



**CITY OF TARPON SPRINGS  
BUILDING DEVELOPMENT DEPARTMENT  
RIGHT-OF-WAY USE PERMIT APPLICATION**

Permit Number: \_\_\_\_\_

Contractor/Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Detailed Description of Proposed Work: \_\_\_\_\_

Work Location: \_\_\_\_\_

24 Hour Emergency Contact: \_\_\_\_\_ 24 Hour Phone: \_\_\_\_\_ Preferred Method of Permit Approval  
 Fax     Email

The undersigned does hereby certify that he/she is a duly authorized Agent of the Applicant for the purpose of binding the Applicant to the terms and conditions of this application and this information. *(Page 2 shall serve as part of this permit application).*

Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BELOW FOR CITY OF TARPON SPRINGS USE ONLY**

The applicant is hereby authorized to make an opening in or under the above named street at the specified location; provided all work is performed in accordance with the applicant's plans, City of Tarpon Springs Ordinances, specifications and City Details governing street openings, and the following Special Conditions or such Special Conditions as may be imposed during the performance of the authorized work. The applicant is hereby authorized to close or partially close said portion of public street right-of-way in accordance with an approved maintenance of traffic plan.

- APPROVED                                      Proof of Insurance Attached  Yes    Site Inspection Required  Yes  No  
 APPROVED WITH CONDITIONS                                       No    Inspector \_\_\_\_\_ Date \_\_\_\_\_  
 DENIED

DEPARTMENT COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_

CITY APPROVAL SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT CLOSEOUT SECTION -TO BE SIGNED BY THE PERMITEE UPON COMPLETION OF WORK –Permittee certifies work has been completed in accordance with the terms of the permit.**

I, the undersigned do hereby attest that the construction approved by the subject permit was installed in accordance with the permit requirements and in accordance with the City of Tarpon Springs standards and regulations and that all changes have been noted in the Record Drawings (As-built drawings) submitted.

Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Acceptance (signature and Title) \_\_\_\_\_ Date: \_\_\_\_\_

This application and supporting documents may be mailed to The City of Tarpon Springs, 324 E. Pine Street, Tarpon Springs, FL 34689 or forwarded to [projectadmin@ctsf.us](mailto:projectadmin@ctsf.us)  
 Please expect to receive your permit within 10 business days. All documents must be 8 1/2 x 11 format. Questions should be directed to 727-942-5638.

**City of Tarpon Springs**  
**Right-of-Way Use Permit Application**

**Permit Number:** \_\_\_\_\_

1. The applicant certifies that prior to filing this application that said applicant has ascertained the location of all existing utilities both aerial and underground and the accurate locations are shown on the plans. The applicant further certifies that each utility company, public and private within the rights-of-way have been contacted and a copy of their responses is attached as part of this permit application.
2. The construction and maintenance of such utility shall not interfere with the property and rights of a prior occupant.
3. All work shall be done pursuant to the standards approved by the City's designee. All materials and equipment shall be subject to inspection by The City's designee.
4. All construction shall be performed in a manner meeting the approval of the City's Designee to Safety Standards as prescribed by Manual on Uniform Traffic Control Devices and FDOT Design Standards.
5. It is understood and agreed that the rights and privileges herein set out are granted to the extent of the City's right, title and interest in the land to be entered upon and used by the Permittee. The Permittee will, at all times, assume all risk of and indemnify, defend and save harmless the City from and against all loss, damage, cost or expense arising in any manner out of the exercise or attempted exercise of the aforesaid rights and privileges. **Initials:** \_\_\_\_\_
6. All City of Tarpon Springs property and/or rights-of-way shall be restored to current standard or to original condition as far as approved by the City's Designee.
7. All overhead and underground installations shall conform to the standards of the Transportation Technical Manual. Variations and exceptions may be made in special cases by authority from the City's Designee.
8. The attached sets of plans covering details of this installation shall be made a part of the permit. **Initials:** \_\_\_\_\_
9. It is expressly stipulated that this permit is a license for permissive use only and that placing facilities upon public property pursuant to this permit shall not operate to create or to vest any property rights in said holder. **Initials:** \_\_\_\_\_
10. Whenever necessary for the construction, repair, improvement, alteration or relocation of all, or any portion of a City facility as determined by the City's Designee, any or all poles, wires, pipes, cables or other facilities appurtenances authorized hereunder, shall be removed from said rights-of-way, or reset or relocated thereon as required by the City's designee, and shall be done at the expense of the holder. **Initials:** \_\_\_\_\_
11. It is agreed that in the event of relocation of said utility facilities scheduled to be done simultaneously with a City improvement project, the Permittee will coordinate with the City before proceeding, shall cooperate with the City's contractor to arrange the sequence of work so as not to unnecessarily delay the work of the City's contractor, defend any legal claims of the City's contractor due to delays caused the Permittee's failure to comply with the approved schedule and shall comply with all provisions of the law and Rule 14-46, Florida Administrative Code. The Permittee shall not be responsible for delays beyond it's normal control. **Initials:** \_\_\_\_\_
12. The City shall be notified 48 hours prior to starting work and again immediately upon completion of work at 1-727-942-5638.
13. The City shall be notified 24 hours prior to any lane and road closures at 1-727-942-5638.
14. Notify Sunshine One Call at 811 forty-eight (48) hours prior to starting construction.
15. Permitted work must commence within 60 calendar days of permit approval. Extensions may be granted through written request only.
16. Execute and return the original permit with the Permit Close-Out Section completed and record drawings (as-built drawings) to the City stating the job is completed in accordance with the permit and all changes have been noted in the record drawings.
17. This permit may be terminated by the City of Tarpon Springs in the event that the Permittee violates any provision contained herein and/or fails to promptly correct such violation within 48 hours of notice from the City. **Initials:** \_\_\_\_\_
18. The Permittee is responsible for ensuring that all work is done in compliance with the Americans with Disabilities Act.
19. Permittee is responsible for providing an emergency contact person and phone number for 24 hours a day / 7 days a week. Inability to make contact in the event of an emergency may result in penalty, or fines such as suspension, revocation of permit, and/or back charge as a result of damages.
20. Contractor must have a valid State Certified license to perform a specific type of work in the City's rights-of-way.
21. A Power of Attorney letter or a notarized statement signed by the licensed contractor who is allowing an individual(s) permission to sign permits on his behalf is required.
22. Permittee must provide insurance with companies authorized to do business in Florida, with an A.M. best rating of B+ or better and Class or higher. All liability policies shall name City of Tarpon Springs as an additional insured as to the operations of the Permittee, and shall provide the Severability of Interest Provision. In lieu of the additional named insured requirement, Permittee may purchase an Owner's and Contractor's Protective Liability policy. Such policy shall be written in the name of the City at the same limit as is required for General Liability coverage. The Permittee shall provide proof of a Commercial General Liability insurance policy on the most current Insurance Office (ISO) form, or its equivalent, with an amount of no less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The insurance coverage and limits required must be evidenced by a properly executed Accord 25 Certificate of Insurance form. This requirement is waived for the owner of a personal dwelling; and, City Franchised Utilities, the City, the State, the County, or other governmental body, board, or authority, which are self-insured in limits exceeding those set forth herein, provided further, however, that this waiver shall not be applicable to any contractor employed by the owner of a personal dwelling or any of the aforementioned governmental agencies. Thirty (30) day written notice must be given to the City of any cancellation or reduction in the policy coverage.
23. Submit a copy of construction plans, and a copy of an MOT plan both of which have been signed and sealed by a Professional Engineer registered in the State of Florida
24. If this permit is to allow the installation of improvements in the right-of-way, then the Property Owner must execute a Restrictive Covenant and Hold Harmless Agreement as part of the application process. The Restrictive Covenant and Hold Harmless Agreement must be recorded in the official records of Pinellas County, Florida. This permit will not be effective until the City's Designee has received a copy of the recorded Restrictive Covenant and Hold Harmless Agreement. **Initials:** \_\_\_\_\_

Please read and understand the above. Date and sign your agreement on front page and below:

Permittee's Signature **X** \_\_\_\_\_ DATE: \_\_\_\_\_