



**The City of Fort Myers, Florida**  
 Public Works Department  
**Engineering Division**  
 2200 Second Street- 2nd Floor  
 Fort Myers, FL 33901  
 (239) 321-7445

## Utilities and Telecommunications Right of Way Application & Checklist

**NOTE: Must call for Pre-Con Meeting once permit has been issued. Inspector's number will be on issued permit.**  
**NOTE: Must email PWENG@cityftmyers.com or call 321-7453 for a final inspection once project work completed.**

Application Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Location intersections: \_\_\_\_\_

### Permit Application and Supporting Documents

1. \_\_\_\_ Permit Application completed in its entirety including original, notarized signatures.
2. \_\_\_\_ Permittee must have a franchise agreement with the City of Fort Myers
3. \_\_\_\_ All Contractor's and Subcontractor's must be registered with the City of Fort Myers to work within the City right of ways. Application available on city website and there is a \$25.00 fee..
4. \_\_\_\_ Copy of the Contractor's valid Florida Contractor's License and Insurance must be on file.
5. \_\_\_\_ Contractors must provide proof of "Sunshine State One Call of Florida Inc." membership.

Construction Plan Attached:  Yes      **(4- sets of Plans Must be Submitted)**

Locates Called in to Sunshine  Yes       No

Project White Lined  Yes       No

MOT Plan Attached:  Yes       No

**The MOT plan is to include background data such as job nature, duration, time of day, etc. The MOT plan shall be either a FDOT design index plan, or a non-standard but engineered plan.**

### Underground Utility Construction:

- How many linear feet of cable or wire to be installed \_\_\_\_\_
- How many poles to be replaced? \_\_\_\_\_ How many to be removed? \_\_\_\_\_
- Jack & Bore or Directional Drill
- Open Cut (Justification Required)
- Work being done for City of Fort Myer's

**Contractor's registration form can be located on the cityftmyers.com site under community development.**  
**Telecommunication permit can be located on the cityftmyers.com site under Public Works- Engineering**

SEC. 18-433 (a) No person, organization or firm, whether public, private, governmental, or not for profit, shall construct, operate, maintain, repair, rebuild, replace or continue to operate a communications facility which occupies the public rights-of-ways or public places within the city, without having been issued a communication permit and/or a right-of-way permit and the fee will be waived.  
(b) The provider of the communication facilities that place or seek to place facilities in the roads or public rights-of-way and/or easements shall register with the city prior to installation and provide the name of the permittee, and the name, address and telephone number of a contact person for the permittee.  
(f) any holder of a communications permit must be a member of the Sunshine State One Call of Florida, Inc. or any subsequent alert and warning system.  
SEC. 18-434 (a) Any communications permit shall be nonexclusive for the use of the easements or public rights-of-way. Permits shall be reviewed and issued by the Public Works Department.  
SEC. 18-437 Any person who shall or erect communication facilities within the public right-of-way and/or easement without first obtaining a required permit shall be subject to a fine of \$500.00 per day, not to exceed \$10,000.00

**NOTE: FINALS MUST BE CALLED IN PRIOR TO EXPIRATION DATE ON PERMIT.**

**INSPECTIONS REQUIRED: CALL 239-321-7453 or  
EMAIL: PWENG@cityftmyers.com**

**Failure to call in inspections could result in future permits not being issued until inspections are done.**

**This Permit is subject to the following conditions:**

(In compliance with The City of Fort Myers Land Development Code)

1. All new structures installed with any public street or alley, except driveways, curb or sidewalk, require that an application for construction and maintenance of traffic plan be submitted to and written permit be obtained from the Public Works Department a minimum of 14 days in advance of beginning work.
2. Contractors are required to dig test pits to determine the location of all existing utilities within any public street or alley affected by the proposed work. Any conflicts with existing utilities shall be resolved with the affected utility prior to construction. Utility locates are required for any type of excavation and city locates are done through Sunshine State One Call, 1-800-432-4770 or 811. Florida Law 556 F.S.
3. The permit will not be effective and work cannot proceed unless the Public Works Department is notified not less than 48 hours for a preconstruction meeting on site. The person and number to contact will be listed on the front of the permit.
4. Failure or neglect on the part of the applicant to carry out all work in conformance with the conditions set forth in the permit shall be grounds for revocation of the permit by the Public Works Director.
5. The maintenance of traffic plan and all signs, barricades and markings shall be in accordance with Florida Maintenance of Traffic Guidelines and be in place before the work begins or you may be shut down.
6. All plans submitted for approval, shall be in accordance with "The City of Fort Myers, Department of Public Works, Standard Details and Specifications" (available upon request) on online at the following address located within the Details and Specs folder:  
[www.cityftmyers.com/Departments/PublicWorks/Divisions/Engineering/Documents](http://www.cityftmyers.com/Departments/PublicWorks/Divisions/Engineering/Documents)
7. Permittee shall make necessary arrangements for:
  - a. Use of metered parking spaces
  - b. Construction and detour signs, barricades, marking.
  - c. Notification of adjacent property owners
  - d. Temporary access.
  - e. Protection of public and private property
  - f. Employment of off-duty police officers to direct traffic (vehicles and pedestrian), as required by the Public Works Director.

8. Permittee shall maintain during the period of the permit, an original Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. The City of Fort Myers shall be listed as an "additional insured" on said policy. This requirement is waived for the City, the State, the County, or other governmental body, board or authority that are self-insured; provided further, however that this waiver shall not be applicable to any contractor employed by any of them.
9. Pavement replacement shall be in accordance with "City of Fort Myers, Department of Public Works, Standard Details and Specifications" or as specified by the Public Works Director.
10. Permittee shall submit all copies of this form to the Public Works- Engineering Division, located at 2200 Second St. 2nd Floor, Fort Myers, Florida 33901.

The undersigned agrees to indemnify, hold harmless and defend The City of Fort Myers from any and all actions, causes of action, claims, suits, or judgments whatsoever, in connection with any loss of, or damage to property caused by, resulting from, or in any way associated with the proposed work in the listed right-of-way referenced above and the closure of that street.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Right-of-Way Checklist

**Please initial, or N/A each line item**

1. Current site plan showing:
    - a. \_\_\_\_ All adjacent property lines and applicable easements.
    - b. \_\_\_\_ Location of existing driveways
    - c. \_\_\_\_ Location of all streets and labeled with street names
    - d. \_\_\_\_ Location of all water lines labeled if Lee County, highlighted in blue
    - e. \_\_\_\_ Location of all sewer mains labeled if Lee County, highlighted in green
    - f. \_\_\_\_ Location of trenching, boring or underground work, highlighted in yellow\_\_
    - g. \_\_\_\_ Location and dimensions of sidewalks
    - h. \_\_\_\_ Location of drainage shown.
    - i. \_\_\_\_
    - j. \_\_\_\_
- Requires 4 sets of plans with utilities highlighted. Water- Blue, Sewer-Green, Bore Area Yellow

If Contractor or Subcontractor fail to register with the City of Fort Myers to work in the city and are caught in the field the job will be given a stop work order until they are registered. If they continue to work with registering and are caught the Public Works Director can refused to allow them to work in the city and fines will be applied to the contractor.

**YOU MUST CONTACT PUBLIC WORKS DEPARTMENT FOR ANY BREAKS IN PIPES. THE PWC CAN BE REACHED AT 239-321-8100.**

**Contractor** (license holder's real name): \_\_\_\_\_  
Doing Business As (Name of Company) \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone ( \_\_\_\_ ) \_\_\_\_\_ fax ( \_\_\_\_ ) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Contractor's State Certification or Registration No. \_\_\_\_\_ or,  
Contractor's Lee County Certificate of Competency # \_\_\_\_\_

**Permittee's** Name \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone ( \_\_\_\_ ) \_\_\_\_\_ fax ( \_\_\_\_ ) \_\_\_\_\_  
E-mail \_\_\_\_\_

**Person to whom Plan Review comments should be delivered**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Subcontractor (License holder's real name: \_\_\_\_\_)  
Doing Business As (Name of Company) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Contractor's State Certification or Registration # \_\_\_\_\_  
Contractor's Lee County Certificate of Competency# \_\_\_\_\_

You may submit permit without subcontractor information but that section must be completed and faxed to 239-344-5943 or emailed to PWENG@cityftmyers.com before work can start.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all construction laws in this jurisdiction.

**PERMITTEE'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating City of Fort Myers Right of Way.

**Permittee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_ Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (name of person making statement), Personally known \_\_\_ OR Produced identification \_\_\_ Type of Identification \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public) (Print, Type, or Stamp Commissioned Name of Notary Public)

**\*\*\*Sign only in the presence of a Notary Public \*\*\***

Subcontractor's Signature  **Date**

STATE OF FLORIDA, COUNTY OF  Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (name of person making statement), Personally known \_\_\_ OR Produced identification \_\_\_, type of identification \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public) (Print, Type or Stamp Commissioned Name of Notary Public)

**\*\*\*Sign only in the presence of a Notary Public \*\*\***

Subcontractor's Signature \_\_\_\_\_ **Date** \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_ Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (name of person making statement), Personally known \_\_\_ or Produced identification \_\_\_, type of identification \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)(Print, Type or Stamp Commissioned Name of Notary Public)

Engineering Representative \_\_\_\_\_ **Date Received** \_\_\_\_\_