



CITY ENGINEER'S OFFICE

Transportation Engineering Division

1805 NE 30th Avenue, Building 300
OCALA, FL 34470

CONTACT: Transportation Engineering
Division Telephone (352) 351-6725

**R.O.W. UTILIZATION PERMIT
APPLICATION**

(Authority: City of Ocala Code of Ordinances Section 58-5 and Section 59-5)

PERMIT NUMBER: _____	TYPE: <input type="checkbox"/> WORK / EVENT <input type="checkbox"/> NEWSPAPER DISPENSER
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DATE OF APPLICATION: _____ APPLICATION FEE **\$50.00**

NAME OF APPLICANT: _____ COMPANY NAME: _____

MAILING ADDRESS: _____

TELE. NO.: _____ EMAIL: _____

LOCATION OF WORK / EVENT / NEWSPAPER DISPENSER: _____

PARCEL NUMBER: _____ ZONING: _____

WORK / EVENT

BRIEF DESCRIPTION OF THE WORK / EVENT: _____

FIELD PERSON IN CHARGE: _____ CELL. NO.: _____

PROPOSED START DATE & TIME OF WORK / EVENT: _____ PROPOSED END DATE & TIME OF WORK / EVENT: _____
FROM: _____ AM PM TO: _____ AM PM

WILL WORK / EVENT REQUIRE THE STREET TO BE CLOSED? NO YES PARTIALLY TOTALLY

IF YES, IS A 'MAINTENANCE OF TRAFFIC' PLAN PER DOT INDEX 102-600 ATTACHED? NO YES

IF YES, PROVIDE PLANNED START DATE & TIME: _____ PLANNED END DATE & TIME OF STREET CLOSURE: _____
FROM: _____ AM PM TO: _____ AM PM

IF WORK INVOLVES UNDERGROUND UTILITY INSTALLATION, DESCRIBE METHOD: OPEN EXCAVATION
 BORE JACK PUSH DIRECTIONAL BORE

WILL THE WORK RESULT IN CITY STREET PAVEMENT DISTURBANCE? NO YES

WILL THE WORK RESULT IN SIDEWALK AND/OR DRIVEWAY DISTURBANCE? NO YES

DESCRIBE IN MORE DETAIL THE WORK / EVENT AND OTHER FACTORS OR CONDITIONS THAT ARE AN IMPORTANT PART OF THIS R.O.W. UTILIZATION PERMIT APPLICATION:

I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE AND THAT I HAVE PROPER AUTHORITY AND AUTHORIZATION TO APPLY FOR SUCH PERMIT.
I FURTHER AGREE TO COMPLY WITH ALL APPLICATION PROCESSING PROCEDURES AND WITH ALL CONDITIONS OF THIS PERMIT CONTAINED ON THE FIVE PAGES ATTACHED TO THIS APPLICATION, MOST PARTICULARLY THE RESTORATION REQUIREMENTS WITHIN THE PUBLIC RIGHT-OF-WAY.
I ACKNOWLEDGE THAT ANY APPROVAL, DIRECTION OR DETERMINATION OF THE CITY ENGINEER REFERENCED IN THIS PERMIT MAY ALSO BE MADE BY A DESIGNEE OF THE CITY ENGINEER.

SIGNATURE OF PERMIT APPLICANT DATE

RIGHT-OF-WAY UTILIZATION PERMIT PROCESSING PROCEDURES

IMPORTANT: THIS APPLICATION IS TO BE SUBMITTED A MINIMUM OF FIVE (5) FULL BUSINESS DAYS PRIOR THE EXPECTED STARTING DATE - REFER TO INFORMATION ON THE FOLLOWING PAGES FOR PROCEDURES - AND SHALL BECOME A PERMIT WITH THE CITY SIGNATURES OF AUTHORIZATION.



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1. APPLICATION TO BE FILLED OUT BY APPLICANT AND SUBMITTED TO ENGINEERING DEPARTMENT FIVE (5) WORKING DAYS PRIOR TO EXPECTED STARTING DATE.
2. FEE TO BE PAID BY CHECK MADE PAYABLE TO THE CITY OF OCALA AND SUBMITTED ALONG WITH APPLICATION.
3. REVIEW AND APPROVAL OF APPLICATION TO BE MADE BY INSPECTION DIVISION AND TRAFFIC DIVISION.
4. APPROVAL TO BE SIGNED BY THE CHIEF ENGINEERING INSPECTOR AND TRAFFIC ENGINEER OR THEIR DESIGNEE.
5. FINAL PERMIT WILL BE ISSUED BY THE ENGINEERING DEPARTMENT WITHIN FIVE (5) WORKING DAYS.

TO BE COMPLETED BY CITY OFFICIALS ONLY

RECEIVED BY: _____ DATE: _____ CHECK NO. _____

COMMENTS: _____

PERMISSION FOR THE ABOVE DESCRIBED WORK / EVENT / NEWSPAPER DISPENSER IS HEREBY GRANTED SUBJECT TO THE ATTACHED GENERAL REQUIREMENTS AND THE FOLLOWING SPECIFIC ADDITIONAL REQUIREMENTS:

APPROVED BY _____ APPROVED BY _____
(CHIEF ENGINEERING INSPECTOR) (TRAFFIC ENGINEER)

WORK COMPLETED ON _____ PAVING REPAIRS BY _____

INSPECTOR'S SIGNATURE _____ DATE _____



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GENERAL REQUIREMENTS CONCERNING PERMITS FOR UTILIZATION OF PUBLIC RIGHT-OF-WAY

(PART OF "APPLICATION FOR PERMIT")

CONDITIONS: PERMITTEE AGREES THAT:

1. ALL WORK AUTHORIZED UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH THIS APPROVED APPLICATION, THE PROVISIONS OF THE CITY ORDINANCES, AND OTHER APPLICABLE REGULATIONS.
2. PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF THE 'MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)'.
3. WHEN EXCAVATION FOR UNDERGROUND UTILITY WORK IS INCLUDED THE SCOPE OF THIS PERMIT, UTILITY COMPANIES MUST BE NOTIFIED FOR FIELD MARKING OF THEIR UTILITIES AND CONSULTED FOR INFORMATION AS TO THEIR EXISTING FACILITIES AND APPURTENANCES PURSUANT TO THE PROVISION OF FLORIDA STATUTES, CHAPTER 553.851. TELEPHONE NUMBERS TO REPORT ANY DAMAGE AND FOR COORDINATION PURPOSES ARE:

Utility Company Contacts

• FLORIDA SUNSHINE 'CALL-BEFORE-YOU-DIG':	811
• CITY OF OCALA WATER & SEWER DEPARTMENT:	352.351.6775
• CITY OF OCALA UTILITY SERVICES – ELECTRIC:	352.351.6620
• CITY OF OCALA PUBLIC WORKS DEPARTMENT – TRAFFIC (SEE 4):	352.351.6733
• EMBARQ:	352.857.2766
• TECO / PEOPLES GAS:	352.622.0112
• COX COMMUNICATIONS:	352.873.5629
• AT&T:	352.237.2383
• MCI WORLDCOM:	352.258.8711

4. FOR ANY WORK TO BE DONE IN THE RIGHT OF WAY WHICH REQUIRES UNDERGROUND LOCATES AND IS WITHIN 500 FEET OF A SIGNALIZED INTERSECTION, THE APPLICANT MUST CALL THE CITY OF OCALA TRAFFIC OPERATIONS DIVISION FOR TRAFFIC SIGNAL LOCATES (352-351-6733).
5. **NEWSPAPER DISPENSER:** REFER TO CHAPTER 59 OF CITY CODE OF ORDINANCES FOR COMPLETE DETAILS. TYPICAL LOCATION CRITERIA FOR PUBLIC RIGHT-OF-WAY IS PROVIDED IN SHEET 1 ATTACHED. A PLAN SHOWING THE LOCATION OF DISPENSER IS REQUIRED. INCLUDE PARCEL NUMBER ON PLAN.
6. **TEMPORARY FIRE HYDRANT WATER METER:** TO REQUEST AND OTHERWISE COORDINATE THE INSTALLATION OF A TEMPORARY FIRE HYDRANT WATER METER CONTACT OCALA UTILITY SERVICES AT 629-8411, AT LEAST 24 HOURS PRIOR TO THE DATE THE WATER SERVICE IS NEEDED.
7. **CITY INSPECTIONS:**
 - A. ALL MATERIALS, EQUIPMENT AND WORK SHALL BE SUBJECT TO INSPECTION BY THE CITY OF OCALA AT ANY TIME.
 - B. THE PERMITTEE MUST CALL THE CITY INSPECTOR (@ 629.8419) AT LEAST ONE WORKING DAY BEFORE ANY PORTION OF CONSTRUCTION COVERED BY THIS PERMIT BEGINS. IF THIS PROCEDURE IS NOT FOLLOWED, THIS PERMIT WILL BECOME INVALID.
 - C. THE PERMITTEE MUST INFORM THE CITY INSPECTOR (@ 629.8419) AT LEAST ONE WORKING DAY IN ADVANCE OF ANY ACTIVITY ON A DIRECTIONAL BORE WITHIN CITY RIGHT-OF-WAY. DIRECTIONAL BORE TO BE PERFORMED PER SECTION 475.4.12 OF CITY OF OCALA STANDARD SPECIFICATIONS FOR CONSTRUCTION OF STREETS, STORMWATER, TRAFFIC, WATER AND SEWER INFRASTRUCTURE, OCTOBER 2018.
8. PRIVATE DRIVEWAYS, PUBLIC UTILITIES, AND OTHER SUCH IMPROVEMENTS PERMITTED HEREWITH WHICH ARE NOT AVAILABLE FOR IMMEDIATE USE BY THE GENERAL PUBLIC ARE CONSIDERED AS REMAINING IN PRIVATE OWNERSHIP AND ACCOMMODATED WITHIN THE PUBLIC RIGHT-OF-WAY OR OTHER PUBLIC AREAS. THE OWNERS OF SUCH FACILITIES, OR THEIR SUCCESSORS OR ASSIGNS, SHALL BE RESPONSIBLE FOR MAINTAINING SUCH FACILITIES IN GOOD AND SAFE REPAIR.
9. OPEN CUTS ACROSS PAVEMENT WITHIN CITY RIGHT-OF-WAY ARE DISCOURAGED. BEFORE A PAVEMENT CAN BE APPROVED FOR AN OPEN CUT THE PAVEMENT MUST BE 5 YEARS OR OLDER, THIS APPROVAL CAN ONLY BE GIVEN BY THE CITY ENGINEER. THE APPROVED METHODS FOR CONSTRUCTING UTILITIES ACROSS PAVEMENTS THAT CANNOT BE OPEN CUT ARE 'BORING AND JACKING', 'DIRECTIONAL BORING' OR 'PUSHING' BENEATH THE PAVEMENT.
10. AFTER A PERMIT HAS BEEN OBTAINED TO WORK WITHIN THE CITY RIGHT-OF-WAY, ALL CONSTRUCTION PERTAINING TO THE PERMIT SHALL BE DONE BY A FLORIDA CERTIFIED CONTRACTOR WHO SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF THE UTILITY AND MAINTENANCE AND REPAIR THEREOF FOR A WARRANTY PERIOD OF 1 YEAR.
11. WHERE BRICK OR OTHER USABLE MATERIAL ARE REMOVED WITHIN THE STREET PAVEMENT STRUCTURE FOR THE INSTALLATION OF A UTILITY, SAID MATERIAL WILL BE DELIVERED TO THE CITY PUBLIC WORKS STORAGE YARD AND THE TRENCH CUT RESTORED WITH BELOW INDICATED BASE COURSE MATERIAL AND ASPHALT CONCRETE SURFACE COURSE, AS DESCRIBED HEREIN.

Revision Date: October 2022



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12. **TRENCH BACKFILL AND COMPACTION:** TRENCH BACKFILL SHALL BE CONSTRUCTED WITH SUITABLE MATERIAL PLACED IN 12 INCH LIFTS. WETTING OR DRYING WILL BE REQUIRED TO OBTAIN PROPER MOISTURE CONTENT AND TAMPED WITH MECHANICAL TAMPER TO OBTAIN REQUIRED COMPACTION. ALL BACKFILL SHALL BE COMPACTED TO A DENSITY OF AT LEAST ONE HUNDRED (100%) OF THE MAXIMUM DENSITY AS DETERMINED BY AASHTO T99 (STANDARD PROCTOR). DENSITY TESTS SHALL BE REQUIRED AT LEAST EACH 12 INCH OF COMPACTED FILL. DENSITY TESTS SHALL BE REQUIRED NOT MORE THAN 500' APART. (SECTION 120 AND 125-8 OF FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 2018 EDITION AND CITY OF OCALA CODE OF ORDINANCES, SECTION 83-378).
13. **BASE COURSE MATERIAL** TO BE USED IN ALL OPEN CUTS SHALL BE EQUAL TO OR BETTER THAN THE EXISTING BASE BOTH IN QUALITY AND THICKNESS. THE DECISION AS TO THE TYPE AND AMOUNT OF BASE MATERIAL IN EACH INDIVIDUAL CUT WILL BE DETERMINED BY THE CITY ENGINEER. WHERE LIMEROCK IS USED AS A BASE MATERIAL, IT SHALL BE THOROUGHLY COMPACTED IN 6 INCH LAYERS WITH A MINIMUM TOTAL THICKNESS OF 12 INCHES, TO RECEIVE THE SURFACE COURSE. THE LIMEROCK MATERIAL SHALL BE OF QUALITY ACCEPTABLE TO THE CITY OF OCALA AND THE BASE SHALL BE MAINTAINED IN A CONDITION ACCEPTABLE TO THE CITY ENGINEER UNTIL SURFACE COURSE IS APPLIED TO ENSURE A GOOD RIDING SURFACE. ONE LIMEROCK DENSITY TEST OF AT LEAST 98% COMPACTION WILL BE REQUIRED PRIOR TO SURFACING. LIMEROCK SHALL BE PRIMED PRIOR TO PAVING.
14. THE PERIOD OF TIME BETWEEN THE RESTORATION OF THE BASE MATERIAL AND THE APPLICATION OF THE FINISHED SURFACE COURSE SHALL NOT EXCEED SEVEN (7) CALENDAR DAYS EXCEPT BY WRITTEN AUTHORIZATION BY THE CITY ENGINEER'S OFFICE.
15. **SURFACE COURSE** SHALL BE A TYPE EQUAL TO OR BETTER THAN EXISTING, TO BE DETERMINED BY THE CITY ENGINEER, FOR EACH LOCATION. WHERE THE SURFACE COURSE IS OF ASPHALTIC CONCRETE IT SHALL BE FDOT SP 9.5 WITH A MINIMUM OF 1,500 LBS. MARSHALL STABILITY AND WITH A MINIMUM COMPACTED THICKNESS OF 1 ½ INCHES FOR RESIDENTIAL STREETS.
16. BEFORE SURFACE COURSE IS APPLIED TO THE AREA IT SHALL BE SAW CUT AND SQUARED TO FORM A RECTANGULAR SHAPE, THE SIDES OF WHICH SHALL BE A MINIMUM OF 2 FEET FROM THE FARTHEST EXTENSION OF THE CUT ON ALL SIDES, OR AS DIRECTED BY THE CITY ENGINEER.
17. IN AREAS WHERE PAVEMENT CUTS ARE CLOSE OR IN A ROW, THE ENTIRE AREA, INCLUDING THAT BETWEEN PATCHES, SHALL BE SAW-CUT AND RESURFACED IN A CONTINUOUS STRIP, THE WIDTH OF WHICH, IF IN QUESTION, SHALL BE DETERMINED BY THE CITY ENGINEER.
18. WHERE A UTILITY IS INSTALLED IN AN UNPAVED STREET, SAID STREET WILL BE STABILIZED FROM DITCH LINE TO DITCH LINE AND RESTORED TO CONDITION EQUAL TO OR BETTER THAN ORIGINAL UNDISTURBED CONDITION.
19. ALL UNDERGROUND UTILITY CROSSING INSTALLATION SHALL BE LAID AT A MINIMUM DEPTH OF 36 INCHES BELOW THE PAVEMENT. EXCEPTIONS MAY BE MADE, IN SPECIAL CASES, IF APPROVED IN WRITING BY THE CITY ENGINEER.
20. WHERE A UTILITY IS INSTALLED IN AN UNPAVED PORTION OF THE CITY RIGHT-OF-WAY, THE UNPAVED DISTURBED AREA SHALL BE RESTORED IN A MANNER ACCEPTABLE TO THE CITY, INCLUDING RESTORATION OF GRASSED AREA WITH BAHIA SOD, DRIVEWAYS AND SIDEWALKS RESTORED IN KIND, AS WELL AS DRAINS, RETAINING WALLS, CURBS, ETC.
21. ALL STREET EXCAVATION SHALL BE DONE IN KEEPING WITH STANDARDS, POLICIES AND PROCEDURES OF THE CITY OF OCALA, SUBJECT TO THE INTERPRETATION OF THE CITY ENGINEER.
22. IF A SEWER LATERAL, WATERLINE OR ANY RELATED WATER-FACILITY, OR OTHER PRIVATE UTILITY IS BROKEN OR DAMAGED DURING CONSTRUCTION, IMMEDIATE NOTIFICATION OF THE APPROPRIATE AGENCY IS REQUIRED.
23. CONSTRUCTION AND MAINTENANCE OF SUCH UTILITY SHALL NOT INTERFERE WITH THE RIGHTS OF A PRIOR OCCUPANT.
24. ALL PROJECTS AND WORK ON CITY STREETS SHALL HAVE AN APPROVED TRAFFIC CONTROL (MOT) PLAN. ALL WORK SHALL BE EXECUTED UNDER THE ESTABLISHED 'MOT' PLAN, AND THE LATEST FDOT DESIGN STANDARD INDEX NO. 102-600 THAT CONTAINS INFORMATION SPECIFIC TO THE STATE GUIDELINES ON TRAFFIC CONTROL IN WORK ZONES, FOR CONSTRUCTION AND MAINTENANCE OPERATION, AND UTILITY WORK.
25. IT IS EXPRESSLY STIPULATED THAT THIS PERMIT IS A LICENSE FOR PERMISSIVE USE ONLY AND THAT PLACING OF FACILITIES UPON PUBLIC PROPERTY PURSUANT TO THIS PERMIT SHALL NOT OPERATE TO CREATE OR VEST ANY PROPERTY RIGHTS IN SAID HOLDER.
26. THE ATTACHED SKETCH COVERING DETAILS OF THIS INSTALLATION SHALL BE MADE A PART OF THIS PERMIT. ADDITIONAL SKETCHES SHALL BE FURNISHED WHERE ATTACHED SKETCH IS NOT APPLICABLE.
27. IT IS UNDERSTOOD AND AGREED THAT THE RIGHTS AND PRIVILEGES HEREIN SET OUT ARE GRANTED ONLY TO THE EXTENT OF THE CITY'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 CITY OF OCALA AND THE ENGINEERING DEPARTMENT 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.
28. WITH REFERENCE TO STREET CLOSINGS, THIS PERMIT WILL BE REQUIRED FOR THE TEMPORARY CLOSING OF PUBLIC STREETS, ETC.

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DIRECTIONAL DRILL BORE LOG

NOTE: All bores must be constructed in compliance with the requirements of City of Ocala Standard Specifications for Water & Sewer Construction, Volume III, Section 475

PROJECT NAME: _____

DATE OF BORE: _____ TIME BEGIN: _____ TIME COMPLETE: _____

BORE CONTRACTOR: _____

FOREMAN'S NAME: _____ FORMAN'S CELL PHONE NUMBER: _____

DIRECTIONAL BORE UNIT (MODEL & MANUF.): _____

TYPE OF FACILITY (WATER, GAS, SEWER, ETC): _____

LOCATION OF BORE: _____

CARRIER PIPE TOTAL LENGTH (FT): _____

REAMER SIZE (IN): _____

CASING TOTAL LENGTH (IF APPLICABLE): _____

SIZE OF PIPE (IN): _____ TYPE OF PIPE (HDPE, PVC, ETC): _____ DR RATING: _____

TYPE OF JOINT (WELD, COUPLING, ETC): _____

PROBLEMS ENCOUNTERED: _____

BORE INFORMATION LOG	
RECORD BORE DEPTH AT A MINIMUM OF 10 FOOT INTERVALS ALONG ENTIRE BORE PATH, REFERENCING DISTANCES FROM EDGE OF PAVEMENT, FACE OF CURB, ETC. RECORD THE BEGINNING AND ENDING DEPTHS.	
LOCATION:	DEPTH (FT):
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH:
LOCATION:	DEPTH: