

PART I

SECTION 2 RIGHTS-OF-WAY CONSTRUCTION REQUIREMENTS

A. Rights-of-Way Permits and Procedures

Right of Way Permits and Procedures assure compliance with all applicable laws, codes, rules and practices with federal, state, local and utility accommodation policies and practices.

The following permits are required for all construction activities performed within the right of way providing public safety and to protect public facilities. Permits guarantee that all work is done in accordance with all applicable standards and control construction and encroachments on the surface.

1. Allocation Letter (Sewer Capacity Certification)

Requirements for Sewer Capacity Certification Allocation Letter:

- a) Project Name and name and phone number of contact person submitting application.
- b) Provide stamped/signed approved plans by the Building Department for Public Works Review.
- c) Provide copy of the property building history card including vacant lots serviced by City water/sewer connections. If no property records exist provide signed document by the Building Department Record Manager.
- d) Complete Sections 1a: 1b: 1c of the Sewer Capacity Certification Letter application.
- e) Public Works Department will certify the pump station information at Section 2 of the Application.

2. Asphalt Driveway Connection

Permit requirements for Asphalt Driveway connection:

- a) Certified Property Survey less than 2 years old Four (4) sets of plans, profile/ section drawn to scale (11"x17" minimum size) - see minimum construction standards below.
- b) Proof of Property Ownership for Owner/Builder construction permit (warranty deed, property tax assessment document.)
- c) Proof of Contractor's license with the State of Florida and Miami-Dade County
- d) \$500 minimum bond per driveway approach required for Owner/Builder permit
- e) Florida Department of Transportation permit required for state roads and right of ways (District 6th Permit Office, 1000 NW 111 Ave., Miami, FL 33172 Ph.305-470-5367)
State roadways: Alton Road, 5th Street Collins Avenue, 63rd Street, 71st Street/ Normandy Drive., and Indian Creek Drive
- f) Miami-Dade County permit required for County roads and right-of- ways (Miami-Dade County Public Works 111 NW 1st Street, Miami FL 33132 – Ph. 305-375-2142) Miami-Dade County roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway

g) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

3. Bus Shelters

Permit requirements for bus shelters:

a) Provide four (4) sets of the Engineer of Record signed/sealed drawings to include Plans/Profile sections and details, drawn to scale, (11"X17" minimum size) showing existing condition & proposed construction with elevations.

b) Proof of Contractor's licensed with the State of Florida and Miami Dade County

c) Provide certified Maintenance of Traffic Plan (MOT).

d) Provide copy of notification letter to property owners in construction area (s).

e) Provide photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.

4. Concrete Decorative Driveway Connection

Permit Requirements for Concrete Decorative Driveway connection:

a) Certified Property Survey less than 2 years old

b) Four (4) sets of plans, profile/ section drawn to scale (11"x17"minimum size) - see minimum construction standards below.

c) Proof of Property Ownership for Owner/Builder construction permit (warranty deed, property tax assessment document.)

d) Proof of Contractor's license with the State of Florida and Miami-Dade County

e) \$500 minimum bond per driveway approach required for Owner/Builder permit

f) Florida Department of Transportation permit required for state roads and right-of-way State roadways: Alton Road, 5th Street, 41st Street (Arthur Godfrey Rd), Collins Avenue, 63rd Street, 71st Street/ Normandy Drive., and Indian Creek Drive. **No decorative driveway approaches allowed on F.D.O.T. roadways.**

g) Miami-Dade County permit required for County roads and right-of- ways (Miami-Dade County Public Works 111 NW 1st Street, Miami FL 33132 – Ph. 305-375-2142) Miami-Dade County Roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway

h) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

i) Provide restrictive covenant to be signed, notarized and recorded at Miami-Dade County Clerk of Courts for decorative driveway installations.

5. Construction Dumpster-Roll-off Placement

Permit requirements for Construction Dumpster- Roll-off Placement:

- a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), to include Right-of-Way dimensions identifying property lines.
- b) Dumpster placement requires location approval by Code Compliance Department prior to Right-of-Way Permit issuance.
- c) Provide current copy of Certificate of Insurance Liability//Workmen's Compensation coverage to be approved by the City's Risk Management Division.
- d) \$500.00 minimum sidewalk bond or security deposit
- e) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions
- f) Proof (receipt) of parking meter space purchased from City of Miami Beach Parking Enforcement Division
- g) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

6. Crane Set-up in the Right of Way

Permit requirements for Crane Set-up in the Right-of-Way:

- a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), showing existing Right-of-Way configuration with true dimensions
- b) Submit current Certificate of Insurance Liability/Workmen's Compensation coverage to be approved by the City's Risk Management Division
- c) Provide crane's specifications, to include: stabilizers, outriggers, deployment width
- d) \$500.00 minimum sidewalk /asphalt roadway bond.
- e) Provide certified Maintenance of Traffic Plan
- f) Provide notification letter to property owners in lift zone. Copy Public Works, Permitting
- g) Provide proof (receipt) of Parking meter space purchased from City of Miami Beach Parking Enforcement Division.
- h) Fair market rental of Right of Way may apply. Public Works Department to determine
- i) Provide copy of (F.D.OT) approved permit package to include roadway/lane closure approval, for State roadways : Alton Road,5th Street, Collins Avenue, 41st Street (Arthur Godfrey Rd), 63rd Street, 71st Street/ Normandy Drive., and Indian Creek Drive
(FDOT (District 6 Permit Office, 1000 NW 111 Ave., Miami FL 33172- Ph. 305-470-5367)
- j) Miami-Dade County roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway (Miami-Dade County Public Works, 111 NW 1st Street, Miami, Fl. 33132)
- k) Maintenance of Traffic (M.O.T.). An off-duty Miami Beach Police officer or F.D.O. T. Certified Flagman may be required. A determination will be made by the Public Works Engineering.

7. Dewatering

Permit requirements for Dewatering:

- a) 4 sets of site plan drawn to scale (11"x17" Minimum size), to include right-of-way dimensions identifying property lines, ground water discharge location into designated storm inlet structure/body of water.
- b) Provide current copy of Certificate of Insurance Liability/Workmen's Compensation coverage to be approved by the City's Risk Management Division
- c) Provide four sets of the Engineer of Record, signed/sealed dewatering plan \$500.00 minimum bond. The determination will be made by Public Works Engineering Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.
- d) Provide copy of DERM approved dewatering permit package
- e) Provide Copy of *F.D.O.T. approved permit package to include roadway/ lane closure approval
- f) Maintenance of Traffic Plan (M.O.T.) An off-duty Miami Beach police officer or F.D.O.T. Certified
- g) Flagman may be required. A determination will be made by Public Works Engineering.

8. Fire Hydrant

Permit requirements for Fire Hydrant Installation/Relocation:

- a) 4 copies of the construction drawing to include right of way dimensions identifying property lines signed and sealed by the engineer of record.
- b) The applicant must install City approved "American Darling" type fire hydrant assembly model number B84B-5, with 5-1/4" threads.

9. Fire Line Connection

Permit requirements for Fire Line Connection:

- a) 4 copies of the construction drawing plan/profile signed and sealed by the engineer of record, identifying all existing underground facilities.
- b) The applicant must submit a signed and notarized Fire Line Service Agreement form to Engineering Permitting along with the appropriate fees payable to the City of Miami Beach for the selected size fire suppression service.
- c) Provide copy of City of Miami Beach Fire Department Fire Flow Calculations.

10. Generator Placement

Permit requirements for Generator Placement:

- a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), to include Right-of-Way dimensions identifying property lines.

- b) Generator placement requires location approval by Code Compliance Department/*Environmental Division prior to Right- of -Way Permit issuance.
- c) Requires Fire Department approval for location placement.
- d) Provide current copy of Certificate of Insurance Liability//Workmen's Compensation coverage to be approved by the City's Risk Management Division.
- e) \$500.00 minimum sidewalk bond or security deposit
- f) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.
- g) Proof (receipt) of parking meter space purchased from City of Miami Beach Parking Enforcement Division
- h) Provide generator specifications length, width, and height of trailer mounted unit with rubber tires (must provide photographs of trailer mounted generator).

11. Insurance Requirements

Insurance requirements for permits:

- a) Provide current copy of Certificate of Insurance Liability/Workmen's Compensation coverage to be approved by the City's Risk Management Division.
- b) Auto liability limits \$1,000,000
- c) Commercial General Liability Limits \$1,000,000
- d) Workmen's Compensation, if required by the State
- e) All policies must be issued by companies authorized to do business in Florida with a Best Key rating of B+VI or better.
- f) The City of Miami Beach must be a CERTIFICATE HOLDER with 30 day notice of cancellation of change.
- g) The City of Miami Beach must be named as an additional insured for both General Liability and automobile insurance.
- h) Provide project address, description and duration of construction activity to be performed in the description operation section of the Certificate of Insurance document.

12. Manhole Maintenance

Permit requirements permit for Manhole Maintenance:

- a) Four (4) sets of site plan drawn to scale, (11"X17" minimum size), to include Right-of-Way dimensions identifying property lines
- b) Provide certified maintenance of traffic plan.
- c) Provide copy of Florida Department of Transportation (F.D.O.T. approved permit package to include roadway/lanes closure approval for non-emergency manhole maintenance work. FDOT - District 6 Permit Office, 1000 NW 111 Ave., Miami, FL 33172 (305-470-5367)

d) Provide copy of Dewatering permit and DERM permit.

e) Maintenance of Traffic (M.O.T.). An off-duty Miami Beach Police officer or F.D.O. T. Certified Flagman may be required. A determination will be made by the Public Works Engineering.

13. Pedestrian Scaffolding

Permit requirements for Pedestrian Scaffolding Placement:

a) Four (4) sets of site plan drawn to scale, (11"x17" Minimum size), to include Right-of-Way dimensions identifying property lines

b) Provide copy of Florida Department of Transportation (F.D.O.T.) approved permit package to include Roadway/lanes closure approval for State roadways: Alton Road, 5th Street, Collins Avenue, 41st Street (Arthur Godfrey Rd), 63rd Street, 71st Street/Normandy Drive and Indian Creek Drive.

c) Miami-Dade County roadways: 23rd Street, Dade Blvd., Pine Tree Drive, La Gorce Drive and Venetian Causeway

d) Provide current copy of Certificate of Insurance Liability/Workmen's Compensation coverage to be approved by the City's Risk Management Division

e) Provide four (4) sets of the Engineer of Record, signed/sealed scaffolding component plan

f) \$500.00 minimum

g) Bond or security deposit

h) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.

14. Roofing Equipment

Permit requirements for Roofing Equipment:

a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), to include Right-of-Way dimensions identifying property lines

b) Provide current copy of Certificate of Insurance Liability//Workmen's Compensation coverage naming the City of Miami Beach as additionally insured, to be approved by the City's Risk Management Division

c) \$500.00 Minimum sidewalk bond or security deposit required when crossing sidewalk with heavy machines/equipment

d) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions

e) Proof (receipt) of parking meter space purchased from City of Miami Beach Parking Enforcement Division

f) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

15. Sanitary Sewer Lateral Connection

Permit requirements for Sanitary Sewer Lateral connection:

- a) 4 copies of the construction plans drawn to scale signed and sealed by architect/engineer of record, identifying location of proposed sanitary sewer lateral.
- b) Provide payment (check or credit card) payable to City of Miami Beach for processing payment for constructions scheduling.
- c) Copy of Miami Dade Water & Sewer Department (MDWSD) water/sewer impact fee.
Applicant to field mark location of proposed sanitary sewer lateral

16. Search Lights

Requirements for a permit for Search Light:

- a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), to include Right-of-Way dimensions identifying property lines
- b) Search Lights placement requires location approval by Code Compliance Department/*Environmental Division, prior to Right- of -Way Permit issuance.
- c) Provide current copy of Certificate of Insurance Liability//Workmen's Compensation coverage to be approved by the City's Risk Management Division.
- d) \$500.00 minimum sidewalk bond or security deposit
- e) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions
- f) Proof (receipt) of parking meter space purchased from City of Miami Beach Parking Enforcement Division

17. Sidewalk Café

Requirements for a permit for Sidewalk Cafe:

- a) Certified topographical Survey less than 2 years old
- b) Four (4) sets of plans, profile/ section drawn to scale (11"x17"minimum size) - see minimum construction standards below.
- c) Proof of Property Ownership for Owner/Builder construction permit -(warranty deed, property tax assessment document.)
- d) Proof of Contractor's license with the State of Florida and Miami-Dade County
- e) \$500 minimum bond per driveway approach required for Owner/Builder permit
- f) Florida Department of Transportation permit required for state roads and right of ways (District 6th Permit Office, 1000 NW 111 Ave., Miami, FL 33172 Ph.305-470-5367)
State roadways: Alton Road, 5th Street Collins Avenue, 63rd Street, 71st Street/ Normandy Drive., and Indian Creek Drive

g) Miami-Dade County permit required for County roads and right-of- ways (Miami-Dade County Public Works 111 NW 1st Street, Miami FL 33132 – Ph. 305-375-2142)
Miami-Dade County roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway

h) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

i) Working hours within the City of Miami Beach Right-of-Way shall be between the hours of 9 am to 4:30 pm unless otherwise noted.

18. Sidewalk Closure

Permit requirements for Sidewalk Closure

a) Four (4) sets of site plan drawn to scale, (11"x17" minimum size), to include Right-of-Way dimensions identifying property lines.

b) Provide current copy of Certificate of Insurance Liability//Workmen's Compensation coverage naming the City of Miami Beach as additionally insured, to be approved by the City's Risk Management Division

c) \$500.00 Minimum sidewalk bond or security deposit required when closing sidewalk with heavy machines/equipment

d) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions

e) Proof (receipt) of parking meter space purchased from City of Miami Beach Parking Enforcement Division

f) Maintenance of Traffic Plan (MOT). An off duty Miami Beach Police officer or F.D.O.T. Certified Flagman may be required. A determination will be made by Public Works Engineering.

19. Sidewalk Curb & Gutter Construction/Repair

Requirements for a permit for Sidewalk, Curb & Gutter Construction/Repair:

a) Certified Property Survey less than 2 years old

b) Four (4) sets of Sealed Plans/Profile section drawn to scale, (11"X17" minimum size)

c) Proof of Property Ownership

d) Proof of Contractor's licensed with the State of Florida and Miami Dade County

e) Florida Department of Transportation permit required for state roads and right of ways

f) State roadways: Alton Road, 5th Street Collins Avenue, 41st Street (Arthur Godfrey Rd), 63rd Street, 71st Street/ Normandy Drive, and Indian Creek Drive

g) Miami Dade County permit required for County roads and Right-of- Way

h) Miami-Dade County roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway

i) Maintenance of Traffic Plan (M.O.T.) An off-duty Miami Beach Police officer of F.D.O.T. Certified flagman may be required. A determination will be made by Public Works Engineering.

20. Soil Boring

Requirements for a permit for Soil Boring:

- a) Four (4) sets of site plan drawn to scale, (11"X17" minimum size) identifying soil boring location and bore number.
- b) Provide current copy of Certificate of Insurance Liability/Workmen's Compensation to be approved by the City's Risk Management Department.
- c) *\$500 minimum sidewalk Bond or Security Deposit. A determination will be made by Public Works Engineering.
- d) Provide Certified Maintenance of Traffic Plan (M.O.T.)
- e) Proof (Receipt) of parking meter spaces purchased from City of Miami Beach Parking Enforcement Division.
- f) Provide copy of Florida Department of Transportation (FDOT) approved permit package to include roadway lanes closure approval for State Roads: (District 6 Permit Office, 1000 NW 111 Ave, Miami, FL 33172- Ph 305-470-5367), Alton Road, 5th Street Collins Avenue, 41st Street (Arthur Godfrey Rd), 63rd Street, 71st Street/ Normandy Drive., and Indian Creek Drive. Miami Dade County Permit required for County roads and Right of ways (Miami- Dade County Public Works 111 NW 1st Street, Miami FL 33132 – Ph. 305-375-2142). Miami-Dade County roadways: 23rd Street, Dade Blvd, Pine Tree Drive, La Gorce Drive and Venetian Causeway
- g) Photographs of existing sidewalk curb/gutter asphalt pre-existing conditions

21. Street Closure

Requirements for a permit for local street closure:

- a) Provide four (4) sets of street closure plans drawn to scale, (11"X17" minimum size) showing existing street configuration to be occupied.
- b) Provide certified Maintenance of Traffic Plan (MOT).
- c) Provide copy of notification letter to property owners in designated street closure area (s).
- d) Provide copy of approved local street closure request application with signatures of acceptance by the Chief of Police, Public Works Director and City Manager.
- e) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.

22. Underground Utilities

Requirements for a permit for Underground Utilities:

- a) Provide four (4) sets of the Engineer of Record/Utility Agency signed/sealed Plans/Profile section drawn to scale, (11"X17" minimum size) showing existing/proposed utility elevations.

- b) Proof of Contractor's licensed with the State of Florida and Miami Dade County
- c) Provide certified Maintenance of Traffic Plan (MOT).
- d) Provide copy of notification letter to property owners in construction area (s).
- e) Provide copy of DERM Dewatering Permit.
- f) Photographs of existing sidewalk/curb/gutter/asphalt pre-existing conditions.

23. Water Meter Service

Requirements for a water meter service connection:

- a) Proof of ownership (Copy of Property Warranty Deed Copy of Miami-Dade County Property Assessor tax assessment information)
- b) Provide letter signed/notarized from property owner authorizing placement of new water meter service (for applicants with lease/rental agreements).
- c) Provide one (1) site plan drawn to scale (11"x17" minimum size) to include right-of-way dimensions identifying property lines.
- d) Submit complete water meter service application
- e) The following are Public Works minimum construction standards for water meter service placement:
 - f) Provide field marker identifying location of new water meter service placement by the following: paint markings, wood stakes.
 - g) Provide debris/obstruction free area for new water meter service placement to include removal of construction fencing, building materials, work/private vehicles etc. that may delay construction scheduling for new water meter service placement.

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B. Utility Coordination

Florida Statutes (F.S. 556) requires that all utility companies in the State of Florida be members of the Sunshine One Call of Florida. The City of Miami Beach as owner and operator of potable water, sanitary sewer, storm and street lighting utilities is a participating member of the Sunshine One Call of Florida. A City of Miami Beach Underground Utility Request Form is required when any work is to be performed within the public Right-of-Way by utility companies or contractors. The Underground Utility Request Form notifies the contractor to call Sunshine One Call of Florida two (2) full business days prior to any proposed excavation work within the Right-of-Way. The following is the procedure for requesting, coordinating, logging and marking the underground location requests:

1. Requests are received via fax or e-mail from Sunshine One Call of Florida or the contractors. The requests have an identifying ticket number, the City Permit number, contact person, project location and description of work.
2. The Utility location person will log the utility requests and research the City's utility records within the designated construction zone. The records include potable water, sanitary sewer, street lighting, storm water drainage, potable water and sanitary sewer service connections.
3. The stipulated time for field utility markings, as per F.S. 556, is 48 hours (two (2) full business days) for underground utility requests to be completed or as mutually agreed upon otherwise.
4. Coordination of field meets with requester and to "white line" the proposed excavation area.
5. The utility locator will provide field markings identifying City owned underground utilities by using A.P.W.A color coded paint and utility markings guidelines.
6. The utility location person shall also document the utility markings of the area marked and by recording digital picture for documentation.
7. Utility markings, as per F.S. 556, will be valid for twenty (20) calendar days.

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C. Maintenance of Traffic

Maintenance of Traffic plans should be designed and developed by a certified Maintenance of Traffic Specialist when normal traffic flow will be impacted causing unexpected or confusing situations in unclear travel path for motorist/pedestrians when entering non advanced warning work zones. Maintenance of Traffic work zone traffic controls separate and protect workers, pedestrians and motorists delineating areas closed to traffic.

Maintenance of Traffic plans must be designed in accordance with standard works zone traffic control manuals such as MUTCD- Manual of Uniform Traffic Control Devices, FDOT-Florida Department of Transportation Roadway and Traffic Design Standards referencing index series 400/600 when applicable.

Maintenance of Traffic Plans submitted to the Public Works Department will be reviewed and approved by the City Engineer prior to implementation.