

## SECTION 30.0 RIGHT OF WAY PERMITTING

### Section 30.01 Introduction

A right of way permit is required to regulate construction or installation of any utility or placement of any temporary or permanent structure within any right of way owned by St. Johns County.

Applicant is responsible to adhere to all the regulations related to right of way within Article 6 of the Land Development Code.

Right of way permits are submitted to and processed by the Engineering Division.

Location: St. Johns County Engineering Division  
2750 Industry Center Rd.  
St. Augustine, FL 32084

Phone Number: (904) 209-0110 General information  
Facsimile: (904) 209-0135

**Fees:** See attached Exhibit "A":

Total Fees are to be determined by the Right of Way Manager or designee.

### Section 30.02 Exemptions

The following situations do not require obtaining a right of way permit.

- A. Approved Building Permits include driveway/culvert connection and do not require a right of way permit.
- B. Utilities performing Emergency maintenance or Repair work do not require a right of way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD). Notification of emergency work is still required. Call Engineering Division at (904) 209-0119.
- C. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from permitting providing all utility work within the Right of Way is shown on the approved Engineering plans and constructed prior to final acceptance by St. Johns County.
- D. Mailboxes – meeting the standards set forth in Section 6.04.04D of the Land Development Code do not require submittal and approval of a right of way permit.
- E. St. Johns County Utility Department is exempt from obtaining a right of way permit for work performed by St. Johns County forces.

### Section 30.03 Application Process:

#### A. All right of way permits

1. Fill out applicant's name, mailing address, telephone, and contact name in line 1.
2. Mark the appropriate box to the proposed activity under line 2.

Mark Box A for driveway connections either permanent or temporary. Fill out the address of the proposed work and legal description, if available.

Mark Box B for Utilities such as: water, sewer, stormsewer, electric, gas, cable TV, telephone or fiber optic.

Mark Box C, Other for: landscaping, irrigation, house moving or other non-listed activity.

3. Read, sign and date the statement under line 3.

The Zone number and right of way permit number will be assigned by the permit processor upon approval.

The rest of the form is for Official use only.

#### B. Driveways and Culverts (use Right of Way Driveway/Culvert Permit Application)

The following procedures apply for residential driveway connections and culvert installations, excluding commercial driveways. For information and procedures on commercial driveways contact the Engineering Division for requirements.

##### 1. Residential Use Only

The following is a list of St. Johns County Road & Bridge Department and Engineering Division procedures with regards to applying for driveway and/or culvert permits. Please read this procedure over carefully and discuss any questions you may have with the person taking your application in the Engineering Division. If you have approved building plans from the Building Department, you do not need to apply for an additional driveway/culvert permit.

- a. When applying for your Right of Way permit for driveways and/or culverts at the Engineering Division, make sure to include a detailed map for locating your site, lot size, survey and legal description if available, and a drawing showing the proposed exact center location of your culvert and/or driveway. The end of your culvert cannot be less than five feet from the corner property line. The fee for each driveway and/or culvert permit is \$35.00 and must be submitted with your application. This fee is non-refundable and must be paid by check or money order. Please make

check payable to St. Johns County. Also, please make sure you sign and date the permit before submitting it.

- b. Upon receiving and/or completing your application paperwork you must get a wooden stake from the Engineering Division. Use this wooden stake to mark the center of where your proposed culvert and/or driveway will go. The Road and Bridge inspector will use this wooden stake to provide information you will need to install your culvert. See Note "C" for further information.
  
- c. Your approved or denied Right of Way permit application will be mailed back to you. If approved, your application will be issued with a permit number.

Depending on the current volume of permits being reviewed by the Engineering Division, your permit should be completed within 15 business days. Upon approval of your application, the Engineering Department will forward your application paperwork to the Road and Bridge Department and a copy of the approved permit will be issued to the area inspector. Upon receipt of the approved permit at the Road and Bridge Department, the inspector should complete the inspection within two (2) business days. **Please note that all information you will need will be written on the wooden stake including the required size of your culvert.**

- d. Once your culvert and/or driveway has been installed and you are ready for your "FINAL INSPECTION", please call the Road and Bridge Department at (904) 209-0246, stating that your culvert and/or driveway is ready for a final inspection. It is Imperative that you specify "Right of way Permit" and have the site address available when you call in for the final inspection.

SHOULD YOU HAVE ANY QUESTIONS ON THE INSTALLATION OF THE CULVERT AND/OR DRIVEWAY, PLEASE CALL THE ROAD AND BRIDGE DEPARTMENT AT (904) 209-0246.

C. Utility Permits (use Right of Way Permit Application):

- 1. Fill out application per Section B.
- 2. Submit at least 3 sets of Engineering Drawings depicting proposed activity. Designs must meet all St. Johns County standards outlined in the Land Development Code and the St. Johns County Utility Department for special requirements.
- 3. For gas line installations contact the St. Johns County Engineering Division for special requirements.

D. Other Permits: (Landscaping, Irrigation, House Moving, etc.)

1. Fill out application per section C (use Right of Way Permit Application).
2. Landscaping and irrigation permits require 3 sets of plans. The plans must clearly show all proposed activity within the right of way.
3. Sight distance triangles must be shown on all landscaping plans.
4. House moving requires Road & Bridge and Utility clearance. 3 maps showing the proposed route clearly marked must be submitted along with permit application. Date and time of moving must also be provided. Additional permits from the Department of Transportation and other agencies may also be required.

#### **Section 30.04 Review Process**

- A. Application and all supporting documents may be routed as required to one or more of the following County Departments:  

Development Services, Utilities, Traffic, Fire Services, Zoning, Engineering and Legal.
- B. Review and approval may take up to 15 business days.
- C. After review is completed the applicant will be notified by mail or phone if there are any outstanding comments.
- D. Applicant is responsible for responding to any outstanding comments and/or plan revisions. Additional information may be needed to complete the permit.
- E. Upon approval, the applicant will be notified by phone or mail. However, no work may be started until the permit is activated 48 hours in advance of any work being started.

**“EXHIBIT A”**  
**Fee Schedule for Right-of-Way Permitting**

**PERMIT NUMBER:** \_\_\_\_\_

A) DRIVEWAY CONNECTION PERMIT- \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 REVIEW AND INSPECTION PER DRIVEWAY

B) NEW POLE/STRUCTURE INSTALLATIONS \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 INVOLVING NO MORE THAN THREE STRUCTURES  
 SUBJECT TO:

- ◆ ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
- ◆ INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.
- ◆ INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
- ◆ NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.

C) CONDUIT SERVICE LATERAL INSTALLATIONS \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 WHICH DO NOT CROSS A ROADWAY AND ARE  
 PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.

D) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:

- ◆ BASE REVIEW FEE \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- ◆ PER EACH JACK AND BORE LOCATION \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- ◆ PER EACH ROADWAY CUT LOCATION \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- ◆ PER 1,000 LINEAR FT OF OVERHEAD \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.
- ◆ PER 1,000 LINEAR FT OF UNDERGROUND \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.

E) LANDSCAPING \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

F) IRRIGATION \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ =

G) HOUSE MOVING (COST/HOUSE) \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_

H) RIGHT-OF-WAY PERMIT TIME EXTENSION  
 (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)

I) **PENALTY FOR WORK WITHOUT A PERMIT – DOUBLE THE APPLICABLE FEE + \$250.00**

**REVIEWED BY:** \_\_\_\_\_ **(SJC PERSONNEL)** **DATE:** \_\_\_\_\_



**ENGINEERING OPERATIONS**  
 Right-of-Way Driveway/Culvert Permit Application  
**RESIDENTIAL USE ONLY**

Zone \_\_\_\_\_  
 Activated \_\_\_\_\_

**R-O-W PERMIT NUMBER** \_\_\_\_\_

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code, Standards & Detail Manual, and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

**- RESIDENTIAL USE ONLY -**

1. Applicant's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Contact Name (Print only) \_\_\_\_\_  
 Project Number (Utility Use Only) \_\_\_\_\_

2. Proposed construction (Check the appropriate box and provide the required information). Check One  
 A. Driveway **Permanent** \_\_\_\_\_ **Temporary** \_\_\_\_\_ **Paver Construction** \_\_\_\_\_

911 Address connecting to County Road: \_\_\_\_\_

Legal Description of property to be served \_\_\_\_\_

B. Other (Describe) \_\_\_\_\_  
 Location \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

**FOR OFFICIAL USE ONLY**

Permission for the above-described construction is granted subject to these additional requirements:

3. Culvert size required \_\_\_\_\_  
 4. **CALL 904-209-0246 for FINAL INSPECTION** after completion of all work. (Refer to Note 4 & 9)  
 (Refer to attached procedures sheet)

**EFFECTIVE DATE OF PERMIT:** \_\_\_\_\_ **EXPIRATION DATE OF PERMIT:** \_\_\_\_\_  
 Affix Stamp Here

**Permit FEE: \$** \_\_\_\_\_

Paid by Check# \_\_\_\_\_

**SPECIAL CONDITIONS**

1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida
2. Requires review by area Supervisor from the Road and Bridge Department. Phone (904) 209-0246.
3. In some cases other permits may be required from other Agencies such as, DEP, D.O.T., SJRWMD, etc.
4. It is the responsibility of the applicant to obtain proper permits and comply with all requirements.
5. Existing concrete sidewalks CANNOT be removed and/or replaced with any type paves and/or paver systems. Also see the attached "DRIVEWAY AND CULVERT PERMITTING PROCEDURES FOR RESIDENTIAL USE ONLY", Note 5. See also Note 17 of the attached "General Conditions".

## GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Land Development Code and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set fourth in the **Americans With Disabilities Act of 1990, Title II**.
2. Public safety shall be maintained during construction in accordance with the Provisions of Part IV, Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic** plans are required with application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. 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.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present approved permit upon demand may result in immediate shutdown of any and all construction activities as determined by the St. Johns County inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement was preauthorized in writing.
9. All materials, equipment and workmanship shall be subject to inspection by St. Johns County Road & Bridge Department, Phone Number (904) 209-0246 for final inspection.
10. All St. Johns County rights-of-Ways shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations, Public Works Division and/or Development Services Division. See also General Conditions, Note #20 for other important requirements.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings

signed and sealed by a Florida Registered Engineer may be required with the submittal drawings as determined by the Engineering Right-of Way Manager.

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County'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 and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expense arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. **In case of noncompliance with St. Johns County requirements, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.**
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or Engineering Operations Division requests General Conditions, Ordinances permit request, Resolutions or ANY part of the St. Johns County Land Development Code.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
17. Pavers are allowed within the St. Johns County rights-of-ways for use as driveways but NOT as sidewalks. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans With Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted DRIVEWAY be determined to be out of compliance with county standards and/or ADA standards, the applicant or the applicant's contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by St. Johns County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with this Driveway Permit. See also Note 14 of the GENERAL CONDITIONS. The above requirements will be enforced for both RESIDENTIAL and COMMERCIAL driveways.
18. **IMPORTANT WARRANTY INFORMATION:** All work performed within the St. Johns County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the St. Johns County inspector prior to final inspection.
19. Jetting of utilities under roadways is **PROHIBITED** within any and all rights-of-ways of St. Johns County per Section 6.04.04.E.3, page VI-32 of the St. Johns County Land Development Code, Adopted July 29, 1999.
20. It is the sole responsibility of the applicant to video and / or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicant's interest in the event of disputes between residents, subcontractors, St. Johns County inspectors, etc. In the event of a dispute the applicant will provide St. Johns County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions as set forth and detailed within the St. Johns County Land Development Code Section 6.04.04.E.5, page VI-32.
21. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Right-of-Way Permitting Division to ensure



the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

### **EXEMPTIONS**

1. Approved Building Department permits include driveway / culvert connections through the automated inspection system and do not require a separate right-of-way Driveway / Culvert permit.
2. Utilities performing Emergency Maintenance or Repair work do not require a Right of Way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (904) 209-0119 to inform the St. Johns County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.**
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from obtaining a separate right of way permit providing ALL on-site utility work within the rights of ways are shown on the approved engineering plans and constructed prior to final acceptance by St. Johns county.

# FEE SCHEDULE FOR RIGHT-OF-WAY PERMITTING

PERMIT NUMBER: \_\_\_\_\_

- A) DRIVEWAY CONNECTION PERMIT- REVIEW AND INSPECTION PER DRIVEWAY      \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- B) NEW POLE/STRUCTURE INSTALLATIONS INVOLVING NO MORE THAN THREE STRUCTURES SUBJECT TO:      \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
  - INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.
  - INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
  - NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.
- C) CONDUIT SERVICE LATERAL INSTALLATIONS WHICH DO NOT CROSS A ROADWAY AND ARE PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.      \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- E) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:
- BASE REVIEW FEE      \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH BORE LOCATION      \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH ROADWAY CUT LOCATION      \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER 1,000 LINEAR FT OF OVERHEAD UTILITY INSTALLATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.      \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER 1,000 LINEAR FT OF UNDERGROUND UTILITY INSTALATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.      \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_
- E) LANDSCAPING      \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- F) IRRIGATION      \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ = \$ \_\_\_\_\_
- G) HOUSE MOVING (COST/HOUSE)      \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_
- I) RIGHT-OF-WAY PERMIT TIME EXTENSION (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)
- I) **PENALTY FOR WORK WITHOUT A PERMIT- DOUBLE THE APPLICABLE FEE + \$250.00**

REVIEWED BY: \_\_\_\_\_ (SJC PERSONNEL) DATE: \_\_\_\_\_

# DRIVEWAY AND CULVERT PERMITTING PROCEDURES FOR RESIDENTIAL USE ONLY

The following is a list of St. Johns County Road & Bridge Department and Engineering Division procedures with regards to applying for driveway and/or culvert permits. Please read this procedure over carefully and discuss any questions you may have with the person taking your application in the Engineering Department. If you have approved building plans from the Building Department you do not need to apply for an additional driveway/culvert permit. If you are applying for a permit on a private road or gated community you will not need to obtain a permit from SJC, however you should contact the owner of the private road for information on drainage and minimum requirements for culverts and/or driveways.

1. When applying for your Right-Of-Way permit for driveways and/or culverts at the Engineering Division, make sure to include a detailed map for locating your site, lot size, survey and legal description, if available, and a drawing showing the proposed exact center location of your culvert and/or driveway. The end of your culvert cannot be less than five feet from the corner property line. **The fee for each driveway and/or culvert permit is \$36.00 and must be submitted with your application.** This fee is non-refundable and must be paid by check or money order. Please make check payable to St. Johns County. Also, please make sure you sign and date the permit before submitting it.
2. Upon receiving and/or completing your application paperwork you must get a wooden stake from the Engineering Division. Use this wooden stake to mark the center of where your proposed culvert and/or driveway will go. The Road and Bridge inspector will use this wooden stake to provide information you will need to install your culvert. See note number 3 for further information.
3. Your approved or denied Right-Of-Way permit application will be mailed back to you. If approved, your application will be issued with a permit number. Depending on the current volume of permits being reviewed by the Engineering Division, your permit should be completed within 15 business days. Upon approval of your application, the Engineering Department will forward your application paperwork to the Road and Bridge Department and a copy of the approved permit will be issued to the area inspector. Upon receipt of the approved permit at the Road and Bridge Department, the inspector should complete the inspection within two (2) business days. **Please note that all information you will need will be written on the wooden stake including the required size of your culvert.**
4. Once your culvert and/or driveway has been installed and you are ready for your "FINAL INSPECTION", please call the Road and Bridge Department at 904-209-0246, stating that your culvert and/or driveway is ready for a final inspection. It is imperative that you specify "Right-Of-Way" and have the site address available when you call in for the final inspection.
5. **IMPORTANT-PLEASE READ REGARDING DRIVEWAYS WITH PAVERS AND/OR PAVER SYSTEMS:**  
When replacing an existing concrete driveway or constructing a new driveway within the SJC rights-of-ways, at no time can an existing or new sidewalk be modified or replaced with pavers of any type. Pavers may be used from the property/right-of-way line to the sidewalk and from the sidewalk to the edge of the roadway only.

SHOULD YOU HAVE ANY QUESTIONS ON THE INSTALLATION OF THE CULVERT AND/OR DRIVEWAY PLEASE CALL THE ROAD AND BRIDGE DEPARTMENT AT (904) 209-0246.



Zone \_\_\_\_\_  
Activated \_\_\_\_\_

### ENGINEERING OPERATIONS Right-of-Way Permit Application

R-O-W PERMIT NUMBER \_\_\_\_\_

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code Ordinance, Standards & Detail Manual, and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

1. Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Contact Name (Print only) \_\_\_\_\_  
Project Number (Utility Use Only) \_\_\_\_\_

2. Proposed construction (Check the appropriate box and provide the required information). Check One

A. **Driveway** Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Paver Construction \_\_\_\_\_  
Address connecting to County Road: \_\_\_\_\_

Legal Description of property to be served \_\_\_\_\_

B. **Utilities** Type \_\_\_\_\_

Location \_\_\_\_\_

C. **Other** (Describe) \_\_\_\_\_  
Location \_\_\_\_\_

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

\_\_\_\_\_ Date

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

#### FOR OFFICIAL USE ONLY

Permission for the above-described construction is granted subject to these additional requirements:

1. **CALL 904-209-0119 for FINAL INSPECTION** after completion of all work. (Refer to Note 9)

EFFECTIVE DATE OF PERMIT: \_\_\_\_\_ EXPIRATION DATE OF PERMIT: \_\_\_\_\_

Affix Stamp Here

**Final Inspection** \_\_\_\_\_

**Permit FEE: \$** \_\_\_\_\_

Paid by Check# \_\_\_\_\_

#### SPECIAL CONDITIONS

1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida.
2. Approval of this permit does not exclude the applicant from obtaining other approvals or exclude requirements based on PUD's, DRI's, Building Department, NPDES, etc. Note 14 of the attached "General Conditions" becomes an integral part of this permit when signed by the applicant.

## GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Land Development Code and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. **In addition, all construction must meet standards as set forth in the Americans With Disabilities Act of 1990, Title II.**
2. Public safety shall be maintained during construction in accordance with the Provisions of Part VI Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic Plans** required with application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. 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.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present approved permit upon demand will result in immediate shutdown of any and all construction activities as determined by the St. Johns County inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement was pre-authorized in writing.
9. **All materials, equipment and workmanship shall be subject to inspection by the St. Johns County Engineering Department, phone (904) 209-0119 for all inspections.**
10. All St. Johns County rights- of- ways shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations, Public Works Division and /or Development Services Division. See also General Conditions, Note #20 for other important requirements.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. **A set of stamped drawings signed and**

sealed by a Florida Registered Engineer may be required with the submittal drawings as determined by the Engineering Right-of-Way Division Manager.

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County'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 and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expensive arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. **In case of noncompliance with St. Johns County requirements this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.**
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or the Engineering Operations Division requests, General Conditions, Ordinances, permit request, Resolutions, or ANY part of the St. Johns County's Land Development Code.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
17. Pavers are allowed within the St. Johns County rights-of-ways for use as driveways but NOT as sidewalks. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans With Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted DRIVEWAY be determined to be out of compliance with county standards and/or ADA standards, the applicant or the applicant's contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by St. Johns County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with this Driveway Permit. See also Note 14 of the GENERAL CONDITIONS. The above requirements will be enforced for both RESIDENTIAL and COMMERCIAL driveways.
18. IMPORTANT WARRANTY INFORMATION: All work performed within the St. Johns County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the St. Johns County inspector prior to final inspection.
19. Jetting of utilities under roadways is PROHIBITED within any and all rights-of-ways of St. Johns County per Section 6.04.04.E.3, page VI-32 of the St. Johns County Land Development Code, Adopted July 29, 1999.
20. It is the sole responsibility of the applicant to video and / or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicant's interest in the event of disputes between residents, subcontractors, St. Johns County inspectors, etc. In the event of a dispute the applicant will provide St. Johns County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions as set forth and detailed within the St. Johns County Land Development Code Section 6.04.04.E.5, page VI-32.

21. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Right-of-Way Permitting Division to ensure the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

### **EXEMPTIONS**

1. Approved Building Departments Permits include driveway / culvert connections through the automated inspection system and do not require a separate right of way Driveway / Culvert permit.
2. Utilities performing emergency maintenance or emergency repair work do not require a right of way permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (904) 209-0119 to inform the St. Johns County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.**
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from obtaining a separate right of way permit providing ALL on-site and off-site utility work within the rights of way are shown on the approved engineering plans and constructed prior to final acceptance by St. Johns County.

# FEE SCHEDULE FOR RIGHT-OF-WAY PERMITTING

PERMIT NUMBER: \_\_\_\_\_

- A) DRIVEWAY CONNECTION PERMIT- \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 REVIEW AND INSPECTION PER DRIVEWAY
- B) NEW POLE/STRUCTURE INSTALLATIONS \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 INVOLVING NO MORE THAN THREE STRUCTURES  
 SUBJECT TO:
- ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
  - INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.  
 INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
  - NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.
- C) CONDUIT SERVICE LATERAL INSTALLATIONS \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 WHICH DO NOT CROSS A ROADWAY AND ARE PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.
- F) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:
- BASE REVIEW FEE \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH BORE LOCATION \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH ROADWAY CUT LOCATION \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER 1,000 LINEAR FT OF OVERHEAD \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.
  - PER 1,000 LINEAR FT OF UNDERGROUND \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.
- E) LANDSCAPING \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- F) IRRIGATION \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ = \$ \_\_\_\_\_
- G) HOUSE MOVING (COST/HOUSE) \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_
- J) RIGHT-OF-WAY PERMIT TIME EXTENSION (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)
- I) **PENALTY FOR WORK WITHOUT A PERMIT- DOUBLE THE APPLICABLE FEE + \$250.00**

REVIEWED BY: \_\_\_\_\_ (SJC PERSONNEL) DATE: \_\_\_\_\_