



GENERAL REQUIREMENTS FOR CITY RIGHT-OF-WAY PERMITS



1. All Right-of-Permits take a minimum of 48 working hours to process and potentially longer depending on the complexity of the project requested.
2. Call Sunshine State One Call of Florida at 1-800-432-4770 or 811 at least 48 hours before you start digging to ensure that buried utilities are located. In Florida it's the law! For more information log on to: <http://www.callsunshine.com/>
3. The permit holder shall notify the City, at least 48 hours prior to starting work and immediately upon completion of work, at (904) 825-1040.
4. There shall not be any lane/street closure at any time without approval from the City of St. Augustine Fire Department. If required, the Public Works Department will notify the Permittee of the need to contact/meet with the Fire Department. The Right of Way Permit shall not be issued by the Public Works Department until approval is received from the Fire Chief. An additional 72 working hours (not including weekends or holidays) is provided to the Fire Department for closure approval after plan transmission and/or Permittee/Fire Department meeting.
5. All Permittees shall acquire, place and maintain satisfactory traffic/pedestrian control devices including cones, barricades, signs, flagmen, etc., in the vicinity of the project/construction as to ensure the minimum legally required protection of the public at their expense. All project designs shall be in accordance with the State of Florida's *Department of Transportation Design Standards* (Indices 600) and *Manual on Uniform Traffic Control Devices*. The web sites for both are listed here for your convenience:
<http://www.dot.state.fl.us/rddesign/rd/rtds/10/2010standards-booklet.pdf>
http://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm

Maintenance of traffic/pedestrians plans should be submitted along with the Right-of-Way application. It shall be the City's discretion as to require the Permittee to hire a professional temporary traffic control company to design and install the Maintenance of Traffic plan required.
6. Any damage to any section of concrete sidewalk, curb or driveway shall require replacement in entire sections as directed by the City Public Works Department. City of St. Augustine Standards can be found at:
<http://www.staugustinegovernment.com/the-city/documents/PublicWorksPavingDrainageDetails05-01-08.pdf>
7. Any damage to any section of street or other driving surface shall require replacement in entire sections as directed by the City Public Works Department. City of St. Augustine Standards can be found at:
<http://www.staugustinegovernment.com/the-city/documents/PublicWorksPavingDrainageDetails05-01-08.pdf>
8. Damage to any landscape, greenery, or grass areas shall require repair and/or replacement to preexisting or better condition in accordance with City specifications.

9. Any damage to any existing City utility will require immediate repair and/or correction as directed by the City Public Works Department. First, call the City of St. Augustine Police Department at 904-825-1070 if there is any injury, disruption of traffic or potential danger to the public. Second, call 904-825-1040 or 904-825-1044 (after hour or on weekends) to report the utility damage. Immediately establish a Maintenance of Traffic/Pedestrian barrier/route to protect the public at a safe distance.
10. The Permittee shall provide the Public Works Department a minimum of 48 working hours to do all concrete/form work inspections. Scheduling the delivery of concrete is done solely at Permittee's risk. The City inspection may discover non-compliance issues which could delay a pour by days depending on correction time and re-inspection scheduling.
11. All work performed within the City shall meet or exceed the City of St. Augustine *Paving & Drainage Details* unless previously agreed upon in writing by the City and the Permittee. These standards are available at:
<http://www.staugustinegovernment.com/the-city/documents/PublicWorksPavingDrainageDetails05-01-08.pdf>
12. Any finished work that does not meet City standards, permit requirements, or is deemed hazardous to public safety, shall be subject to removal at the direction of the City Public Works Department and at the Permittee's expense.
13. The City shall retain the right to modify, suspend, or revoke any permit or permit condition in order to protect public safety and/or City infrastructure. The City will provide notice of any such modifications, suspension, or revocation either verbally or in writing.
14. The Permittee shall have a representative responsible on site in charge of ongoing work at all times. This individual shall have a copy of the permit, permit conditions, and approved plans available when work activities are proceeding. This individual shall have the authority to modify or suspend work as directed by the City.