

Right of Way Type I Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Phone: (407) 971-5796
 www.cityofoviedo.net

Application No. _____

Date Received _____

Pre-application Meeting Date _____

Reference Project No. _____

Submittal Checklist

Electronic copy of all plans
 and supporting documents.

___ Authority/ Ownership
 Affidavit.
 ___ Applicable State
 Contractors Licenses
 ___ Original Certificate of
 Insurance
 ___ Maintenance of Traffic
 Plan (MOP)
 ___ Boundary Survey w/ Parcel
 ID No.

___ Description of and
 justification for any
 requested deviation to a
 LDC minimum requirement.
 ___ Completed Application
 (each line in each table must
 be completed)

___ **Application Fee**
\$79.00

___ **Tech Fee**
\$25.00

Applicant

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, please fill out
 Request for Redaction of Exempt Personal Information from Public Records form.

Name: _____

Firm: _____

Address: _____

Street Address

City

State

Zip

Email: _____

Phone: _____ Fax: _____

Property Owner

Name: _____

Firm: _____

Address: _____

Street Address

City

State

Zip

Email: _____

Phone: _____ Fax: _____

Contractor

Name: _____

Firm: _____

Address: _____

Street Address

City

State

Zip

Email: _____

Phone: _____ Fax: _____

Attach a verified statement including the names of each individual having a legal/equitable ownership interest in the subject property. For publicly held corporations, names and addresses of the corporation, principal executive officers and any majority stockholders will be sufficient.

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Project Information

Project Name: _____

Project Address and/or Parcel Identification Number(s).

Attach to this application, an official, sealed boundary survey of the subject property adjacent to the ROW where work will be performed .

Size of Adjacent Property (in acres) _____

Description of work _____

Expected Date of Commencement: _____

Expected Date of Completion: _____

All utilities must be notified 48 hours prior to excavation within the R.O.W. Bore and Jack operations beneath the pavement, and all approved pavement cuts must be performed in the presence of an authorized City representative. Provide 24 hours advance notice for all inspections.

The following must be presented on the **cover sheet of the plans**. **Each line must be completed.** Please check one of the boxes below. If the item is not provided, provide justification on why it is not provided.

Cover Sheet			
Required	Provided (Page No.)	Not Provided	Justification for not providing
Title Block			
Address (if available for the development) and Parcel ID Number(s) of Parcel Adjacent to the ROW work			
Project Name and Description			
General Location (if address is not available)			
Development Type: Residential, Commercial, etc.			
Name(s) of Owner(s)/Developer(s), Address, Telephone, E-mail, and Fax			
Name(s) of Contractor(s), Address, Telephone, E-mail, Fax			
List of All Applicable State Contractors Attached to Application			
List of all requested deviations to the LDC (if Applicable)			

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The following must be presented on the Right of way Type I Plans graphically. **Each line must be completed.** You are required to provide the page number of where the required item can be found or provide justification on why it is not

Right of Way Type I Plans			
Required	Provided (Page No.)	Not Provided	Justification for not providing
SURVEY OF ADJACENT PROPERTY WHERE ROW WORK WILL BE PERFORMED			
Legal Description			
Boundary Survey			
Existing surface drainage characteristics			
All existing structures			
Boundaries of environmentally sensitive areas (if applicable).			
LAYOUT OF ROW WORK THAT WILL BE PERFORMED			
Lay-out of work with dimensions and to scale			
Changes in elevations (elevation reference)			
Location of above ground utilities			
Location of the proposed driveway, sidewalk, wall or fence			
Boundaries of environmentally sensitive areas (if applicable).			

Certification

I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am

() the Property Owner of Record for the subject property described herein.

() the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

Signature _____

Date _____

Name and Title (printed or typed)

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Application Instructions

The instructions are intended to provide you with the information necessary for you to complete an application for a Right of Way Type I permit. The information requested to be part of your application represents the minimum requirements for submittal.

A project Manager will be assigned to your application to work with you throughout the application process. The project Manager will provide you information on all public meetings where your application will be considered. Our objective is to make the process clear and as understandable as possible for you. Sufficiency Review is ensuring the application is filled properly and all required documentation is provided. Compliance Review is ensuring that the documentation provided is in compliance with the Land Development Code, Engineering Standards Manual and other code requirements.

Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely and pay all applicable fees in order for the Staff to begin processing the application. The submittal must include digitally signed and sealed plans and required documents. If the Staff determines within two (2) business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

Compliance Review

The Applicant must submit the complete application packet. City Staff will review the completed application for compliance with the Land Development Code within the following review days:

1st Compliance Review-	28 calendar days
2nd Compliance Review-	21 calendar days
3rd Compliance Review-	14 calendar days (The Applicant shall pay 50% of application fee)

LDC Section 2.7 Approval Authority Table 2.1

Application	Percent Deviation	Final Approval Authority
Preliminary Subdivision Plan	Compliant or deviation	CC (LPA recommendation)
Site Development Order (City Development Projects)	Compliant <= 20%	LUA
	>20%	CC
Site Development Order (Other Development Projects)	compliant <= 20%	LUA
	>20%	CC
Site Development Order (New Downtown and New Downtown Village Core)	Compliant or deviation	LUA
Other Development Permit	Compliant <= 20%	LUA
	>20%	CC
Architectural Design Order	Compliant or deviation	CC
Redevelopment Site Development Order and associated Architectural Design Order	Compliant <= 20%	LUA
	>20%	CC