



# 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 (Permittee): \_\_\_\_\_  
Contractor - Applicant's Name / Telephone / email

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Agent: \_\_\_\_\_  
(Preparing the permit submittal) Agent - Company Name / Contact Person / Telephone / email

Agent Mailing Address: \_\_\_\_\_

Utility Owner: \_\_\_\_\_  
Company Name / Contact Person / Telephone / email

Utility Address: \_\_\_\_\_

Authorizing Contract for the Contractor by: \_\_\_\_\_ (Attach document)  
Utility Company

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start of Construction Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Duration of Construction: \_\_\_\_\_ days.

Applicant declares that he/she has determined the location of all existing underground and aerial utilities.  
A letter of notification was mailed on \_\_\_\_/\_\_\_\_/\_\_\_\_ to the following Utilities and Agencies:

Company Name	Contact Name	Telephone	email
_____	_____	____-____-____	____@____.____
_____	_____	____-____-____	____@____.____
_____	_____	____-____-____	____@____.____
_____	_____	____-____-____	____@____.____
_____	_____	____-____-____	____@____.____

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

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

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

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

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



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## UTILIZATION PERMIT APPLICATION

### PERMIT CHECKLIST

<input type="checkbox"/>	Apply for ROW Permit in the City of Groveland Permit System
<input type="checkbox"/>	Upload necessary documents in the permitting system:
•	General Location Map
•	11 X 17 or 8 ½ X 14 scaled drawing
•	Completed Application
•	Authorizing Contract
•	Notarized Application
<input type="checkbox"/>	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 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.

THE CITY SHALL NOT BE RESPONSIBLE FOR DAMAGES TO ANY STRUCTURE, FACILITIES, OR EQUIPMENT PLACED WITHIN THE RIGHT-OF-WAY BY PERMITTEE, PERMITTEE'S SUCCESSORS OR ASSIGNS. ALL STRUCTURES SHALL BE PROPERLY MAINTAINED BY PERMITTEE, AT PERMITTEE'S EXPENSE, AND SHALL BE ADEQUATELY VISIBLE OR PROPERLY DELINEATED TO PREVENT DAMAGE DUE TO NORMAL MAINTENANCE OF THE RIGHT-OF-WAY.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO ISSUANCE OF A PERMIT. I HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE ABOVE REQUIREMENTS.

/

Contractor Signature / Print Name	Date
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STATE OF FLORIDA  
 COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by \_\_\_\_\_  
(Contractor)

(Seal)

\_\_\_\_\_  
 Signature of Notary Public

Personally Known: \_\_\_\_\_ (Yes/No), or  
 Produced Identification: \_\_\_\_\_ (Yes/No)  
 Type of Identification Produced: \_\_\_\_\_



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## 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(s), Typical Cross Section(s) and if needed, Profile View(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(s), Typical Cross Section(s) and if needed, Profile View(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/or contours
  - Pavement grades
  - Pavement material
  - Typical pavement cross-section
  - Base and Sub-base material and depth.
9. Landscaping – Location, size, and type of vegetation, as needed.
10. Storm water facilities – Size, type, material, top and invert elevations, as needed.
11. Location and description of area to be used for other activities, if needed.
12. Boundaries of ingress/egress easements, as needed.
13. Sod all disturbed surface areas within right-of-ways.
14. Copy of approval and/or permit required by other regulatory agencies at Pre-Construction Meeting.
15. **Any other data to assist processing the application such as Contract with Utility Owner & fee exemption documentation, etc.\***

**\* - Required in permit submittal package**

- ✓ 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.

**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