
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Transportation & Development**

SECTION: **Construction Inspection**

PROCEDURE #: **ECI-5**

SUBJECT: **Right-of-Way Use Permit**

DATE: **11/05/01** **REVISION #:**

PREPARED BY: **Jim King**

APPROVED BY: **Matthew Dominy, P.E., Director Of Public Works**

POLICY: **To establish means to allow construction of miscellaneous items within County rights-of-way, such as signs, landscaping, irrigation, private water, electric, and communication lines, and lighting through a Right-of-Way Use Permit. Approval and inspection shall be in accordance with the Alachua County Road Inspection Standards.**

Permits for subdivision entrance signing and associated walls, irrigation, and lighting shall be initiated at the Department of Growth Management. One original of the Right-of-Way Use permit, Sign Permit, and Building Permit shall be completed by the applicant, with three (3) copies of design plans for the desired installation. Growth Management staff will review plans for compliance with the applicable Codes, and necessary corrective action obtained for compliance. Once compliance is achieved, preliminary approved Sign and Building permits with two copies of the design plans will be forwarded to Public Works for review and approval of installation in the right-of-way.

Once compliance for clear zone, sight vision and utility coordination are confirmed, the Right-of-Way Use Permit will be approved. A copy of the approved Right-of-Way Use Permit and one copy of the design plans will be returned, with the preliminary approved Sign and Building Permits, to growth Management for completion of processing. A hold point for County Engineer inspection will be established on the Building Inspection Checklist, and the Building Permit final inspection will be withheld until completed construction is inspected and released by Public Works.

All other miscellaneous construction that does not require a building or sign permit will be processed by Public Works. The Applicant must submit Three (3) originals of the application and design plans. Compliance with all applicable Codes, specifications and standards will be verified prior to permit approval. One signed original of the Permit and design plans will be returned to the Applicant, and the other two will be held in a suspense file until notification of start of construction. Once work is acceptably completed, one completed original will be filed in the appropriate road segment file.

Fees associated with the Right-of-Way Use Permit application shall be as established by the Board of County Commissioners, by resolution, approved on an annual basis. Check or Money Order, payable to the Alachua County Board of County Commissioners, shall accompany each application for permit. Fees are not refundable in the event that the permit is not approved, unless it is determined that the location for installation is not under the jurisdiction of Alachua County, and the application is returned to the applicant prior to extensive review.