



Town of Windermere Right-of-Way Use Application Form

Check type of application:

- SERVICE PROVIDER/ UTILITY CO.
- CONTRACTOR/DEVELOPER
- PROPERTY OWNER

Address or Parcel ID Number of Proposed Work _____

Nearest Cross Street: _____

Applicant Name: _____ Phone #: _____

24-Hour Emergency Phone #: _____ Email Address: _____

Applicable Licenses & Numbers: _____

Work Start Date: _____ Work End Date: _____

Type of Proposed Work in the Right-of-Way:

- REPAIR DRIVEWAY
- IRRIGATION
- UNDERGROUND UTILITY
- NEW DRIVEWAY
- LANDSCAPING
- OVERHEAD UTILITY
- OTHER _____
- WIRELESS FACILITY*
- STORMWATER DISCHARGE

****If wireless facility, STOP HERE. Pre-application meeting is required for wireless facilities. Applicant must contact Town to schedule meeting prior to submitting application.***

Describe the Proposed Work to Occur in the Right-of-Way:

Describe How Traffic Will be Maintained During the Proposed Work, per FDOT Index #:

Required Items to Submit with Application:

- Three (3) Copies of Site Plan or Survey Showing Proposed Work to Occur in the Right-of-Way
- Photograph(s) of Existing Conditions at Location of Proposed Work
- Temporary Traffic Control Plan (FDOT Index #) if Requested by Town Staff
- \$75 Fee as Check Made Payable to "Town of Windermere"
- \$50 Inspection Fee as Check Made Payable to "Town of Windermere"
- Additional \$50 Reinspection Fee may be assessed if initial inspection fails (not due at time of application)
- Signed Acknowledgment (See Next Page, Applicant Must Sign and Date)

Applicant Acknowledgement

The applicant hereby agrees to be bound by the provisions of the ordinances, specifications, and regulations of the Town of Windermere and to such special conditions, restrictions and regulations as may be imposed by the Town Manager or his/her designee. The applicant shall at all times properly maintain and repair installations. The applicant has the right to traverse the property as may be reasonably necessary to perform maintenance of and repairs to the installation. All installations are subject to removal or relocation at the expense of the applicant as determined solely by the Town of Windermere. Applicant agrees to indemnify, hold harmless and defend the Town of Windermere from any and all actions, claims, suits, or judgements whatsoever in connection with any loss, costs or expenses, including attorney's fees, resulting from injury or death of any person or persons, and loss of or damage to property caused by, resulting from, or in any way associated with the proposed work within the subject right-of-way.

Applicant Signature: _____ Date: _____

SEE SPECIAL CONDITIONS ATTACHED TO THIS FORM

STATE LAW REQUIRES SUNSHINE ONE CALL 811 (1-800-432-4770) PRIOR TO DIGGING FOR DRIVEWAYS, CONTACT PUBLIC WORKS DIRECTOR 24 HOURS IN ADVANCE FOR **PRE-POUR & FINAL** INSPECTIONS:

PRE-POUR INSPECTION Date Completed: _____ By: _____
 FINAL INSPECTION Date Completed: _____ By: _____

FOR TOWN USE ONLY – DO NOT WRITE BELOW THIS LINE

APPROVED DENIED

_____ Date: _____
Robert Smith, Town Manager

_____ Date: _____
Tonya Elliott-Moore PW Director

Special Conditions Next Page

SPECIAL CONDITIONS FOR RESIDENTIAL DRIVEWAYS:

1. Site Plan for application must include the following provided by an engineer or surveyor licensed in the State of Florida: upstream and downstream culvert sizes and/or driveway elevations or the cross-section of the swale/ditch; proposed driveway construction in the right-of-way, including but not limited to, type of construction material, conveyance and direction of roadside drainage; and cross-section of proposed right-of-way construction, including direction of flow.
2. Driveway is to be constructed consistent with the attached driveway engineering/construction specifications (5 pages in total).
3. Driveway culvert is to be ACCMP, Aluminum, or RCP and no less than 15" or equivalent in diameter with Mitered Ends Sections.
4. Pre-pour inspection and final inspection are required.
5. Swales are to be regraded for proper flow after construction and apron runoff is to be directed to existing catch basins. Lot drainage is to be maintained onsite within the property boundaries.
6. All areas in the right-of-way are to be restored and sodded upon final inspection.
7. No driveway shall be constructed within 5-feet of a side property line.
8. No driveways shall be constructed within 40- feet of a right-of-way intersection.

Special Conditions for Paver Driveway with Sidewalks (Source: Public Works Department)

1. Must be of architectural grade meeting ASTM C902 standards; bedded with course sand, not to exceed a thickness of 1-1/2 inch; bedded sand to be placed on top of 6" compacted soil; follow all manufactures instructions; pavers are to be placed within a 1' wide, 6" thick reinforced (fiber mesh) ribbon curb.
2. Top of curb is to be flush with top of pavers.
3. Maintain 2% slope (1/4" per 1') on sidewalk, sloped toward curb; Make a smooth transition to existing sidewalk at each point of connection.
4. Applicant will need to submit certification from the manufacture that the proposed pavers meet ASTM C902 standards prior to construction.
5. By acceptance, the property owner agrees to maintain all improvements in the rights of way.

Special Conditions for Paver Driveway without Sidewalks (Source: Public Works Department)

1. Pavers installed in the rights of way (driveway apron) shall comply with FDOT Section 526 of the Standard Specifications for Road and Bridge Construction.
2. Applicant will need to submit certification from the manufacture that the proposed pavers meet ASTM C902 standards prior to construction.
3. By acceptance, the property owner agrees to maintain all improvements in the rights of way.

If the paver driveway connects to a paved roadway, the driveway aprons (from edge of pavement to P/L) will need to be constructed of 6" reinforced (fiber mesh) concrete at 3000 psi over compacted soil (or the rock could be used for this). For ingress/egress radius, the driveways are to have a minimum of 5' flares on each side, and not encroach over side property lines. A warp and/or valley will need to be constructed to capture water runoff in the right-of-way.

Special Conditions for Concrete Driveway with Apron (Source: Public Works Department)

1. 6" min depth
2. 3000 psi concrete

3. Reinforced (fiber mesh)
4. Saw cut edge of road for proper connection
5. 5' min flares, each side
6. Restore and sod any disturbed areas

SPECIAL CONDITIONS FOR UTILITIES: (Source: Public Works Department)

1. All construction work in the right-of-way is to conform to the latest edition of the FDOT Utility Accommodation Manual (UAM).
2. Utilities should be placed closer to the right-of-way line (i.e., farthest from the centerline) where possible, and when not in conflict with existing installations, so that new installations do not conflict with possible future improvements to the roadway infrastructure.
3. Construction activity in the right-of-way is limited to the hours of 9am-3pm, M-F, unless otherwise noted on the permit.

SPECIAL CONDITIONS FOR WIRELESS FACILITIES:

1. All work in the Town of Windermere right-of-way related to wireless facilities must comply with the Town's Code of Ordinances, Chapter 32, Article III, Division 3 – Communications Facilities in Public Rights-of-Way.
2. Additional fees required.