



Right-of-Way Use Permit Submittal Checklist & Conditions

Martin County Public Works Department
2401 SE Monterey Road, Stuart, Florida 34996
Telephone: (772) 288-5927
Email: pwdpermits@martin.fl.us

Permit Submittal Checklist

- ☐ **Completed Application**
- ☐ **Fees: \$1,190 unless specifically exempt* or \$180 for residential driveway culvert****
 - Make check payable to the Martin County Board of County Commissioners.
 - *Public Utilities Exemption (Reference Chapter 155, Article 2, Section 155.33 – Permit Fees, Code of Ordinances).
 - **A Right-of-Way Use Permit for a residential driveway connection or culvert is required through the Public Works Department **ONLY** if the driveway is located within another municipality and on a Martin County roadway, or the roadway is an arterial or collector. All other driveway connection and culvert applications shall be permitted through the Building Department.
- ☐ **Liability Insurance**
 - Martin County BOCC must be named as an additional insured and certificate holder.
 - General Liability must be at least \$100,00 per person, \$200,000 per accident, and \$100,000 for property damage.
 - Must include Worker's Compensation.
- ☐ **Construction Plans:** Signed and Sealed by a Professional Engineer licensed in the State of Florida.
 - Submit one set of plans for review.
 - Plans are not required to be submitted with the application if the proposed work is in association with a Development project submitted to the Growth Management Department.
- ☐ **Maintenance of Traffic Plans (if applicable)**
 - FDOT Standard Plans, or
 - Site-specific plans designed by a certified Advanced Temporary Traffic Control provider.
- ☐ **Aerial Map with work location labeled**
- ☐ **Engineer's Opinion of Probable Cost (Public Utilities are exempt):** Signed and Sealed by a Professional Engineer licensed in the State of Florida.
- ☐ **Digital copy of all plans and documentation in .pdf format.**
- ☐ **Security:** Required prior to permit issuance.
 - The applicant must provide a security in the form of a performance bond, letter of credit, or cash, equivalent to 110% of the Engineer's Opinion of Probable Cost.
 - For projects associated with an approved Development Order, the security shall be 100% of the Engineer's Opinion of Probable Cost.

- The security shall be waived if the applicant is regulated by the Florida Public Services Commission, the Federal Communications Commission, or is a municipal or county-owned water or wastewater facility.

Permit Conditions

1. Permits are required for all work performed within the Martin County Right-of-Way.
2. The Permittee shall commence construction within sixty (60) days from the approval date of this application.
3. The Permittee shall notify the Public Works Department a minimum of 72 hours before the start of construction and at least 7 business days in advance for work requiring lane or sidewalk closures.
4. The Permit must be kept on the work site and be available upon request or prominently displayed.
5. The Permittee shall hold the County harmless, and the County shall be relieved of all responsibility for any damage or liability of any nature arising from work authorized and performed under this Permit.
6. The Permittee is responsible for obtaining all necessary permits from other governing agencies, including, but not limited to, the Martin County Utilities and Solid Waste Department, the Florida Department of Transportation, the Florida Department of Environmental Protection, and the South Florida Water Management District.
7. Work requiring lane or sidewalk closures must comply with the Martin County Policy on Notification of Public Displacement. Lane and sidewalk closures are permitted on weekdays between 8:30 am and 4:00 pm. Lane closures cannot begin on Mondays or Fridays.
8. The Permittee shall comply with the following:
 - FDOT Design Standards for Design, Construction, Maintenance, and Utility Operations on the State Highway System
 - FDOT Utility Accommodation Manual (UAM)
 - FDOT Manual on Uniform Traffic Control Devices (MUTCD)
 - FDOT Manual of Uniform Minimum Standards for Design, Construction, and Maintenance (Florida Greenbook)
 - Martin County Standard Details for Road & Site Construction and Public Facilities
 - Martin County Utilities and Solid Waste Department - Minimum Design and Construction Standards
 - Other governing safety regulations
9. All crossings of existing pavement shall be made by trenchless technology at a minimum depth of thirty-six (36) inches unless otherwise authorized by the Public Works Department.
10. Open cutting of existing pavement will generally not be allowed, but may be considered under one or more of the following conditions:
 - Sub-surface obstructions
 - Extreme high-water table
 - Limited space for jacking pits
 - Condition of roadway surface including resurfacing and rebuilding

If approved, the Permittee must comply with the open cut trench detail R-31A and R-31B as established in the Martin County Standard Details for Road & Site Construction and Public Facilities.

11. Missile, impact, and pneumatic boring methods are prohibited in Martin County Right-of-Ways.
12. Any areas disturbed by activities authorized under this permit must be restored to their original or improved condition, to the satisfaction of the County.
13. Following completion of all permitted work, disturbed areas must be sodded or seeded.
14. Upon completion of the approved work, the Permittee must submit certified density tests that demonstrate compliance with the maximum densities specified in the FDOT's Standard Specifications for Roadway and Bridge Construction in effect at the time the Permit is issued.
15. The Permittee shall notify the Public Works Department upon completion of the permitted work for a final inspection.
16. As a condition of receiving this permit, the Permittee agrees that if the County determines it necessary to relocate licensed lines, the Permittee will relocate them at their own expense within sixty (60) days of receipt of written notification from the County.
17. A separate permit issued by the Town of Jupiter Island is necessary for any work within their jurisdictional limits.

Authorized Applicant Name (Print)

Authorized Applicant Signature

Date

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.