



# City of Groveland

Building Division  
6825 SR 50, Groveland FL 34736  
Ph. 352-429-2141 - Option 2  
www.groveland-fl.gov

## RIGHT-OF-WAY

### UTILIZATION PERMIT APPLICATION

#### PROJECT INFORMATION

Applicant Name: \_\_\_\_\_

(Individual or firm to be named in the Agreement Document)

Property Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Ph No.: \_\_\_\_\_ Email: \_\_\_\_\_

Is this work related to emergency repairs?  Yes  No

#### DESCRIPTION OF USE

Detail the type of work will you be doing in the right of way: \_\_\_\_\_

\_\_\_\_\_

#### LOCATION OF PROPOSED RIGHT-OF-WAY USE

Project Address: \_\_\_\_\_

Section(s) \_\_\_\_\_, Township: \_\_\_\_\_ S, Range: \_\_\_\_\_ E. Project Cost: \$ \_\_\_\_\_

Project Total Length: \_\_\_\_\_

#### PERMIT CHECKLIST

- Apply for ROW Permit in the City of Groveland Permit System
- Upload necessary documents in the permitting system:
  - General Location Map
  - 11 X 17 or 8 ½ X 14 scaled drawing
  - Completed Application
- Payment of permit fee in the eTRAKiT System

#### PERMIT APPLICATION DECLARATION

APPLICANT DECLARES THAT PRIOR TO FILING THIS APPLICATION, THE APPLICANT HAS ASCERTAINED THE LOCATIONS OF ALL EXISTING UTILITIES, BOTH AERIAL & UNDERGROUND, AND HAS ILLUSTRATED SAID LOCATIONS ON THE SUBMITTED DRAWINGS.

APPLICANT FURTHER CERTIFIES THAT PROPER ZONING APPROVAL AND/OR PERMITS FROM THE APPROPRIATE REGULATORY AGENCIES HAVING JURISDICTION OVER THE PROPOSED UTILIZATION HAVE BEEN OBTAINED. IF IT IS SUBSEQUENTLY DISCOVERED THAT SAID APPROVAL HAS NOT BEEN OBTAINED, THIS APPLICATION, BY THE CITY OF GROVELAND MAY BE SUBJECT TO TERMINATION WITH ALL CONSTRUCTION ACTIVITY TO CEASE AND DESIST IMMEDIATELY

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Groveland

Building Division  
 6825 SR 50, Groveland FL 34736  
 Ph. 352-429-2141 - Option 2  
[www.groveland-fl.gov](http://www.groveland-fl.gov)

## RIGHT-OF-WAY

### UTILIZATION PERMIT APPLICATION INSTRUCTIONS

1. Complete all required sections of the application form
2. Upload required drawings
  - General Location Map
  - Detailed description of the proposed activity
  - 11 x 17 scaled drawing including:
    - a. All existing structures and/or utilities (underground and overhead)
    - b. Labels clearly dimensioned from the right-of-way
    - c. Indicate on plans any pipelines, conduits, cable, manholes, valves, fire hydrants, poles, etc.
    - d. Plan View and Typical Cross Section(s)
3. Existing right-of-way limits
4. The location of proposed installation inside the right-of-way
  - Labels clearly dimensioned from the right-of-way
  - Plan View and Typical Cross Section(s)
5. Total length of overhead or underground lines
6. Method of installation of underground lines
7. Jack and Bores or Directional Bores indicating
  - Casing size, type and depth
  - Cross section of bore
8. Pavement and/or driveway width if applicable, showing
  - Existing and proposed elevations and contours
  - Pavement grades
  - Pavement material
  - Typical pavement cross-section
  - Base and Sub-base material and depth
9. Landscaping-location, size, and type of vegetation
10. Storm water facilities – size, type, material, top and invert elevations
11. Location and description of area to be used for other activities
12. Boundaries of ingress/egress easements
13. Sod all disturbed right-of-way
14. Copy of approval and/or permit required by other regulatory agencies
15. Any other data to assist the processing of the application

✓ Upload all completed applications and drawings to the City of Groveland permit system.

Submit digital permit applications to [PERMITTING@GROVELAND-FL.GOV](mailto:PERMITTING@GROVELAND-FL.GOV)

If technical assistance is needed prior to the submittal, please contact the Permitting Department at Phone: (352) 429-2141 - Option 2

**Right-of-Way Utilization Permit Application Fees**  
 (Code Appendix A Fee Schedule Sec. 66-- 64)

Short Term Uses (those not exceeding 7 days) . . . . .	\$350.00
Long Term Uses (those not exceeding 1 year) . . . . .	\$420.00
Renewal Application Fee for Long Term Uses (those exceeding long term permit - 1 year) . . . . .	\$190.00
Ingress/Egress Right-of-Way Utilization Permit:	
• Residential . . . . .	\$75.00
• Commercial . . . . .	\$350.00