

**CITY OF VERO BEACH  
RIGHT-OF-WAY PERMIT APPLICATION**

**INSTRUCTIONS**

1. Complete page 1 of the application, including the applicant's signature.

Note: The City will provide lot, block, subdivision and parcel number if not known by the applicant.

2. Sign and date **both** copies of the "Conditions of City Right-of-Way Permit" form.
3. Attach related plans:

**Residential:** One copy of a plan showing the work proposed in the City's right-of-way. Include dimensions, existing conditions/materials and proposed improvements and materials. This may be a hand-drawn sketch if engineered plans or survey are not available. Note: A minor amendment application or code compliance application is required through the City's Planning Department for all alterations made to private property.

**Commercial:** Two sets of signed and sealed engineered drawings showing all work proposed in the City's right-of-way. *Note: A site plan application, minor amendment application, or code compliance application through the City's Planning Department is required for all alterations made to commercial or private property.*

4. Submit completed application and related plans to the Public Works Department, 1053 20<sup>th</sup> Place, Vero Beach, FL 32960 (City Hall). Only applications with original signatures will be accepted.
5. Please be advised that additional review and permitting through the City's Planning and Development Department may be required.
6. Applicants will be notified either through the Public Works Department or the Planning and Development Department when their permit has been issued and is ready to be picked up.
7. Please contact the Public Works Department at (772) 978-4870 if you have any questions regarding the right-of-way permit application.

PERMIT # \_\_\_\_\_

**CITY OF VERO BEACH  
PERMIT FOR CONSTRUCTION IN CITY RIGHTS OF WAY**

**APPLICATION FORM**

**DATE:** \_\_\_\_\_

**OWNER OR DEVELOPER:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

**CONTRACTOR:**

NAME \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

**LOCATION OF WORK**

STREET ADDRESS \_\_\_\_\_

LOT BLOCK SUBDIVISION \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_

**DESCRIPTION OF WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANS REQUIRED

PLANS SUBMITTED

IF PLANS ARE NOT SUBMITTED, PLEASE COMPLETE "DESCRIPTION OF WORK" ABOVE

**TYPE OF PERMIT**

- |                                    |  |  |                                 |
|------------------------------------|--|--|---------------------------------|
| DRIVEWAY: <input type="checkbox"/> | STREET PAVING: <input type="checkbox"/>  | TELEPHONE CABLE: <input type="checkbox"/>  | SOD: <input type="checkbox"/>   |
| TV CABLE: <input type="checkbox"/> | SIDEWALK: <input type="checkbox"/>       | IRRIGATION MAINS: <input type="checkbox"/> | OTHER: <input type="checkbox"/> |
| GAS LINE: <input type="checkbox"/> | R/W CLEARING: <input type="checkbox"/>   | WATER SYSTEM: <input type="checkbox"/>     |                                 |
| CURB: <input type="checkbox"/>     | SANITARY SEWER: <input type="checkbox"/> | STORM DRAINAGE: <input type="checkbox"/>   |                                 |

**IS THIS PERMIT RELATED TO ANY ONSITE IMPROVEMENTS:**

**IF YES, PLANNING and DEVELOPMENT DEPARTMENT APPROVAL MUST BE ATTACHED**

ATTACH SIGNED COPY OF CONDITIONS  
OF CITY RIGHT OF WAY PERMIT FORM

\_\_\_\_\_  
APPLICANT'S SIGNATURE

**DEPARTMENT OF PUBLIC WORKS  
1053 20TH PLACE  
VERO BEACH, FLORIDA 32960  
TELEPHONE (772) 978-4870**

EFFECTIVE 4/2013

**CITY OF VERO BEACH  
PUBLIC WORKS DEPARTMENT**

**CONDITIONS OF CITY RIGHT-OF-WAY PERMIT**

1. Applicants desiring to undertake construction of any type in the City right-of-way (ROW) should arrange a preliminary meeting with the City Survey Division to discuss their proposals. No construction shall begin in the City ROW prior to issuance of a permit by the Department of Public Works.
2. Applicants are to complete the application and return same to the Department of Public Works (1053 20<sup>th</sup> Place, Vero Beach, FL). Only original signed applications will be accepted. The Department of Public Works will then thoroughly review the proposed project before issuing a "no-fee" permit subject to approval of the application.
3. Permits are issued pursuant to the City's Code of Ordinances, Section 71, Articles I and II. A copy of said Ordinance is available from the Public Works Department upon request.
4. Construction may begin after the permit is issued. The permit must be displayed in a conspicuous location on the jobsite during the course of construction. If the application is denied the applicant will be notified of the reasons for denial.
5. Prior to any excavation within the City ROW the applicant shall contact the Sunshine State One Call Center at 811 or 1-800-432-4770 for the following utility locations: City Water & Sewer Department, City Electrical Transmission & Distribution Department, City Stormwater Division, AT&T Telecommunications, Sprint Telecommunications, MCI WorldCom, Florida City Gas and Comcast (Cable TV).
6. All construction shall be in accordance with applicable City Standard Specifications, drawings and safety regulations. Necessary lines and grades will be set by the Department of Public Works for single-family residential projects at no cost to the applicant, with a minimum of 24 hours notice.
7. Inspections are mandatory. The Department of Public Works requires at least 24 hours notice for inspections. Call (772) 978-4870 to arrange for inspections at the following times for the appropriate type of construction:
  - a. Stake and Grade set;
  - b. Before asphalt paving;
  - c. Before placing concrete (pre-pour);
  - d. Before backfilling;
  - e. Before placing sod;
  - f. After project completion (final).

**CITY OF VERO BEACH  
PUBLIC WORKS DEPARTMENT**

8. After each particular phase of construction (as listed above) has been inspected and approved the Inspector will initial and date the permit. All materials and workmanship shall be subject to the inspection with acceptance or rejection by the Department of Public Works.
9. The applicant or property owner assumes the responsibility for general maintenance of ROW improvements covered by this permit. Permits do not convey the right, title or interest of the City-owned ROW or easement to the applicant or property owner.
10. By applying for a right-of-way permit and in consideration of being granted such permit by the City for the use requested and as a continuing condition of such permit and use as provided in COVB Code Chapter 71, the applicant/property owner/permittee agrees to indemnify and hold the City harmless from any and all liability for any claim that may arise in any manner out of the use, occupation, or maintenance of such public right-of-way or any activities thereon or associated therewith.
11. Failure to comply with the above procedures may result in the removal of all or portions of the construction project at the property owner's expense.

I hereby agree to the above conditions in connection with the issuance of this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

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PUBLIC WORKS DEPARTMENT**

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