



# RIGHT-OF-WAY CONSTRUCTION CERTIFICATE APPLICATION

City of Arcadia Florida  
Community Development  
23 Polk Avenue North  
Arcadia, FL 34266  
(863) 494-4114

City Website: [arcadia-fl.gov](http://arcadia-fl.gov)

Date Stamp

Fee: \$125.<sup>00</sup>

R# \_\_\_\_\_

File No. : 18 - \_\_\_\_\_ RC

Arcadia owns many of the properties under, on and above the local roadways and sidewalks, usually extending 10 to 20 feet beyond the roadway pavement. The public right-of-way often extends well into what appears to be private property. To protect public and private assets including sewer and water lines, telephone, power and other utility infrastructure, a Right-of-Way Construction Certificate required for these types of construction activities.

### APPLICANT'S INFORMATION

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

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### CONTRACTOR'S INFORMATION

(Leave Blank if Same as Applicant)

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

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### I. Property and Project Information

Name of Principle Point of Contact: \_\_\_\_\_ Telephone No.: (        ) \_\_\_\_\_

Parcel Identification Number (if any): \_\_\_\_\_

Location where work will be located (list roadways or intersections of activity, include start and end points):  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

**The City requires that UTILITY LOCATE REQUESTS be made at least 72 hours prior to intended construction, or staging activities within the public right-of-way. Please call (863) 494.4114 to schedule utility locate services.**

**II. Site Plan and Property Improvement Materials** – Please provide a copy of any property survey, site development and construction plans, drawings, engineered plans, or plat/subdivision delineation which depict project designs.

Please list attached exhibits: \_\_\_\_\_  
 \_\_\_\_\_

**III. Project Description** – Please provide a description of project, include any special notes to staff:

\_\_\_\_\_  
 \_\_\_\_\_

**Type of Construction Activity**

- Public Utility
  - Potable Water
  - Sanitary Sewer
  - Storm Water or Drain Catch Box
  - Reclaimed Water
- Private Utility
  - Electric
  - Telephone
  - Cable
  - Fiber
  - Gas
  - Other: \_\_\_\_\_
- Milling & Overlay
- Striping
- Street Lighting
- Traffic Signal
- Irrigation
- Staging or Equipment Storage
- Other

\_\_\_\_\_

**Location of ROW Activity**

- Roadway
- Median
- Unimproved ROW
- On-Street Parking
- Alley
- Driveway
- Sidewalk
- Crosswalk
- Curb & Gutter
- Other

\_\_\_\_\_

**Closure of ROW**

- None
- Entire Roadway
- Travel lane, but provide limited through access
- Alley
- Sidewalk
- Bike Lane
- Other

\_\_\_\_\_

**Maintenance of Traffic Plan (MOT)**

- Not required
- Required, and attached
- Required, but request staff confirmation. Please list any departments or areas of expertise you wish to advise:

\_\_\_\_\_

<p><b>Planning and Zoning Review:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Zoning Inspector Signature</p> <p>Date: _____</p>	<p><b>Utility Systems Review:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Utility Inspector Signature</p> <p>Date: _____</p>	<p><b>Notes, Restrictions, and Permit Coordination:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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