

**TEMPLE TERRACE
ENGINEERING DEPARTMENT
RIGHT-OF-WAY PERMIT APPLICATION**



PERMIT IS VOID IF WORK DOES NOT PROCEED WITHIN 30 DAYS – PERMIT # _____

Permittee	Business Telephone	
Business Address	Start Date	Completion Date

STREET LOCATIONS

Proposed Work Site
on Street

From To

Street Numbers of abutting property(ies) (If more than four street numbers indicate beginning and ending numbers only).

Purpose of Work

\$ _____ Estimates Construction Cost

This permit subject to guidelines on the reverse side of this form

Applicant agrees to indemnify, hold harmless and defend the City of Temple Terrace from any and all actions, causes of action, claims, suits or judgments whatsoever, in connection with any loss, costs, or expenses, including attorney's fees, resulting from injury or death of any person or persons, and loss of or damage to property caused by, resulting from, or in any way associated with the proposed work within the right-of-way above referenced and the closure of the street.

Typed Name and Title	Signature	Date
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The undersigned does hereby certify that he/she is the duly authorized Agent of the Applicant for the purpose of binding the Applicant to the terms and conditions of this application and this information.

Typed Name and Title	Signature	Date
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FOR CITY USE ONLY

Approval Signatures

Department of Public	Engineering
Date	Date

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 Temple Terrace Ordinances, specifications, and regulations, and the special conditions listed below, or such special conditions as may be imposed during the performance of the authorized work.

Special Conditions:

Permit Processing Fee \$ _____
001-000-322-19-20

Minimum Initial Inspection Fee \$ _____
001-000-322-19-00

PERMIT GUIDELINES

Conditions, requirements and instructions to excavate, dig, construct or install structures within a public right-of-way or easement:

1. A permit processing fee and minimum initial inspection fee must be paid prior to your approval of your permit.
2. There is a \$8.50 per permit processing fee as well as a minimum initial inspection fee of \$150.00. Additional inspection fees are rated by the hour to be billed based on actual time up to 5% of construction costs.
3. All new facilities installed within any public right-of-way require that a permit application and three (3) copies of the construction plan be submitted to the City of Temple Terrace a minimum of ten (10) days in advance of beginning work.
4. The permit will not be effective, and work cannot proceed unless the Engineering Division is notified at **(813) 506-6560** not less than forty-eight (48) hours, nor more than five (5) working days prior to construction. The notification requirement is waived when it is established that the excavation work is of emergency nature. Call SUNSHINE STATE ONE CALL, **1-800-432-4770**.
5. For scheduled construction, the contractor must notify SUNSHINE STATE ONE CALL, **1-800-432-4770**, at least forty-eight (48) hours prior to starting work.
6. All areas disturbed during construction must be restored to their original condition.
7. During construction, all required safety devices must be utilized (cones, barricades, flashers, etc.).
8. Failure or neglect on the part of the applicant to carry out all work in conformance with the conditions set forth in the permit shall be grounds for revocation of the permit by the City of Temple Terrace.
9. Permittee shall submit the permit application and plans to the Engineering Division, 11210 North 53rd Street, Temple Terrace, FL 33617.

INDEMNITY AGREEMENT

THIS AGREEMENT OF INDEMNITY entered into this ____ day of _____, 20__ by and between PROPERTY OWNER (print name) _____, hereinafter called **Indemnitor**, and the City of Temple Terrace, hereinafter called **Indemnitee**:

WITNESSETH:

WHEREAS, the Indemnitor has requested of the Indemnitee permission to do certain right-of-way improvements located at _____ and more specifically described as:

(Description)_____

WHEREAS, the City of Temple Terrace has granted to the Indemnitor permission to make such improvements conditioned upon the executing of a good and sufficient Indemnity Agreement to save and hold harmless the City from any and all claims, suits, actions of law, demands or other liabilities which may arise or accrue against the City as a result of said right-of-way improvements by the Indemnitor.

NOW, THEREFORE, the Indemnitor, each of their heirs, executors, administrators, successors and assigns, jointly and severally do hereby covenant and agree to indemnify the City, and hold and save harmless the said Indemnitee from and against all loss and damage (including damage to persons or property, be they private or public) arising from anything done by, or negligence of the Indemnitor, its contractor, subcontractors, agents or employees of it while engaged in said right-of-way improvements.

And the Indemnitors further agree to indemnify the City against any suit, claims or other actions which may be brought against the Indemnitee to recover damages for accidents, negligence or occurrences growing out of or arising from said right-of-way improvements above described.

IN WITNESS WHEREOF, we have hereunto subscribed our name on the day, month and year first above written and attest that I am duly authorized to execute this agreement.

PROPERTY OWNER SIGNATURE

DATE

PERMIT NUMBER

State of Florida, County of Hillsborough

The foregoing instrument was acknowledged before me this ____ day of _____, 20__

by _____ who is personally know to me or produced

_____ as identification and who did ____ or did not ____ take an oath.

Signature of Notary: _____ My Commission expires: _____



Fees & Payment Process for a Right-of-Way Permit

Application:

This permit application should have a set of plans either emailed or hand-delivered in person to the Public Works Facility.

Process of Payment:

There is a \$8.50 per permit processing fee as well as minimum initial inspection fee of \$150. Inspection fees are rated by the hour up to 5% of construction costs.

Engineering Infrastructure Inspections	Field Inspections	5% of Estimated Construction Cost
	Engineering Reviews	\$50/hour
	Field Inspectors	\$25/hour
	Application Reviews for Water & Sewer	\$250

To pay the fees:

- 1) go to Customer Service (1st Floor in City Hall)
- 2) pay the permit processing fee of \$8.50 into account **001-0000-322-19-20**,
- 3) pay the minimum inspection fees of \$150.00 – see explanation below - into account **001-0000-322-19-00** (Engr/Inspection & ROW).

Bring the receipt and permit paperwork to Public Works Administration Building, across 53rd Street, behind City Hall.

Inspections:

Once fees are paid and a permit issued, Engineering will need be schedule to come out to the site and inspect for:

- Maintenance of Traffic
- Construction accordance to plans submitted
- Post Construction to ensure the ROW was returned to pre-construction conditions
- Other issues as required

Minimum inspection fees are an estimate for the above. If more time is spent, then applicant will get billed by the hour and must be paid before Engineering will sign off on any final close-outs.

If you have any questions or comments, please call # 813.506.6575.