



Public Works and Utilities Department

RIGHT-OF-WAY USE PERMIT

INSTRUCTIONS

1. The Engineering Section of the City of Bradenton Department of Public Works and Utilities will be responsible for processing and approving all ROW Use Permits.
2. Please print clearly or type all information required on the Application Form.
3. Answers to questions or request for information required from the City to complete the ROW Permit Application can be obtained from the Engineering Section office, from 7:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m. Monday through Friday. Telephone 941-708-6300.

To expedite the approval process, please follow the procedures outlined below to assure that applications are completed and submitted properly. Incomplete or incorrect applications will be returned to the applicant for corrections and resubmittal.

- A plan-view scaled drawing is required to show all locations of underground and overhead utilities, underdrains, catch basins or other structures in the right of way and/or easement.
- A typical cross section and/or profile view is required showing the location and depth of existing utilities.
- A certified Maintenance of Traffic plan is required with each application. If multiple sites are included in a single application, multiple MOT plans are required.
- List all affected utilities that were notified prior to this application in the spaces provided in the application.

All non-governmental utilities, including water, sewage, gas, power and communications services, or any other legally authorized person or entity, seeking to construct, maintain or operate facilities under, on, over, across or along any City of Bradenton ROW must be licensed by the City of Bradenton to do so. Government entities performing the work within the City ROW are required to obtain a license but still have to comply with other permitting requirements.

Submittal and Response Process

1. The City of Bradenton will accept ROW Use Permit Applications in hardcopy or electronic format.
2. Hardcopy submittals must be mailed or hand delivered to:

City of Bradenton Department of Public Works & Utilities
ATTN: Engineering Section
1411 9th Street West
Bradenton, FL 34205

3. For electronic submittals, please email the application and all supporting documents in PDF format to:

pwengineer@cityofbradenton.com

4. Regardless of the format of the submittal, applicants will receive a response within 5 working days except applications requesting a full road closure. Full Road Closures require approval by Public Works Director or City Council. Applicants must plan accordingly to allow time for Road Closures for the approval process.
 - a. Upon Permit approval, an electronic copy of the Permit will be forwarded to applicant.



Public Works and Utilities Department

RIGHT-OF-WAY USE PERMIT

The following information must be submitted with a ROW Use Permit Application:

1. FOR HARDCOPY SUBMITTALS
 - a. Three (3) copies of the attached Right-of-Way Use Permit Application.
 - b. Three (3) copies of all to-scale drawings for the proposed work, including cross-section views that show all existing utilities within the work area.
 - c. One (1) copy of the notification letter sent to Utilities Companies.
 - d. Three (3) copies of the Maintenance of Traffic (MOT) plan(s).
 - i. Florida Department of Transportation Standard Index 600 contains all the criteria required to set up work zones and move traffic safely through the roadways.
2. FOR ELECTRONIC SUBMITTALS
 - a. One (1) PDF copy of the attached Right-of-Way Use Permit Application.
 - b. One (1) PDF copy of all to-scale drawings for the proposed work, including cross-section views that show all existing utilities within the work area.
 - c. One (1) PDF copy of the notification letter sent to Utilities Companies.
 - d. One (1) PDF copy of the Maintenance of Traffic (MOT) plan(s).
 - i. Florida Department of Transportation Standard Index 600 contains all the criteria required to set up work zones and move traffic safely through the roadways.

CONSTRUCTION REQUIREMENTS

1. The City of Bradenton Public Works and Utilities Department **MUST** be notified a minimum of 48 hours prior to commencement of construction operations. (Commencement must begin within 60 days of issue date.)
2. All excavators must call Sunshine 811 (1-800-432-4770) before they dig; whether it's digging with a shovel, digging with a trencher or using equipment that penetrates the ground.
 - a. A minimum of two full business days before digging, call Sunshine 811 to request a locate ticket so that Sunshine 811 members that own or operate underground facilities can locate and mark their underground facilities near the dig site.
4. All construction and restoration must meet City of Bradenton standards as set forth in the General and Special Provisions noted on the reverse of this application.
5. The PERMITTEE is responsible for protection of all existing utilities and for any damage thereto. Should any damage to existing utilities occur during the permitted installation, the damaged utility owner must be immediately notified.
6. For work involving directional drilling/boring of utilities, the work must be completed in compliance with the Directional Bore Guidelines included as part of the ROW Use Permit Application packet.

PERMIT CLOSEOUT PROCEDURE

1. Applicant **MUST** sign acknowledgement of completion and restoration and return the ROW permit to the City of Bradenton Public Works and Utilities Department before a final inspection will be performed.
2. **Record Drawings must be completed and returned to the City within 30 days of final inspection.**



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

APPLICATION DATE: _____

APPLICANT	
Name:	Company:
Address:	City/State/Zip Code:
Phone:	Email:

OWNER (if not Applicant)	
Name:	Company:
Address:	City/State/Zip Code:
Phone:	Email:

CONTRACTOR TO PERFORM WORK	
Name:	Company:
Address:	City/State/Zip Code:
Phone:	Email:
License No.	

LOCATION AND INFORMATION ON WORK TO BE PERFORMED	
Address:	City/State/Zip Code:
Description of Work to be Performed:	
Starting Date:	Completion Date:

TYPE OF WORK PROPOSED (Check all that apply)			
<input type="checkbox"/>	Excavation in Pavement	<input type="checkbox"/>	Electric Cable/Conduit/Pole
<input type="checkbox"/>	Excavation in ROW/Easement but not Pavement	<input type="checkbox"/>	Fiber Optic Cable
<input type="checkbox"/>	Lane Closure	<input type="checkbox"/>	Telephone Conduit and/or Pole
<input type="checkbox"/>	Full Road Closure (see note below)	<input type="checkbox"/>	Gas Main
<input type="checkbox"/>	Directional Drill of Jack & Bore	<input type="checkbox"/>	Cable Television Cable and/or Pole
<input type="checkbox"/>	Soil Borings or Monitoring Wells	<input type="checkbox"/>	Sanitary Sewer Piping/Structure
<input type="checkbox"/>	Storm Sewer Piping/Structure	<input type="checkbox"/>	Potable Water Piping/Structure
<input type="checkbox"/>	Reclaimed Water Piping/Structure	<input type="checkbox"/>	Other:

Note: Full Road Closures require approval by City Council. Applicants must plan accordingly to allow time for Road Closures to be placed on Council Agendas for approval.

SUNSHINE ONE CALL TICKET NUMBER: _____ DATE: _____



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

List all affected utilities that were notified prior to this application:

Company Name	Contact Person	Telephone

SUBMITTED BY:

I HEREBY AGREE to all the terms under which this permit was issued.

Signed this _____ day of _____, _____
Signature

Email Address Printed name

APPROVED BY:

The City of Bradenton Department of Public Works and Utilities hereby approves this ROW Use Permit

on this _____ day of _____, _____

Printed Name Signature

APPLICANT'S ACKNOWLEDGEMENT OF COMPLETION

I have examined the site of the work for which this permit was issued and report the work completed and the site of the work and all property occupied or affected restored to the condition existing prior to construction or better.

SUBMITTED BY: _____ on this _____ day of _____, _____
Signature

Printed Name

ACCEPTED BY CITY: _____ on this _____ day of _____, _____
Signature

Printed Name



Public Works and Utilities Department

RIGHT-OF-WAY USE PERMIT

GENERAL AND SPECIAL PROVISIONS

1. Utility installation must be per approved plans. The City of Bradenton Public Works and Utilities Department must approve any significant variance in writing.
2. **The permittee must provide accurate record drawings** depicting location and depth of underground utilities placed by the Company. Record drawings shall be prepared by the permittee and certified complete and correct as to the location of the new Utilities.
3. The underground utility installed shall be placed in as straight and direct route between structures as is practical.
4. Underground utilities shall maintain the following minimum clearances from City Utilities:
Vertical – 1’-6” Horizontal – 2’-6” (Deviations may be approved if necessary)
5. All City property, rights-of way and/or easements shall be restored to original condition in keeping with City standards for construction in a manner acceptable to the City.
6. All work shall be subject to inspection by City Public Works and Utilities staff.
7. The permittee shall commence work on the permitted installation within 60 days of permit issuance and all work shall be completed within _____ days. If work begins more than 60 days after the issuance of this permit the proposed work must be resubmitted for review by the City Public Works and Utilities staff.
8. The construction and maintenance of installed work shall not interfere with the property and rights of a prior permittee nor any City Utility. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder. The City shall not willfully cause undue damage to Permittee’s utilization, however, the City of Bradenton shall not be liable for any damage to Permittee’s utilization resulting from the City of Bradenton’s continued use and occupancy of the public ROW.
9. Applicant declares that prior to filling out this permit application, he has ascertained the location of all known existing utilities, both aerial and underground. The specific names of the entities that have been notified must be typed or printed in the space provided, for the specific type of utility.
10. It is understood and agreed that the rights and privileges granted in a right-of-way/easement utilization permit are granted only to the extent of the City’s right, title and interest in the land to be entered upon and used by the permittee. The permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City of Bradenton, its officials and its employees, from and against all loss, damage, cost, expense, claim, suit, or judgment arising in any manner on account of negligent acts or omissions by the permittee, his sub-contractors or anyone employed by him in connection with the exercise or attempted exercise by said permittee of the aforesaid rights and privileges.
11. The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as are required by the Florida Department of Transportation Manual or Uniform Traffic Control Devices for Streets and Highways.
12. **Approval for installation of buried electrical or fiber optic lines within the City’s ROW will only be issued when the installation of said utilities will be accomplished by and/or directly for the utility company that will own the line(s). No approval will be issued for installation of these types of buried utilities if a utility company will not be responsible for future location of the lines as part of the Sunshine One Call System.**
13. The City of Bradenton does not guarantee that the Permittee’s utilization of the ROW will be completely compatible with the safe and efficient operation and maintenance of the City’s existing or future facilities in the public ROW and any remedial action required to resolve subsequent conflict(s) will be at the Permittee’s sole expense.



Public Works and Utilities Department
RIGHT-OF-WAY USE PERMIT

Horizontal Directional Drill Guidelines

These guidelines are intended to be used as a basic guide for all Horizontal Directional Drilling (HDD) installations performed within the City of Bradenton. The overall purpose is to provide standard guidelines that will aide in assuring public safety and the protection of existing underground utilities/facilities.

These guidelines are not intended to be a step-by-step procedure, but rather an outline of fundamental elements of the HDD process.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

HDD DESIGN GUIDELINES

Prior to submitting a ROW Use Permit Application to the City of Bradenton that will involve HDD construction, the Permittee (or its design Engineer of Record) shall undergo a thorough design process. At a minimum, the following design related tasks shall be completed prior to submitting a ROW Use Permit application.

1. Prepare Construction Plans - Include the following on any submitted construction plans:

- a. Proposed alignment and dimensions for pipes
- b. Existing utility information (provided upon request from the City)
- c. Right-of-way information (provided upon request from the City)
- d. Final product material type and dimensions
- e. Proposed depths of cover and clearances from existing utilities
- f. Proposed above and below grade structures
- g. Proposed locations of drill pits and staging area

2. Obtain Subsurface Soil/Geotechnical Conditions

- a. Include assumed subsurface geotechnical conditions based on experience, USDA Soil Survey Data, or site-specific soils report.

3. Prepare Specifications for the HDD Operations

- a. Include typical installation requirements or typical installation parameters from the pipe manufacturer/supplier indicating the design bending radii and diameter(s)

4. Storm Water Pollution Prevention Plan

- a. Include erosion and sedimentation control plan including protecting the City’s municipal separate storm sewer system (MS4)
- b. Measures shall be taken to prevent sediment and erosion from project site to offsite

5. Additional Design Considerations

As part of the design for HDD installations, the Permittee and/or the Design Engineer shall consider the following:

- a. Pipe and Reamer diameter requirements

Pipe Diameter to Be Installed	Reamer Diameter
< 8-inches	Pipe Outside Diameter + 4-inches
8 to 24-inches	Pipe Outside Diameter x 1.5
> 24-inches	Pipe Outside Diameter + 12-inches

- b. Bore geometry for the existing ground profile, including:
 - 1. Bore length(s) and depth/separation requirements



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

2. Bending radii for the pipe type used for HDD
- c. Drilling equipment requirements for the given subsurface soil/geotechnical conditions, geometry and pipe size/diameter, including:
 1. Thrust and pullback ratings
- d. Equipment and material handling requirements, including:
 1. Drilling fluid type and fluid containment
 2. Drilling operation and pipe staging/laydown area
- e. Material strengths, capacities, and coupling methods.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

ROW USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

In addition to the information required to be submitted with all ROW Use Permit Applications, when applying for a City of Bradenton ROW Use Permit for work involving HDD construction, the following information specific to HDD construction shall also be submitted with the application:

1. Provide specific installation requirements or typical installation parameters indicating the design bending radii and diameters for pipes to be installed via HDD.
2. Provide assumed subsurface soils/geotechnical conditions or copies of logs for any borings performed.
3. Provide a Storm Water Pollution Prevention Plan for protection of the City's MS4 and prevention of sediment and site erosion from migrating offsite.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

CONSTRUCTION GUIDELINES

1. Perform all HDD operations in compliance with OSHA guidelines and insure that all personnel are properly trained and equipped to work within a public ROW.
2. Insure that the approved traffic control or MOT plan is implemented and followed at all times.
3. Insure that all storm water pollution prevention measures are installed prior to work and their integrity maintained at all times.
4. Insure all setbacks, offsets, and clearances are properly maintained.
5. Positively identify (by potholing) all crossed utilities that are expected to be:
 - a. Above and within 5' of the proposed vertical alignment
 - b. Below and within 3' of the proposed vertical alignment
 - c. As additionally requested by the City of Bradenton's Engineering Department
6. Positively identify (by potholing) all crossed utilities that are expected to be:
 - a. Every 200' if it is within 5' of the proposed vertical alignment,
 - b. Every 50' if it is within 3' of the proposed vertical alignment,
 - c. As additionally requested by the City of Bradenton's Engineering Department
7. The HDD Contractor shall have a planned response plan in the event the HDD strikes an existing utility, including utility owner notification and:
 - a. Avoidance of electrocution in the event of an electrical line strike
 - b. Avoidance of combustion in the event of a gas line strike
 - c. Containment and avoidance of contamination in the event of a sewer line strike
8. During construction the HDD Contractor shall calibrate its tracking and locating equipment at the beginning of each work day.
9. The HDD Contractor shall monitor and record the alignment and depth readings provided by the tracking system
 - a. Every 25 to 30 feet for normal conditions
 - b. Every 5 to 10 feet where precise alignment control is necessary
10. Slurry pits and containment areas shall be located to not impact sidewalks, roadways, and catch basins.
11. The bore hole shall not expand by more than six inches (6") using only compaction reamer(s).
12. The reaming and back pulling operations shall be planned carefully to insure that, once started, all reaming and back pulling operations can be completed without stopping and within permitted work hours.
13. At all times and for the entire length of the directional drill, the alignment may be demonstrated in the horizontal and vertical position, as well as the fluid volume used, return rates, and pressures.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

14. The drill site shall be accessible at all times provide access by the City's construction inspector.
15. All restoration work shall be in accordance with the City specifications.
16. The permittee guarantees its work and shall maintain it for 24 months following its completion.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

DRILLING FLUID CONTAINMENT AND DISPOSAL REQUIREMENTS

The HDD Contractor shall contain, handle, and properly dispose of drilling fluids in accordance with the following requirements:

1. Disclose all drilling fluid and fluid additives information, along with Material Safety and Data Sheets (MSDS) to the City of Bradenton's Engineering Department
2. Drilling fluids shall be contained and removed immediately upon bore completion
 - a. Contain all excess drilling fluid in a containment pit at the entry and exit locations until recycled or removed from the site
 - b. Contain all drilling fluid that results from unintended surfacing at the point of discharge until it is recycled or removed from the site
3. Precautions shall be taken to insure that drilling fluids do not enter roadways, streams, municipal storm or sanitary sewers, and/or any other drainage system or body of water.
4. Insure all drilling fluids are completely removed from the site prior to any back filling or restoring the site.
5. Collection, transportation, and disposal of drilling fluids shall be environmentally safe and comply with local ordinances and government regulations.
6. All construction materials shall be removed from the site prior to restoration of disturbed areas.
7. Insure that all appropriate clean up at any discharge site is completed within 2 (two) days of the discharge



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

SITE RESTORATION REQUIREMENTS

1. All disturbed grass areas within the right-of-way is sodded; no seeding is permitted.
2. All sidewalk area impacted by the drilling/construction activities has been replaced with 3000 psi concrete only. All forms were inspected prior to pouring concrete. Sidewalk panels are completely replaced at the joints using saw cutting to facilitate clean removal of the panel. No patching is allowed.
3. Pothole repair in pavement is saw cut with a squared-off the hole with a minimum of 8-inches of Type III asphalt compacted in 2-inch lifts. No cold patch mixes are allowed.



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

POST-CONSTRUCTION REQUIREMENTS

1. Notify the City of Bradenton's Public Works Engineering Department upon completion of the authorized work
2. Notify the City of Bradenton's Public Works Engineering Department to schedule an inspection prior to the start of backfilling excavations under paved surfaces.
3. Schedule a closeout inspection with the City of Bradenton's Public Works Engineering Department upon completion of all right-of-way restoration activities



Public Works and Utilities Department RIGHT-OF-WAY USE PERMIT

RECORD DRAWING REQUIREMENTS

The Permittee shall provide the City of Bradenton's Engineering Department with Record Drawing plans and any supporting documents within 30 days of project completion. Included in these plans shall be the following:

- Tracking data and operator logs
- Type of tracking equipment used
- Length and depth of the directional bore installation
- Additional information including steering adjustments and other equipment performance parameters
- Horizontal and vertical alignment
- Existing utility horizontal locations and depths at all exposed or potholed locations
- Existing utility horizontal locations where indicated with field locates
- All information as required in the construction plans listed previously