAY USE PERMIT APPLICATION**

The Planning and Development Services Department is committed to providing excellent customer service. Please check here if it is ok for someone from the County to follow-up with you regarding your experience and how we can improve our service.

APPLICANT _____

APPLICANT ADDRESS _____

APPLICANT PHONE _____ 24 HOUR EMERGENCY PHONE _____

APPLICANT EMAIL ADDRESS _____

LOCATION/ADDRESS OF WORK: _____ PARCEL ID # _____

Is this site located on a designated Canopy Road? Yes___ No___
Is there going to be tree or tree root disturbance? Yes___ No___
Is this a Sarasota County CIP Project? Yes___ No___ CIP # _____ Proj. Mgr _____

Class A - \$250 Class B - \$300 Class C - \$500 Class D - \$900 Class H - \$75 Class G - ½ Price of Appl Class

- | | | |
|---------------------------------|-------------------------------|----------------------------------|
| A - Minor Landscaping | B - Parking Areas | D - Intersection of Street |
| A - Utility Taps | B - Excavate in ROW | D - General Roadway Work |
| A - Grade and Sod Swales | C - Road Cuts | D - Turn Lane at Comm/Subdiv Ent |
| A - Signs | C - Installation of New Equip | G - Sarasota County Government |
| A - Single Utility Pole Install | C - Water/Sewer Tie-ins | H - Curb Cuts |
| A - Directional Bore | C - Jack and Bore | H - Landscaping (Homeowner) |
| B - Significant Landscaping | C - Combined J&B/Road Cuts | H - Concrete Driveway Aprons |
| B - Material Staging Areas | C - Water/Sewer Line Install | |

FOR THE PURPOSE OF: _____

ASSOCIATED COUNTY PERMIT NO:(Required if applicable) _____

INSTRUCTIONS

1. The applicant must provide an **original bond (fax copies not accepted)** to Land Development Services in the **minimum** amount of **\$15,000.00** to assure restoration of the area to original or better condition for work hereby permitted. The acceptable bond form can be found at www.scgov.net. Please contact Mary Stephens at 941-861-6576 for bond information. Class H applications are exempt from bonding.
2. All construction and restoration must meet those requirements determined applicable by Sarasota County before work will be deemed complete and before applicant will be released from said responsibility or posted bond returned.
3. Plans must show all locations of underground and overhead utilities, culverts, driveways or any other structures in the right-of-way. Typical cross-section showing depth of existing utilities and location of proposed installation must be included. An approved MOT (maintenance of traffic) plan is required for work, material and equipment storage, and employee parking that utilize the "clear zones" at any time.
4. The Land Development Inspector **MUST** be notified at least 24 hours prior to commencement of construction operations.
5. **NOTICE: The Right of Way Use Permit will become invalid on the expiration date noted on the permit. If an extension is necessary, the request, along with a check in the amount of \$100.00 must be submitted 10 days prior to the expiration date or this permit will become invalid and a Stop Work Order may be placed on the project. If a Stop Work Order is issued, a fee in the amount of \$300.00 will be required to have it removed.**

I HEREBY AGREE to all the terms under which the Right of Way Use Permit is issued.

APPLICANT SIGNATURE

DATE

ATTACH RIGHT OF WAY APPLICATION TO THIS FORM
APPLICATION PER SARASOTA COUNTY ORDINANCE NO. 2017-015

DATE:

DATE RECEIVED:

LOCATION:

PERMIT NUMBER(ASSIGNED BY COUNTY):

NAME:

FIRM:

ADDRESS:

PHONE:

EMAIL:

CERTIFICATE NUMBER OF FLORIDA PUBLIC SERVICE COMMISSION, FCC OR
DEPARTMENT OF STATE:

CONTRACTING AUTHORITY:

INSURANCE PROVIDER:

Signature of Applicant:

DISTRIBUTED ANTENNAE SYSTEMS (DAS) CHECKLIST

(continued)

BELOW ARE THE REQUIRED ITEMS FOR APPLICATION SUBMISSION - REFER TO SARASOTA COUNTY ORDINANCE NO. 2017-015 FOR COMPLETE REQUIREMENT DETAILS.

1. **Ordinance No. 2017-015 Section 118-102 to Section 118-116** provides the requirements application, permitting, design and construction of small wireless facilities. The items marked as note (1.) are direct requirements noted in the ordinance.

2. **Ordinance No 2017-015 Section 118-106** provides the requirements for application, permitting, design and construction of new DAS antennae locations not collocated on an existing utility pole.

Right of Way Use Application

DAS Check-sheet

Narrative of Process, Materials and Methods to Complete the Work

Application Fee and \$150 Annual Fee.

Right of Way Use Bond \$15,000 (Original submitted to Land Development)

Site Plan of Proposed Work; With a Survey of Proposed Area, Provide Location of the Proposed Equipment Showing Location Based on the Florida West Zone NAD 83(1990) Adjustment-Site Plan and Installation Plan Must be Signed and Stamped by a Florida Registered Structural Professional Engineer

Existing Conditions Plan

M.O.T. Plan Stating Compliance with MUTCD Requirements

Proof of Charter as a Florida Communications Service Provider. Proof of Registration as a Florida Business

Proof of Insurance

Proof of Registration as a Wireless Service Provider or Wireless Infrastructure Provider for Sarasota County

Provide a List of All Subcontractors and the Tasks to be Completed. Confirm all Contractors Trucks and Equipment Have Clear Identification Markings of Ownership

Provide Documentation for All Subcontractors Including Registrations, Certifications and Insurances

DISTRIBUTED ANTENNAE SYSTEMS (DAS) CHECKLIST

(continued)

Submit Preconstruction Time and Date Stamped Photos of the Proposed Work Area and Adjacent Properties-
Provide Statement of Acknowledgement of the requirement for Post Construction Photos

Provide Documentation of Membership in Florida 811 System and a Copy of the Location
Clearance Ticket at Time of Issuance

Provide a Project Contact List for 24 Hour Contacts for Emergency After Hours or Weekend Conditions

Provide Documents Showing Current Zoning of the Proposed Location of the Property

Provide a List of All Adjacent Property Owners and Businesses

Provide a Sample Contact Letter for Required Notifications-Provide Method of Contact Proposed

Provide a Material and Equipment Submittal Showing Conformance with FDOT Approved
Material List

Provide a Document of Equipment Volume Compliance with Section 118-102 (25) for all Proposed
Equipment

Provide Documentation of the Roadway Classification for the Proposed Location

Provide Proof of Asset Pole Identification with Equipment Submittal

Provide Proof of Separate Electrical Permit Application and Issuance Prior to Permit Issuance

Provide a Letter from the Service Provider Stating Authorization to Allow Prime Contractor and
Subcontractors to Work at the Site.

Provide a Statement that Once Permitted, Site will be Activated Within 9 Months from Issuance of
the Permit

DISTRIBUTED ANTENNAE SYSTEMS (DAS) CHECKLIST
(continued)

If your application meets the criteria in Section 118-106, Permitting Requirements for New Communication Facilities, DAS Wireless Facilities and Wireless Support Structures, then the following additional items will be required:

Provide a Stamped Plan Signed by a Registered Florida Structural Professional Engineer

Provide a Document Stating the Height and Material of Utility Poles in the Area of the Proposed Location

Provide Site Plan Showing Location in the Right of Way, Location in Relation to the Curb, Sidewalk and ADA Pad Locations, Adjacent Lots and Buildings, Driveways and Stop Signs.

Locations of all improvements to be provided to be based on the Florida West Zone DAD 83 (1990) adjustment

Provide a Document Stating Reason of Not Selecting an Existing Collocation Site Proposal

Provide a Landscape Plan, prepared by a Florida Registered Landscape Architect, for Camouflage of Proposed Equipment

Provide a Landscape Maintenance Agreement (form attached)

Print Name

Signature of Applicant acknowledging that all the above items are included

Date

SARASOTA COUNTY RIGHT-OF-WAY USE PERMIT FEE CALCULATION SHEET

Class Type: _____

		TOTAL
RECORDS FEE:	\$15.00	\$15.00
CLASS A	\$250.00 x _____	
-Minor Landscaping		
-Utility Taps		
-Grade and Sod Swales		
-Single Utility Pole Installation		
-DAS Collocates		
CLASS B	\$300.00 x _____	
-Significant Landscaping		
-Material Staging Areas		
-Parking Areas		
CLASS C	\$500.00 x _____	
-Installation of New Equipment		
-Water and Sewer Tie-ins		
-Jack & Bore or Road Cuts		
-Combination of Jack & Bore/Road Cuts		
-Water/Sewer Line Installation directly related to Construction of an approved development		
CLASS D	\$900.00 x _____	
-Per Intersection of Street		
-Per Turn Lane at Entrances		
-General Roadway Work		
CLASS G	1/2 Price of Above	
-Sarasota County Govt		
	= _____	
CLASS H	\$75.00 x _____	
-Homeowner-Minor		
DAS ANNUAL FEE	\$150.00 x _____	
(Distributed Antennae System)		
(Per Pole or Collocate)		
TOTAL		

**MAINTENANCE AGREEMENT
LANDSCAPING, IRRIGATION SIGNAGE AND LIGHTING**

KNOW ALL MEN BY THESE PRESENTS, that the Corporation named below certifies that it is the Owner of _____ located in Sarasota County, Florida, and; certifies it is the Maintenance Entity referred to on the Approved Concurrent Plans, does hereby agree to be responsible for the maintenance and repair of all landscaping, irrigation, signage and lighting located within County Right-of-Way in the _____, and for the repair of any damage to the County roadway caused by operation repair or maintenance of the aforesaid system, and to at all times maintain the system in compliance with A Policy on Geometric Design of Highways and Streets 1994, published by the American Association of State Highway and Transportation Officials. (Sight distances) and; does hereby grant to Sarasota County and any of its agencies legal accessibility to rectify any future maintenance related complaints or problems associated with the landscaping, irrigation and lighting at the expense, including any legal fees, of the Maintenance Entity, should the Maintenance Entity not rectify the maintenance related problem(s) within (30) days of written notification from the Sarasota County Engineer.

IN WITNESS WHEREOF, has caused these presents to be signed and attested to by the officers named below and its corporate seal to be affixed hereto on _____, 20__.

by _____, President

President Signature

Signed and sealed in the presence of:

_____, Secretary/Treasurer

Officer's Signature

STATE OF FLORIDA, COUNTY OF SARASOTA, THIS IS TO CERTIFY, that on _____, 20__ before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared _____ and _____, respectively President and Secretary/Treasurer of the above named corporation to me known to be the individuals and officers described in and who executed the foregoing Dedication and severally acknowledged the execution thereof to be their free act and deed as such officer thereunto duly authorized that the official seal of said corporation is duly affixed thereto; and that the said Dedication is the act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the above date.

NOTARY PUBLIC

My Commission Expires

RIGHT OF WAY USE BOND

BOND NO.: _____

KNOW ALL MEN BY THESE PRESENTS that we,
* _____, as Principal, and
** _____, as Surety, are

held and firmly bound unto the Board of County Commissioners of the Sarasota County, Florida, in the sum of Fifteen thousand dollars, (\$15,000) for the payment whereof, well and truly be made, we bind ourselves, our successors assigns.

The condition of this obligation is such that whereas, said Principal is granted a Right-of-Way Use Permit under the Provisions of Ordinance 97-051, Road Construction Technical Manual, [Section C.2.a.3)] Land Development Regulations, (which Ordinance requirements are incorporated herein by this reference) in connection with all work performed or to be performed within the County rights-of-way under said Permit.

Now, therefore, if said Principal shall comply with Ordinance 97-051 as set out above, and repair any damages or injury to the road, highway, drainage, utilities, sidewalks or bicycle path by reason of the exercise of the privileges granted in any instrument creating such license and shall repair said road, highway, drainage, utilities, sidewalks or bicycle paths promptly restoring it to a condition at equal to that which existed immediately prior to the infliction of such damage or injury; shall pay all costs and reasonable attorney’s fees incurred by the Board of County Commissioners in the enforcement of this bond; shall hold the said Board of County Commissioners and the members thereof harmless from the payment of any compensation or damages resulting from the exercise of the privileges granted in any instrument creating such license; and shall comply with all provisions in said instrument this bond shall be void; otherwise to remain in full force.

***[Insert name of Principal and address]**
****[Insert name of Bonding Company and physical street address]**

SIGNED AND SEALED this _____ day of _____, 20 _____.

(INSERT FULL NAME OF PRINCIPAL)

WITNESS:

By: _____
(Signature of Pres. or V.P.)***

(Signature)

(Printed Name & Title)

(Printed Name)

***A corporate resolution or similar authorization evidencing signatory authority must accompany this form.

(INSERT FULL NAME OF SURETY)

WITNESS:

By: _____
(Signature)

(Signature)

(Printed Name and Title)

(Printed Name)

(SEAL)

Approved as to Form

County Attorney

[Attach original Power of Attorney dated same as Bond with original Seal]