

PUBLIC WORKS APPLICATION CHECKLIST

Effective 11/01/2025, Right-of-Way permit submittals will be invoiced a non-refundable \$25 application fee that must be paid prior to application review. All other applicable ROW fees will be invoiced upon approval.

In order to have your permit application package accepted for review by the Town AND to avoid delays in processing, please choose your permit type wisely! You must attach all required documents and a narrative, as described below. Failure to include the required information could result in processing delays.

Please provide a full narrative of work to be done. The less time required for the work, the more likely the application can be approved. The more information provided with the application, the better the chance of coordinating a time, providing the work meets seasonal requirements. Narrative to include such things as:

- All vehicle sizes and locations within ROW (Include if the site has approved ROW Construction Parking Placards or not).
- A 2-hour working window between the hours of 10am & 2pm (state how long the work will take, 15 mins, 30 mins, 2 hours, etc.).
- Materials and/or vehicles being loaded/unloaded (how many pallets, plants, etc.).
- Why this work needs to occur during season (Nov.1st through April 30th).
- Why this work cannot occur onsite (Any restriction, including a current site plan and photographs).

PERMIT CONDITIONS: By signature on Page 1, the applicant affirms he/she has the authority to and affirms that all work done under any permit that may be issued as a product of this application will be executed in compliance with the "Department of Public Works, Engineering Division, Standards Applicable to Public Rights-of-Way and Easements" and as may be directed by the Town Engineer or the Public Works Inspector. **The applicant further acknowledges that submitting this application with payment for a permit is no guarantee of receiving a permit. No work is authorized until a permit is issued. All permits must be on-the-job when work is in progress. Failure to comply with permit conditions can result in job shut-down and/or fines for violation.**

Right-of-Way Permit Types - Please read & choose the correct permit type to avoid processing delays!

CONSTRUCTION PARKING PERMIT - Required for any construction related parking that is not confined within the job site. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: A site utilization plan showing on-site vehicles and equipment parking spaces; a letter from the general contractor describing the car/truck pooling measures being used to relieve parking load on the site, and a full narrative of work to be done. **Owner's AND contractor's signatures are required acknowledging receipt of Notice of 3-strike Construction Parking and Construction Site Management Rule (see attached 3-Strike Construction Rule).**

DE-WATERING PERMIT - Required to discharge water from a property or facility into the Town drainage system. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: A "Maintenance of Traffic Plan". Public Works Right-of-Way Inspector must be present at de-watering start-up. Call for inspection: 561-227-7023

DRIVEWAY PERMIT - Required for alteration, addition or removal of any driveway in the Town. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Construction detail drawings; a Maintenance of Traffic Plan (MOT), and a full Narrative of work to be done. In addition, if any portion of the driveway within the right-of-way or utility easement is not plain concrete or asphalt, a "DRIVEWAY AGREEMENT" must be executed by the property owner, recorded with the property and submitted to the Engineering Division before a permit will be issued. Decorative driveways are NOT permitted in the right-of-way where a sidewalk or bicycle path exist.

EXCAVATE IN RIGHT-OF-WAY - Required for digging in or under any pavement, sidewalk, median or easement. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Construction drawings; a Maintenance of Traffic Plan (MOT), and a full narrative of work to be done. **ALWAYS CALL BEFORE DIGGING! FOR TOWN OWNED ELECTRICAL CALL 561-835-4683. FOR SEWERS CALL 561-838-5429 OR 561-838-5440. FOR ALL OTHER UTILITIES, CALL APPROPRIATE NOTIFICATION SERVICE.**

USE OF OR WORK IN RIGHT-OF-WAY - Required for operating all trucks (depending on size), cranes, loaders, and similar equipment on right-of-way. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: A full narrative of work to be done; a Maintenance of Traffic Plan (MOT) in accordance with FDOT Traffic Indexes. Vehicles greater than 30 feet in length may have difficulty navigating roadways in Town and additional MOT's may be needed. Refer to Traffic Study for more detail. The permittee is hereby placed on notice that large truck deliveries are subject to higher permit fees. These fees will not be applied to private property damage resulting from large trucks as well as roadway maintenance for excessive weight.

WATER OR SEWER SERVICE - Required to connect or disconnect these services in right-of-way or easement. Inspection required before backfilling/excavation. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: A full narrative of work to be done; a Maintenance of Traffic Plan (MOT) in accordance with FDOT Traffic Indexes. Call for inspection 48 hours in advance. Sewer cap-offs require plumber to give Water Resources inspector a detailed location sketch at time of inspection. Call 561-227-7090 to schedule inspection.

DELIVERY PERMIT - Delivery of materials which will not block a major roadway or a moving lane of traffic and will take less than two (2) hours, requires a Delivery Permit. **For all other construction activities concerning deliveries including the use of large trucks or cranes or any other mechanized materials handling equipment, apply for a "Use Of Or Work in Right-of-Way permit instead.** For any work that will block the traffic lane of any roadway, a FDOT Index Roadway Maintenance of Traffic (MOT) plan is required.

PRIVATE LATERAL LOCATES - Required for Private Lateral Locates only. Provide dates only in Schedule 4



**Town of Palm Beach
Building Division**

360 South County Road
Palm Beach, FL 33480
561.838.5431

FOR OFFICE USE ONLY

PERMIT FEES: \$ _____

**PUBLIC WORKS
RIGHT-OF-WAY, ENGINEERING OR UTILITY PERMIT APPLICATION**

SITE ADDRESS/LOCATION _____	R O W
DESCRIPTION _____	
PROPERTY OWNER NAME _____	
TENANT NAME _____	
DETAILED DESCRIPTION OF USE OF/WORK IN THE ROW _____	
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MASTER PERMIT NUMBER - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If Applicable	2
CONTRACTOR CORPORATE NAME _____ CONTRACTOR DBA NAME _____ CONTRACTOR ADDRESS _____ PHONE # _____ QUALIFIER'S NAME/EMAIL _____ QUALIFIER'S LICENSE # _____	5
EMERGENCY CONTACT INFORMATION NAME _____ PHONE # _____ TITLE _____ EMAIL # _____	

PERMIT CONDITIONS: The undersigned applicant has the authority to and affirms that all work done under any permit that may be issued as a product of this application will be executed in compliance with the "Department of Public Works, Engineering Division, Standards Applicable to Public Rights-of-Way and Easements Within the Town of Palm Beach" and as may be directed by the Town Engineer or the Public Works Inspector. The applicant further acknowledges that submitting this application with payment for a permit is no guarantee of receiving a permit. No work is authorized until a permit is issued. All permits must be on the job when work is in progress. Failure to comply with permit conditions can result in job shut-down and/or fines for violation.

CONSTRUCTION SITE MANAGEMENT CERTIFICATION: Signature below certifies that the property owner has been provided with a copy of the NOTICE OF "3-STRIKE" CONSTRUCTION PARKING AND CONSTRUCTION SITE MANAGEMENT RULE. Property Owner's and Contractor's signatures must be provided (Schedule 7 Affidavit, page 2).

DATE: _____ APPLICANT SIGNATURE: _____

PUBLIC WORKS

RIGHT-OF-WAY, ENGINEERING OR UTILITY PERMIT SCHEDULES

Select only one category for each submittal. See Checklist for additional requirements

<input type="checkbox"/>	U-CONSTRUCTION PARKING (1,7)	Req'd for any construction related parking that is not confined within job site.
<input type="checkbox"/>	U-USE OF/WORK IN RIGHT-OF-WAY (3,8)	Req'd for operating trucks (based on size), cranes, loaders, & similar equipment in ROW.
<input type="checkbox"/>	U-DE-WATERING PERMIT (4)	Req'd to discharge water from a property or facility into the Town drainage system.
<input type="checkbox"/>	U-DRIVEWAY PERMIT (2)	Req'd for alteration, addition or removal of any driveway in the Town.
<input type="checkbox"/>	U-EXCAVATE IN RIGHT-OF-WAY (6)	Req'd for digging in or under any pavement, sidewalk, median or easement.
<input type="checkbox"/>	U-WATER/SEWER SERVICE (4)	Req'd to connect or disconnect these services in ROW or easement.
<input type="checkbox"/>	U-PRIVATE LATERAL LOCATES (4)Dates	Req'd for Private Lateral Locates. Provide dates only in Schedule (4)
<input type="checkbox"/>	U-DELIVERY PERMIT - 2 HOUR (5)	Req'd for loading/unloading of materials by <u>HAND</u> . NO EQUIPMENT ALLOWED

SCHEDULE 1 - CONSTRUCTION PARKING TYPE	
Choose one parking type and complete schedule:	
<input type="checkbox"/> GENERAL	START DATE _____ END DATE _____ # MONTHS _____
<input type="checkbox"/> METERED	START DATE _____ END DATE _____ # WORK DAYS _____
<input type="checkbox"/> WORTH AVE	START DATE _____ END DATE _____ # DAYS _____ # MONTHS _____
<input type="checkbox"/> OWNER	START DATE _____ END DATE _____ # MONTHS _____
<input type="checkbox"/> CLOSEOUT	START DATE _____ END DATE _____
SCHEDULE 2	
NUMBER OF OPENINGS: _____	
WIDTH OF OPENING #1 _____	
WIDTH OF OPENING #2 _____	
WIDTH OF OPENING #3 _____	
CONSTRUCTION TYPE:	
CONCRETE ASPHALT PAVERS OTHER	
START DATE _____	
END DATE _____	

SCHEDULE 3
WORKING DAYS _____
START DATE _____
END DATE _____
LANE CLOSURE? YES NO
ROAD CLOSURE? YES NO
SCHEDULE 4
HOSES <= 2" _____
HOSES >2"-6" _____
HOSES > 6" _____
START DATE _____
END DATE _____
SCHEDULE 5
DATE _____
START TIME _____
END TIME _____
SCHEDULE 6
START DATE _____
END DATE _____
BOND REQ'D Y / N AMT:
LANE CLOSURE: Y / N
ROAD CLOSURE: Y / N
SCHEDULE 8
VEHICLE TYPE: _____
VEHICLE WEIGHT (GVW): _____
VEHICLE LENGTH (FT): _____

SCHEDULE 7 - PROPERTY OWNER'S / CONTRACTOR'S AFFIDAVIT
I have received and acknowledge the Town's NOTICE OF "3-STRIKE" CONSTRUCTION PARKING AND CONSTRUCTION SITE MANAGEMENT RULE.
OWNER'S SIGNATURE: _____
OWNER'S EMAIL ADDRESS (REQUIRED): _____
CONTRACTOR'S SIGNATURE: _____
<ul style="list-style-type: none"> * Must be signed by the property owner AND contractor. If owner is corporation, must be signed by officer of corporation or someone with written authorization. * A Residential Tenant may not sign for property owner unless written authorization from property owner is attached. * A Commercial Tenant may not sign for property owner; store manager or corporate officer signature required. * If owner is a trust, must be signed by an officer of trust or someone with written authorization.