



CITY OF GAINESVILLE

APPLICATION FOR RIGHT-OF-WAY (ROW) ACCESS

Date Submitted _____

Company Name _____

Address _____

Telephone Number _____ Contact Person _____

Email Address _____

Where do you want ROW access? _____

Why do you want access? _____

What dates will this work be performed? _____

Is the project extensive? _____ ***If yes, please attach drawings or plans.*

Is the utility installment overhead or underground? _____

Proposed infrastructure impacts, such as road or sidewalk cuts, or storm drain relocation or impacts:

Insurance Company: _____

Amount of Coverage: _____

***Please attach a copy of the insurance certificate for proof of insurance.*

All traffic control shall be performed in accordance with part 6 of the latest version of the Manual on Uniform Traffic Control Devices (MUTCD).

***If traffic control is needed, submit traffic control plans prior to construction.*

Signature of applicant

Date of Signature

APPROVED:

Community Development Department Approval/Date: _____

Public Works Department Approval/Date: _____

Applicant Notified By/Date: _____

Expiration Date of Permit: _____

Right-Of-Way (ROW) Application Procedures:

- The application and fee is submitted, processed, and filed with the Community Development Department. The application form will be available on the City's website and the permit will be recorded in the permit tracking system.
- After Community Development Department review and approval of the application, the Community Development Department notifies Public Works by forwarding the application to the Public Works Administrative Assistant. Should a shared calendar/folder be established, notification may take place by posting the information to the shared calendar/folder.
- After Public Works Department review and approval of the application, Public Works forwards the application (containing both departments' approval) to Community Development.
- Upon receipt of the document with both approvals, Community Development notifies the customer of approval. Date of notification will be indicated on the application, as well as the expiration date of the permit.
- Public Works monitors the work of the customer.