



## Village of Palm Springs

226 Cypress Lane

Palm Springs, FL 33461

Phone (561) 965-4016 Fax (561) 439-4132

[www.vpsfl.org](http://www.vpsfl.org)

### **RIGHT-OF-WAY USE PERMIT APPLICATION**

## Instructions

Please print clearly. Incomplete applications will not be processed. Typical processing time is a minimum of 5 business days.

1. Property Address (mandatory)

Applicant must provide a physical property address or block number for all Permit Types. **(i.e.: 123 Main Street or Block 100 Main Street)** Provide an anticipated **start date** and **working days duration**. (Permit durations are from 5 days to 180 days)

2. Type of Permitted Use

Complete this section to identify the type of permit for which application is made. Adjacent to each permit type are the requirements for application. Please review the note, as indicated by the asterisk (\*), that follows the permit types.

- Utility Service Maintenance / Construction

Select this permit type as a utility services provider performing routine maintenance within any public right-of-way or an easement of the Village.

- Residential Right-of-Way (ROW) Construction

Select this permit type as a property owner completing work to repair or replace sidewalk or perform minor work in the right-of-way conjoined to your property.

- Building Maintenance / Construction

Select this permit type for activity requiring use of the public right-of-way for the purpose of building maintenance or construction remodeling work. This permit type includes, but is not limited to, such activity in the public right-of-way as placing a roll off container, erecting a crane, storing materials, or exterior building work.

- Street / Block Construction

Select this permit type for activity requiring construction work within the public right-of-way. This permit type is applicable for all permit applications not specifically covered by the other permit types, and **requires construction bonding**.

- Telecommunications Maintenance / Construction

This permit type is reserved exclusively for maintenance or construction completed by registered telecommunications companies. Telecommunications companies must be registered with both the Florida Department of Commerce and the Village as a telecommunications company at the time of permitting.

- Electric Maintenance / Construction

This permit type is reserved exclusively for maintenance or construction completed by Florida Power & Light or Lake Worth Electric Utilities.

# Right-of-Way Use Permit Application

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### 3. Applicant Information

Complete this section if you are the individual making application for permit. This includes licensed contractors or private property owners, whichever may be applicable. Provide the required contact information including e-mail address for the applicant responsible for an issued permit.

### 4. Contractor Information

Complete this section for the prime contractor completing work for this permit. Provide the required contact information including e-mail address for the prime contractor completing work for this permit.

### 5. Property / Utility Owner Information

Complete this section regarding the property owner of any private property or easement associated with the permitted work activity. Provide the required contact information and e-mail address for the associated property owner or utility owner. Private property owners applying as owner-builder may skip this section.

### 6. Project Description

Complete this section by providing a description and drawing/sketch of the work activity and location of the activity (i.e. Address, side of street, blocking traffic, closing sidewalk, or both, etc.) Provide a maintenance of traffic (MOT) plan for all road or sidewalk obstructions or closures.

### 7. Signatures

Please read all attesting statements and minimum conditions included in the permit application prior to signing.

- Applicant signatures are required for all permit applications. If the permit application does not include conjoined private property or utility easements, the owner signature is not applicable. Permit applications associated with private property, a signature is required of at least one (1) property owner, as listed on the current property deed, for each separate property (parcel). Permit applications associated with more than one private property, please use the attached Property / Utility Owner Supplemental Information form to identify and provide owner signatures for each property (parcel)
- Owner signatures are required for all permits applications conjoined with private property. Private property owners that are completing the permit activity or work as owner-builder and without the use of a contractor or subcontractor may affix their signature to the applicant section only.
- All signatures placed on the permit application as an agent of the owner or applicant must include a n agency affidavit.

### 8. Notarized

All signatures in the permit application must be notarized.

### 9. Documentation

All permit applicants must demonstrate the appropriate professional and occupational licensing. The permit applicant must demonstrate adequate liability and workers compensation insurance.

### 10. Permit Application Process

All permit packages should be completed in entirety and attachments clearly labeled. Permit applications must be submitted to the Land Development Department, 226 Cypress Lane, Village Hall, and First Floor.



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PROPERTY ADDRESS: \_\_\_\_\_

**(MANDATORY INFORMATION – SEE APPLICATION INSTRUCTIONS)**

Anticipated Start Date \_\_\_\_\_

Anticipated Construction Duration \_\_\_\_\_ Days

(No more than one category per application)

<b><u>Permit Type</u></b>	<b><u>Minimum Permit Documentation</u></b>
1) <u>Utility Service Maintenance / Construction</u>	<u>Permit application.*</u>
2) <u>Residential Right-of-Way Construction</u>	<u>Permit application and sketch of proposed work.*</u>
3) <u>Building Maintenance / Construction</u>	<u>Permit application and sketch of proposed work.*</u>
4) <u>Street / Block Construction</u>	<u>Permit application and four (4) sets of complete sealed construction drawings.*</u>
5) <u>Telecom Maintenance / Construction</u>	<u>Permit application, plans and specifications of proposed work. See requirements of Chp 66, Article IV also.</u>
6) <u>Electric Utility Maintenance / Construction</u>	<u>Permit application.*</u>

**.PDF files of all submittal materials is required of all permit application types.**

#### **APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **CONTRACTOR INFORMATION**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY / UTILITY OWNER INFORMATION** (Legal Property Owner - Required for All Permits  
Associated with Real Property)

Owner Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Description of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

- Right-of-Way plans need to contain sufficient detail to provide adequate locational information.
- Water, Sewer and Stormwater facilities must be depicted on plans – Applicant should submit Utility Notification and obtain as-built plans from Village Utility Department prior to initiate application submittal
- Electrical sub-permit may be required
- .PDF files of as-built plans shall be submitted to the Village in order to close-out the permit

(I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions and regulations of the Village of Palm Springs Right-of-Way Administration Regulations. (I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions of the minimum conditions applicable to permit application, as defined in the attached document. (I) (We) further certify that the above statements and showings made in any paper or plan submitted herewith are true to the best of (my) (our) knowledge and belief. (I) (We) understand that the application and attachments shall become part of official public record and are subject to public disclosure. (I) (We) understand that if one or more deficiencies exist in the application or attachments, (I) (We) will be notified of the deficient items, and no further action on the application will take place until the required information is submitted. (I) (We) understand that misrepresentation of information contained within this application and attachments may be cause to void any development approvals and permits associated with this application.

(I) (We) understand that separate permits may be required from other regulatory agencies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature (When Applicable)

\_\_\_\_\_  
Date

AUTHORIZATION NOTE: By placing signature upon this application, the property / utility owner is providing written designation, delegation, and authorization to the above named Applicant to execute this application as a binding obligation of the Property / Utility Owner. The Village will not accept any application that does not include the foregoing authorization.

**Applicant**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did (or did not) take an oath.

\_\_\_\_\_  
Notary Signature **(For Applicant)**

Commission Expiration:

Seal:

**Owner\***

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did (or did not) take an oath.

\_\_\_\_\_  
Notary Signature **(For Owner)**

Commission Expiration:

Seal:

\* Use separate duplicate page for each additional owner.



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### **RIGHT-OF-WAY USE PERMIT APPLICATION**

Application is for:  New Registration  Transfer Owner

1. NAME OF COMMUNICATION BUSINESS (Parent Company and DBA or Trade Name, as applicable): \_\_\_\_\_  
\_\_\_\_\_
2. MAILING ADDRESS: \_\_\_\_\_
3. CONTACT / REPRESENTATIVE NAME: \_\_\_\_\_
4. PHONE NO: \_\_\_\_\_ EMERGENCY PHONE NO: \_\_\_\_\_
5. FAX NO.: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
6. TYPE OF COMMUNICATION SERVICES (if more than one, state all that apply, or if none, state that the applicant is a Non-Dealer or is a Pass Through Provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. FCC CERTIFICATE OF AUTHORIZATION or LICENSE NUMBER for provision of Communication Services # \_\_\_\_\_

On behalf of the Company, the undersigned represents and acknowledges that (a) the information provided is true and correct, including all attachments, (b) he/she is authorized to apply for Registration on behalf of the Company and (c) the appropriate employee(s) for the Company has received and reviewed a copy of Ordinance 2015-28.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME and TITLE

#### Required Attachments:

- Resale certificate issued by Florida Department of Revenue
- State Certifications:
  - Certificate of Registration by Florida Department of Revenue
  - Certificate of Authorization, Public Convenience and Necessity or similar certificate issued by Florida Public Service Commission (copies of other applicable franchises, use agreements, or licenses);
  - Certificate issued by Florida Department of State authorizing Company to do business in Florida
- Palm Beach County Business Tax Receipt and Village BTR
- Certificate of Insurance per Sec 66-70, naming Village as additional insured

Registration shall not in itself establish any right to place or maintain or priority for the placement or maintenance of a communications facility in public rights-of-way within the Village, but shall establish for the registrant a right to apply for a permit, if permitting is required by the Village. Registrations are expressly subject to any future amendment to or replacement of this article and further subject to any additional Village's ordinances, as well as any state or federal laws that may be enacted.

A registrant shall renew its registration with the Village by April 1 of even numbered years in accordance with the registration requirements in this article, except that a registrant that initially registers during the even numbered year when renewal would be due or the odd numbered year immediately preceding such even numbered year shall not be required to renew until the next even numbered year. Within 30 days of any change in the information required to be submitted pursuant to division (c). If no information in the then-existing registration has changed, the renewal may state that no information has changed. Failure to renew a registration may result in the Village restricting the issuance of additional permits until the communications services provider has complied with the registration requirements of this section.

In accordance with applicable Village ordinances, codes or regulations and this article, a permit shall be required of a communications services provider that desires to place or maintain a communications facility in public rights of way. An effective registration shall be a condition precedent to obtaining a permit. Notwithstanding an effective registration, permitting requirements shall continue to apply. A permit may be obtained by or on behalf of a registrant having an effective registration if all permitting requirements are met.

A registrant that places or maintains communications facilities in the public rights of way shall be required to pay compensation to the Village as required by applicable law and ordinances of the Village.

If a registrant transfers, sells or assigns its assets located in public rights of way incident to a transfer, sale or assignment of the registrant's assets, the transferee, buyer or assignee shall be obligated to comply with the terms of this article. Written notice of any such transfer, sale or assignment shall be provided by such registrant to the Village within 24 days after the effective date of the transfer, sale or assignment. If the transferee, buyer or assignee is a current registrant, then the transferee, buyer or assignee is not required to re-register. If the transferee, buyer or assignee is not a current registrant, then the transferee, buyer or assignee shall register as provided in Sec. 66-62 of this article within 60 days of the transfer, sale or assignment. If permit applications are pending in the registrant's name, the transferee, buyer or assignee shall notify the land development department that the transferee, buyer or assignee is the new applicant.

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VILLAGE USE:

\$25,000 Annual Surety Bond

(Performance bond, cash deposit or irrevocable letter of credit)

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_