



CITY OF WEST PARK RIGHT-OF-WAY PERMIT APPLICATION

PERMIT #

**** Expires 6 months from date of approval

PROJECT LOCATION: _____

APPLICANT: _____

NAME	COMPANY
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STREET ADDRESS	CITY	STATE	ZIP
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PHONE	FAX	EMAIL
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PROJECT DESCRIPTION: _____

TOTAL ESTIMATED CONSTRUCTION COST: \$ _____

CALL 811 FROM ANYWHERE IN FLORIDA TWO FULL BUSINESS DAYS BEFORE DIGGING

"IN SIGNING THIS APPLICATION, I UNDERSTAND THAT SEPARATE CITY AND/OR COUNTY PERMITS MAY BE REQUIRED FOR THIS PROJECT. FURTHERMORE, I AM AWARE THAT I AM RESPONSIBLE FOR ENSURING THAT THE PROJECT IS COMPLETED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AS STIPULATED IN THE PERMIT APPROVAL CONDITIONS."



NAME OF CONTRACTOR / QUALIFIER	PHONE
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SIGNATURE OF CONTRACTOR / QUALIFIER	DATE
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FOR OFFICE USE ONLY

SUBMITTAL NO.	DATE REC'D	PERMIT FEE	PAID	PERMIT / REVIEW			INSPECTIONS		
				STATUS	BY	DATE	1ST	2ND	FINAL
							DATE:	DATE:	DATE:
							DATE:	DATE:	DATE:
							DATE:	DATE:	DATE:
							DATE:	DATE:	DATE:
							DATE:	DATE:	DATE:
							DATE:	DATE:	DATE:

*All work must be completed or permit application re-submitted by: _____ (Expiration Date)****
 *** Note: Permits expire 6 months from date of approval. Permit Applications expire 3 months from last submittal date.



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To be done by APPLICANT:

1. APPLICANT shall provide the following in order to apply for a permit:
 - 1.1 The “PERMIT APPLICATION FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY” form, which has to be completely filled out (except for the “FOR OFFICE USE ONLY” part). The application form is available at:
 - City of West Park, 1965 S. State Road 7, West Park, FL 33023; Or
 - Online, at the City of West Park’s home web page at www.cityofwestpark.org
 - 1.2 Two (2) sets of plans, sketches and other documentation that is required to describe the proposed work adequately. It is advised that the plans, sketches and other documentation be done according to acceptable engineering standards. Engineering design plans shall be signed and sealed by a Professional Engineer.
 - 1.3 A Maintenance of traffic (MOT) plan for instances when there is any impediment to vehicular and/or pedestrian traffic.
 - The impediment to vehicular or pedestrian traffic shall require that the applicant notifies the Broward Sherriff office (BSO) about the work upon receiving the permit.
 - 1.4 Documentation that proves that the following are current (copies are acceptable):
 - County or State License;
 - Certificate of Insurance, naming the City of West Park as additional holder;
 - Performance Bond and/or Letter of Credit (PB/LOC) in the amount of 110% of the estimated total cost of the proposed construction work within the right-of-way.

City of West Park shall accept the permit application. The submission must be made in person. City of West Park shall notify the applicant about any missing items and/or deficiencies at the submission time and/or while the permit application is in review.

- 2.0 APPLICANT shall correct any notified deficiencies in order for the City to continue the review. Otherwise, the permit application may be disapproved.
- 3.0 APPLICANT, upon receiving notice of payment due, shall pay the specified permit fee at the City of West Park, 1965 S. State Road 7, West Park, FL 33023.
 - 3.1 Upon payment of the permit fee, the applicant shall sign the “Permit Requirements Acknowledgement Form”(Permit Conditions) at the City of West Park and pick up the permit, as approved.
 - 3.2 APPLICANT shall have the approved Permit Application for Work Within the Public Right-of-Way form, Permit Conditions and the approved plans, sketches and other related documentation at the construction site at all times.



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CITY OF WEST PARK PERMIT REQUIREMENTS ACKNOWLEDGEMENT FORM FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY

Engineering permits to be issued by the City of West Park, are required for all construction activities within dedicated public rights-of-way and easements including, but not limited to, excavation, fill, road or pavement construction, parking areas, sidewalks, curbing, median treatment, swales, landscaping, irrigation, street lighting, pavement markings and signage, channelization, turning lanes, drainage systems, waterways, driveway approaches, water distribution, sanitary sewer collection and other engineering related activities.

A. GENERAL REQUIREMENTS

1. All construction to be performed under the permit shall be in strict accordance with the requirements of the City of West Park Right-of-Way Permitting Guidelines Manual, the Minimum Construction Standards Applicable to Public Rights-of-Way Under Broward County Jurisdiction, and all other local, state, and national codes, where applicable.
2. The City of West Park must be given forty-eight (48) hours advance Notice of Intent to begin construction within public right-of-way. This notice, which is included among the Standard Forms in this manual, must be **BOTH** faxed to the City at 954-989-2684 **AND** emailed to Notices@cityofwestpark.org. The notice must contain information indicating project name, location, City of West Park Permit Number and primary contact person's phone number.
3. Contractor shall give at least forty-eight (48) hours notice to utility companies to provide for the location of existing underground utilities in advance of construction. Contact "Sunshine One Call" at 811.
4. Contractor shall also give at least forty-eight (48) hours notice to residents or businesses within a three (3) block radius of project area.
5. The acceptable work hours for work within the public right-of-way are from 7:00 A.M. to 7:00 P.M., Monday through Friday, except holidays. Without prior authorization from the City Manager, the permittee shall not be allowed to work outside the normal hours of operation.
6. Permits for construction work must be on the project site at all times.
7. All construction shall be performed in a safe manner in accordance with the rules and regulations of the Occupational Safety and Health Administration (OSHA) and the Manual of Uniform Traffic Control Devices (MUTCD).
8. The MOT shall be established at the proper time and before any work is done, and shall be removed promptly at the end of work. Traffic lanes shall be opened as necessary in accordance with the provisions of the MOT.
9. During construction, the project site and all adjacent areas must be maintained in a neat and clean manner at all times. Dust must be controlled and all construction related litter and debris picked up over the course of each work day.
10. Throughout the life of the project, the Contractor, where applicable, shall implement and strictly adhere to all necessary Best Management Practices (BMPs) in accordance with N.P.D.E.S requirements.
11. At the end of every work day, the project site must be thoroughly cleaned, construction material and equipment securely stored without obstructing the travel way and access to adjacent properties, and the maintenance of traffic elements (barricades, fences, cones, tape etc.) must be intact per the approved plan.



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B. CONSTRUCTION INSPECTION REQUIREMENTS

The following will require inspection by the City of West Park (where applicable) during construction:

Paving & Drainage

1. Connection to existing roads / drainage systems.
2. Maintenance of Traffic
3. Subgrade:
 - String line and Densities (100% per AASHTO T-99-C) must be approved by Engineer of Record and the City of West Park prior to base course placement.
4. Lime rock Base:
 - Final rock, densities (98% per AASHTO T-180) and rock as-builts must be approved by Engineer of Record and the City of West Park prior to asphalt placement.
 - All rims of catch basins, manholes and water valves to be at grade at time of inspection.
5. Paving
 - All pavement open-cut during utility installation or repair shall be temporarily restored with asphalt or steel plates within 24 hours. Permanent asphalt restoration shall occur within 14 days of open-cut.
6. Sidewalk
 - Provide required thickness at driveway locations (6" min.)
 - Provide Detectable Warning Surface at pedestrian ramp locations per FDOT Index 304.
7. Drainage
 - All drainage to be inspected at time of installation. All joints are to be tight and all bedding material to be backfilled to string line with ¾" rock.
 - Trench depths to be confirmed and all filter fabric must be in place.
8. Final Paving & Drainage
 - At the time of final inspection all permanent striping must be in place and all signs must be 7' from grade to bottom of sign and free of obstructions. All damaged asphalt, curb, and sidewalk must be removed and replaced. All wheel stops must be installed with pins flush to top of concrete.
 - All drainage lines and structures must be clean; all PRB's must be in place.

Water & Sewer

1. Cover over mains (3'-0" for PVC and 2'-6" for DIP).
2. Backfill shall be select including bedding (1" maximum) for the first foot. The remaining backfill shall be suitable fill with rocks no larger than 6".
3. All valves shall have an extension provided to bring the top of operator to within 12"-18" of finish grade.
4. Manholes and lines shall be cleaned out after paving.
5. Detector tape shall be placed 18" above PVC mains.
6. All water easements shall be twelve (12') minimum width centered on water main.
7. All sewer easements shall be fifteen (15') minimum width centered on sewer main



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C. PROJECT CLOSEOUT REQUIREMENTS

The following documents, if applicable, must be submitted to the City of West Park as part of the project/permit close-out procedure.

1. Hydrostatic Pressure Testing Report
2. Satisfactory Bacteriological Sampling Reports
3. Sewer Lamping Report
4. BCPHD Clearance Letter
5. Letter of Certification by Engineer of Record
6. Record Drawings signed and sealed by licensed Surveyor
7. Density Test Reports (subgrade & limerock)
8. Asphalt certification
9. FDEP / SBDD / SFWMD approval (if applicable)
10. Broward County Traffic approval

Other Utility or Construction

Copies of Work Order completion forms (or similar) by other utilities performing work on the project.

Note: Additional inspections or documentation may be required as determined by the City of West Park Public Works and Engineering Departments.

I have read and understand these requirements. Any deviations from these requirements must receive prior written approval from the Engineering & Construction Division.

Applicant /Contractor's Name & Firm

Signature

Date

Engineer's Name & Firm

Engineer's Signature

Date



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CITY OF WEST PARK
NOTICE OF INTENT TO COMMENCE CONSTRUCTION
WITHIN THE PUBLIC RIGHT-OF-WAY

PERMITTEE INFORMATION

Site / Project Name: _____

Site Location / Address: _____

Permit Number: _____

Primary Contact: _____

SITE ACTIVITY INFORMATION

Start Date: _____

Completion Date: _____

SENT BY:

Print Name

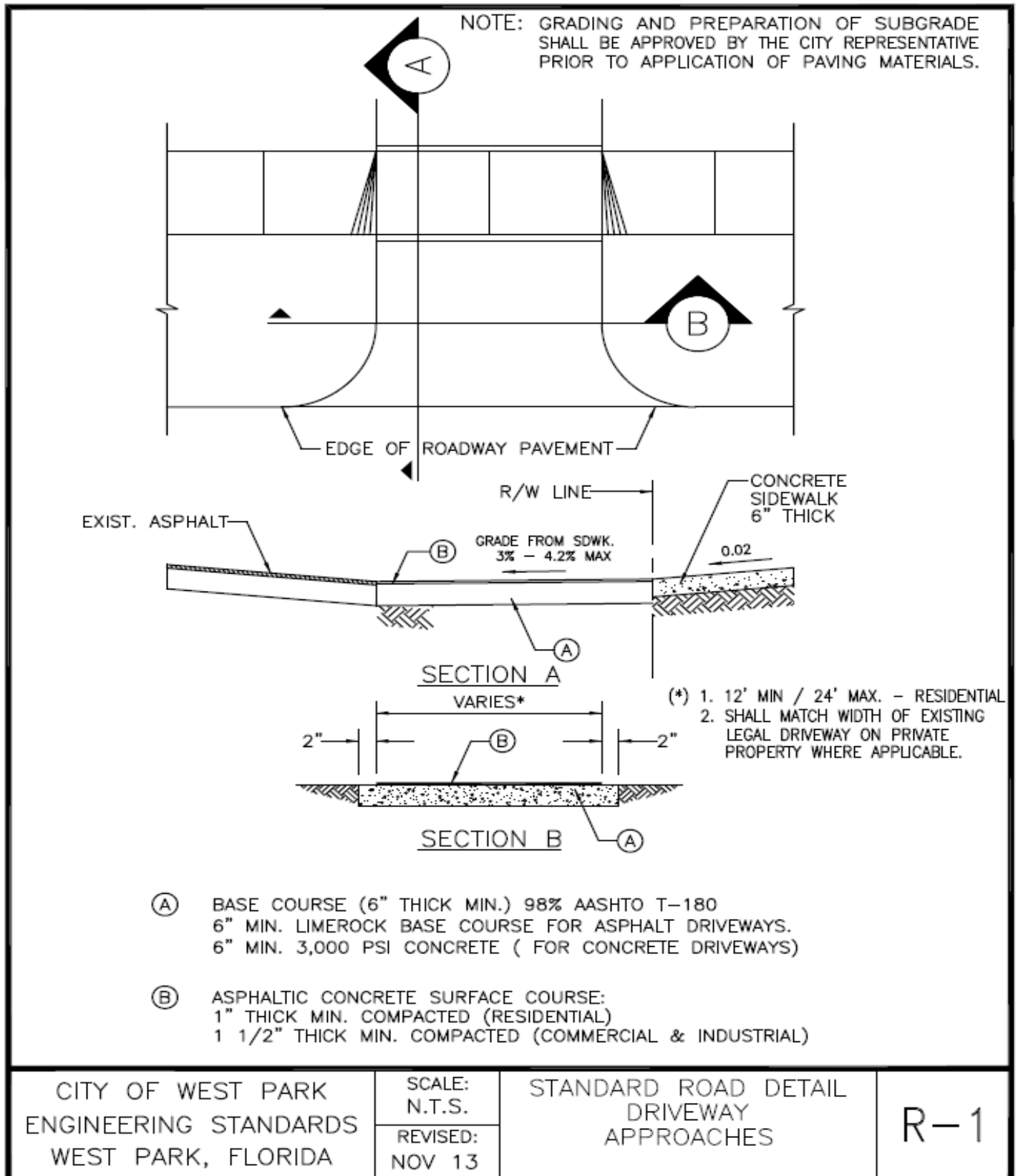
Company Name

Signature

Date



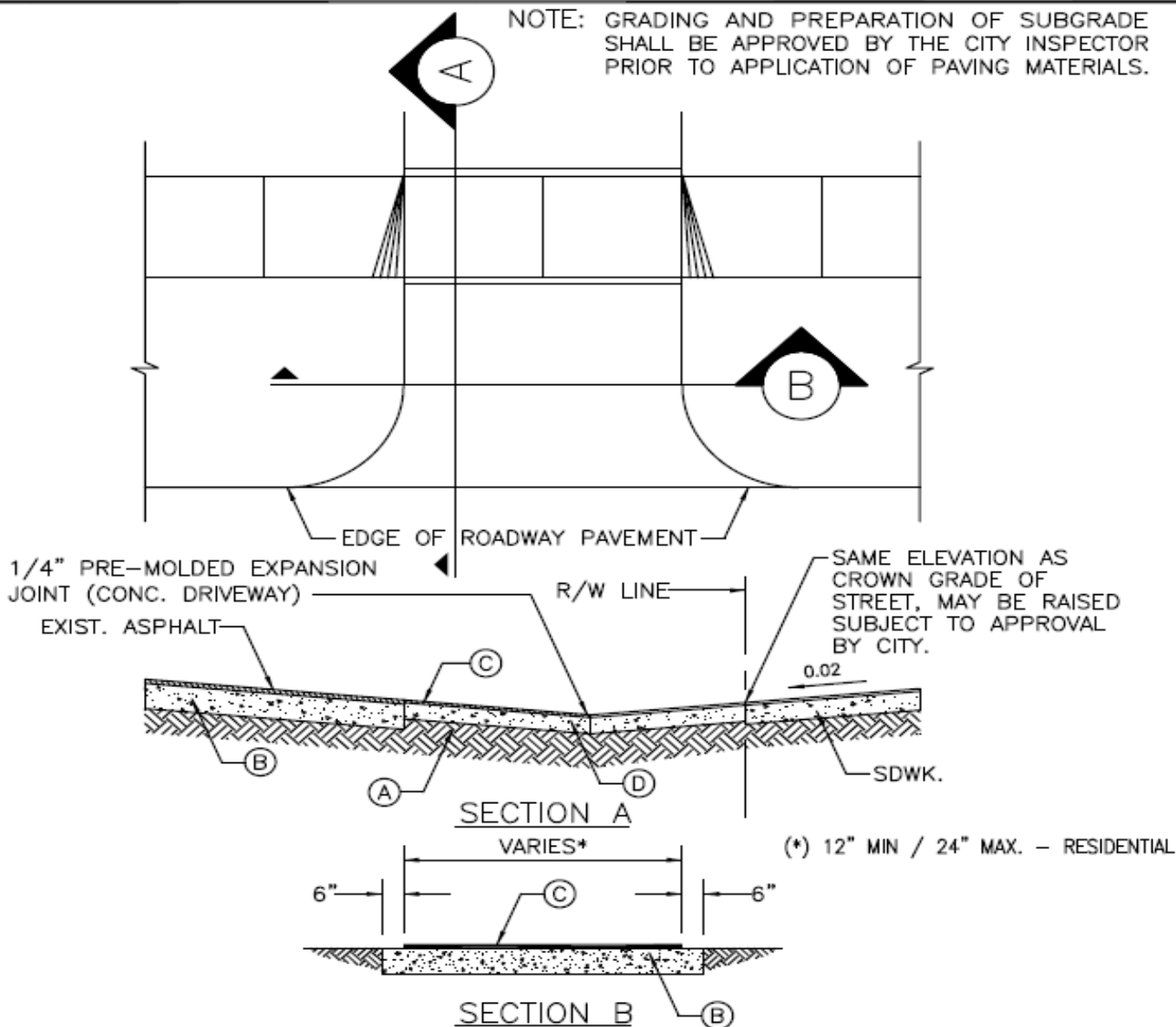
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NOTE: GRADING AND PREPARATION OF SUBGRADE SHALL BE APPROVED BY THE CITY INSPECTOR PRIOR TO APPLICATION OF PAVING MATERIALS.



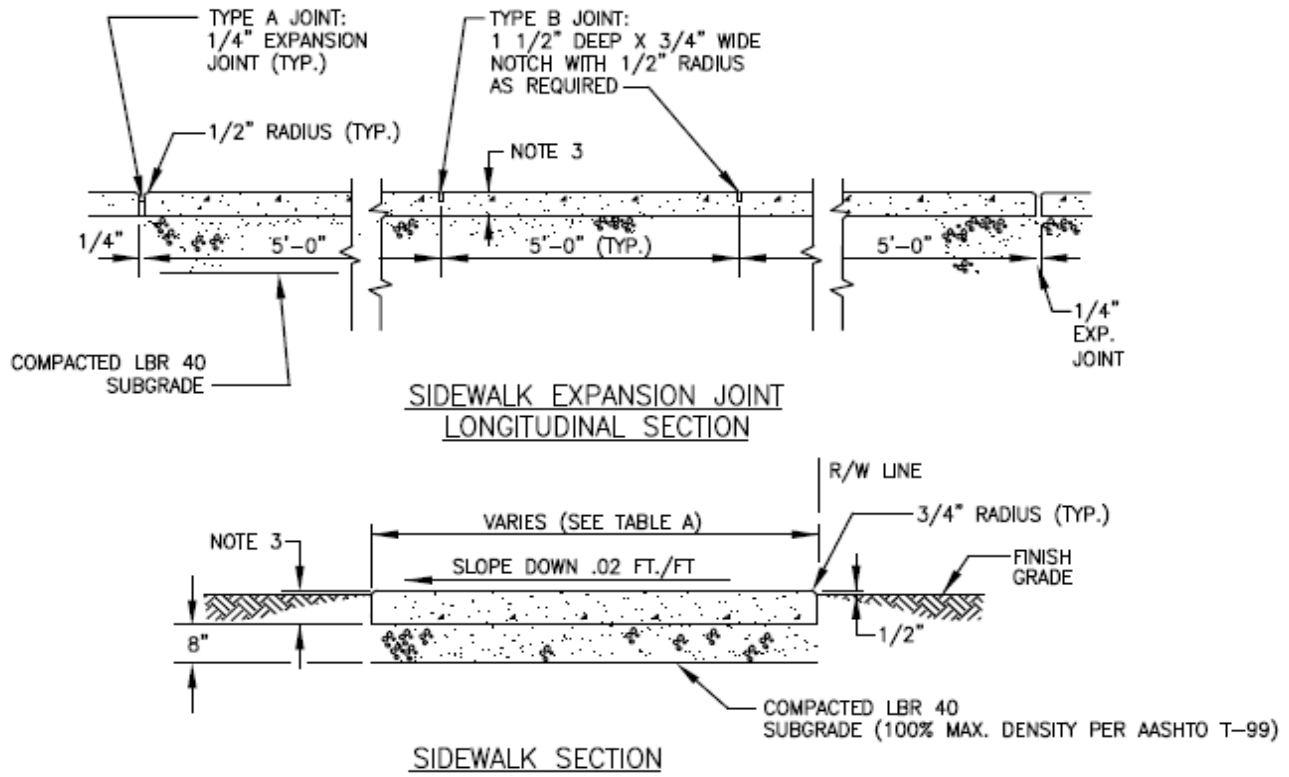
(*) 12" MIN / 24" MAX. - RESIDENTIAL

- (A) CLEAN AND COMPACT SUBGRADE.
- (B) BASE COURSE (6" THICK MIN.)
- (C) ASPHALTIC CONCRETE SURFACE COURSE:
1" THICK MIN. COMPACTED (RESIDENTIAL)
1 1/2" THICK MIN. COMPACTED (COMMERCIAL & INDUSTRIAL)
- (D) 6" MIN. LIMEROCK BASE COURSE FOR ASPHALT DRIVEWAYS.
6" MIN. 3,000 PSI CONCRETE (FOR CONCRETE DRIVEWAYS)

CITY OF WEST PARK ENGINEERING STANDARDS WEST PARK, FLORIDA	SCALE: N.T.S. REVISED: JAN 12	STANDARD ROAD DETAIL DRIVEWAY APPROACHES CONTINUOUS SWALE AREAS	R-2
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SIDEWALK JOINTS	
TYPE	LOCATION
"A"	P.C. P.T. OF CURVES
"B"	5'-0" CENTER TO CENTER ON SIDEWALKS

- NOTES:**
1. CONCRETE TO BE CLASS 1, 3,000 P.S.I.
 2. 4" THK. MIN. (TYP.); 6" THK. AT DRIVEWAYS, EXTENDED TWO-FOOT BEYOND DRIVE, ON BOTH SIDES.
 3. SIDEWALK SLOPES AND HORIZONTAL CLEARANCES SHALL MEET THE REQUIREMENTS OF THE AMERICAN WITH DISABILITIES ACT (ADA).
 4. PEDESTRIAN RAMPS SHALL INCLUDE A DETECTABLE WARNING SURFACE PER FDOT INDEX 304.
 5. CONSTRUCT EXPANSION JOINTS AT SPACINGS SHOWN ABOVE; AT POINT OF CURVATURE; AT ADJOINING STRUCTURES; AT THE END OF DAYS WORK; AND WHERE NEW SIDEWALK MEETS EXISTING SIDEWALK.
 6. STAMPED CONCRETE IS NOT ALLOWED IN LIEU OF TRUNCATED DOMES.

CITY OF WEST PARK ENGINEERING STANDARDS WEST PARK, FLORIDA	SCALE: N.T.S. REVISED: JAN 12	STANDARD ROAD DETAIL TYPICAL SIDEWALK DETAIL	R-10
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