

**INSTRUCTIONS TO APPLICANT**  
**Public Right-of-Way Use Permit**

1. Complete and sign the Right of Way Permit application form
2. Attach sketch showing proposed work. (Sketch may be drawn on back of application.)  
Where applicable, attach engineering plans or drawings.

Sketch must show:

Dimensions of property/lot(s)

Location of Right of Way

Location of proposed work

Details of proposed work; including dimensions/measurements

For Driveway Connections, please also include:

Width of driveway

Distance from property line to asphalt road

3. Application fee. A nonrefundable processing fee of \$25 must accompany all applications upon submittal. Payment may be in cash or by check made payable to Monroe County BOCC.

PLEASE NOTE: Application will NOT be reviewed or processed without \$25 payment.

If the permit application is approved, the application fee will be applied to the permit fee.  
(See permit fee schedule).

4. Submit completed application, sketch or plans and payment to:

Monroe County Engineering Division  
1100 Simonton Street, Room 2-216  
Key West, FL 33040

The office is open between 8am and 5pm, Monday through Friday

**MONROE COUNTY ENGINEERING DIVISION**

**APPLICATION FOR  
RIGHT-OF-WAY PERMIT**  
(Application must be filled out completely)

**SECTION 1: CONTACT INFORMATION**

OWNER NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)  
TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)  
TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

AGENT NAME \_\_\_\_\_  
(if applicable) ADDRESS \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)  
TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

OWNER/AGENT EMAIL ADDRESS: \_\_\_\_\_

**SECTION 2: PROJECT INFORMATION**

Describe Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Purpose and Intended Use: \_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE OR SHOW ON DRAWINGS**

- 1. Type and/or composition of material \_\_\_\_\_
- 2. Quantity of Material \_\_\_\_\_
- 3. Type of Equipment \_\_\_\_\_

Date when activity is to commence: \_\_\_\_\_

Date when activity is expected to be completed: \_\_\_\_\_

**LOCATION OF PROPOSED ACTIVITY**

Street Address: \_\_\_\_\_

Real Estate ID#: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

- NOTE:
- 1. APPLICANT SHALL NOTIFY IN WRITING THE SHERIFF'S DEPARTMENT AND THE CONCERNED AMBULANCE AND FIRE DEPARTMENTS PRIOR TO ANY STREET CLOSING AND/OR STREET OPENING.
  - 2. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH MONROE COUNTY PUBLIC WORKS "STANDARD SPECIFICATIONS AND DETAILS".
  - 3. PERMIT FOR WORK ON PRIVATE PROPERTY MUST BE OBTAINED SEPARATELY FROM THE BUILDING DEPARTMENT.
  - 4. ANY DRAINAGE PROBLEMS RESULTING FROM CONSTRUCTION ARE THE RESPONSIBILITY OF THE OWNER.
  - 5. ISSUANCE OF A PERMIT DOES NOT PRECLUDE THE COUNTY FROM CONDUCTING WORK INCLUDING, BUT NOT LIMITED TO, UTILITY WORK AND/OR DRAINAGE WORK, WITHIN THE RIGHT OF WAY.
  - 6. NO LANDSCAPING IS TO BE PERFORMED IN THE RIGHT OF WAY  
- *Per Ch. 19, Article II, Section 19-33 of Monroe County, FL, Code of Ordinances*
  - 7. **FOR DRIVEWAY CONNECTIONS:** FINISH ELEVATION OF DRIVEWAY MUST CONFORM TO ELEVATION OF GROUND AT SWALES

I hereby certify that I have read and examined this application and know that same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulating construction or the performance of construction.

I declare that all existing aerial and underground utilities have been located and the appropriate utilities notified of the proposed work.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## RIGHT-OF-WAY ATTACHMENT

This permit is valid only for work performed within the County's right-of-way and does not authorize any work on private property or other governmental property.

The issuance of this right-of-way permit by Monroe County does not negate the need to obtain other permits from other agencies when such work falls under their purview.

*\* As an example, such approval may be required from Monroe County's Growth Management Division, the State of Florida Department of Environmental Protection, and/or the United States Army Corps of Engineers. Other agencies, such as the United States Fish and Wildlife Service and the State of Florida Fish and Wildlife Service may also need to grant approval of the work.*

Applicant shall obtain any underground clearances prior to digging.

*\* Applicant must call Sunshine State One Call at 800/432-4770 for clearances and submit with permit application.*

It will be the Applicant's responsibility to determine when work requires additional permits or approvals.

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Applicant's Signature

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Date