

# Right of Way Type II Application



**CITY OF OVIEDO**  
**400 Alexandria Boulevard**  
**Oviedo, Florida 32765**

Phone: (407) 971-5796  
 www.cityofoviedo.net

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Pre-application Meeting Date \_\_\_\_\_

Reference Project No. \_\_\_\_\_

## Submittal Checklist

Application and supporting documents may be submitted electronically.

\_\_\_ Authority/ Ownership Affidavit.

\_\_\_ Itemized Engineers Certified Cost Estimate

\_\_\_ Applicable State Contractors Licenses

\_\_\_ Original Certificate of Insurance

\_\_\_ Maintenance of Traffic Plan (MOP)

\_\_\_ Profile and Cross Section of ROW

\_\_\_ Description of and justification for any requested deviation to an LDC minimum requirement, if applicable.

\_\_\_ Completed Application (each line in each table must be completed)

\_\_\_ **Application Fee:**  
**\$1,518.00**

\_\_\_ **Tech Fee:**  
**\$250.00**

\_\_\_ **Quality Control Fee:**  
**3.5% of the Approved Cost Estimate**

## Applicant

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, please fill out Request for Redaction of Exempt Personal Information from Public Records form.

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

Firm: \_\_\_\_\_

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

Street Address

City

State

Zip

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Property Owner

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

Firm: \_\_\_\_\_

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

Street Address

City

State

Zip

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Contractor

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

Firm: \_\_\_\_\_

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

Street Address

City

State

Zip

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attach a verified statement including the names of each individual having a legal/equitable ownership interest in the subject property. For publicly held corporations, names and addresses of the corporation, principal executive officers and any majority stockholders will be sufficient.

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## Project Information

**Project Name:** \_\_\_\_\_

**Project Address and/or Parcel Identification Number(s).**

*Attach to this application, an official, sealed boundary survey of the subject property adjacent to the ROW where work will be performed .*

**Size of Adjacent Property** (in acres) \_\_\_\_\_

**Description of work** \_\_\_\_\_

**Expected Date of Commencement:** \_\_\_\_\_ **Expected Date of Completion:** \_\_\_\_\_

A Right of Way (ROW) Type II Permit is required for road construction, utility, storm water facilities, and other major work installed or maintained within the City of Oviedo ROW and or improvements dedicated to or maintained by the City. All construction must adhere to the City of Oviedo Land Development Code (LDC), Engineering Standards Manual (ESM) and other applicable regulations.

**All utilities must be notified 48 hours prior to excavation within the R.O.W. Bore and Jack operations beneath the pavement, and all approved pavement cuts must be performed in the presence of an authorized City representative. Provide 24 hours advance notice for all inspections.**

The following must be presented on the **cover sheet of the plans**. **Each line must be completed.** Please check one of the boxes below. If the item is not provided, provide justification on why it is not provided.

| Cover Sheet                                                                                           |                        |                 |                                 |
|-------------------------------------------------------------------------------------------------------|------------------------|-----------------|---------------------------------|
| Required                                                                                              | Provided<br>(Page No.) | Not<br>Provided | Justification for not providing |
| Title Block                                                                                           |                        |                 |                                 |
| Address (if available for the development) and Parcel ID Number(s) of Parcel Adjacent to the ROW work |                        |                 |                                 |
| Project Name and Description                                                                          |                        |                 |                                 |
| General Location (if address is not available)                                                        |                        |                 |                                 |
| Development Type: Residential, Commercial, etc.                                                       |                        |                 |                                 |
| Name(s) of Owner(s)/Developer(s), Address, Telephone, E-mail, and Fax                                 |                        |                 |                                 |
| Name(s) of Contractor(s), Address, Telephone, E-mail, Fax                                             |                        |                 |                                 |
| List of All Applicable State Contractors Attached to Application                                      |                        |                 |                                 |
| List of all requested deviations to the LDC (if Applicable)                                           |                        |                 |                                 |

## Right of Way Type II Application

The following must be presented on the Right of way Type I Plans graphically. **Each line must be completed.** You are required to provide the page number of where the required item can be found or provide justification on why it is not

| Right of Way Type I Plans                                           |                        |                 |                                 |
|---------------------------------------------------------------------|------------------------|-----------------|---------------------------------|
| Required                                                            | Provided<br>(Page No.) | Not<br>Provided | Justification for not providing |
| <b>SURVEY OF ADJACENT PROPERTY WHERE ROW WORK WILL BE PERFORMED</b> |                        |                 |                                 |
| Legal Description                                                   |                        |                 |                                 |
| Boundary Survey                                                     |                        |                 |                                 |
| Existing surface drainage characteristics                           |                        |                 |                                 |
| All existing structures                                             |                        |                 |                                 |
| Boundaries of environmentally sensitive areas (if applicable).      |                        |                 |                                 |
| <b>LAYOUT OF ROW WORK T</b>                                         |                        |                 |                                 |
| Lay-out of work with dimensions and to scale                        |                        |                 |                                 |
| Changes in elevations (elevation reference)                         |                        |                 |                                 |
| Location of above ground utilities                                  |                        |                 |                                 |
| Location of the proposed driveway, sidewalk, wall or fence          |                        |                 |                                 |
| Boundaries of environmentally sensitive areas (if applicable).      |                        |                 |                                 |

### **Certification**

I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am

( ) the Property Owner of Record for the subject property described herein.

( ) the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name and Title (printed or typed)

# Right of Way Type II Application

## Application Instructions

The instructions are intended to provide you with the information necessary for you to complete an application for a Right of Way Type II permit. The information requested to be part of your application represents the minimum requirements for submittal.

A project Manager will be assigned to your application to work with you throughout the application process. The project Manager will provide you information on all public meetings where your application will be considered. Our objective is to make the process clear and as understandable as possible for you. Sufficiency Review is ensuring the application is filled properly and all required documentation is provided. Compliance Review is ensuring that the documentation provided is in compliance with the Land Development Code, Engineering Standards Manual and other code requirements.

### Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely and pay all applicable fees in order for the Staff to begin processing the application. The submittal must include plans and required documents. If the Staff determines within two (2) business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

### Compliance Review

City Staff will review the completed application for compliance with the Land Development Code within the following review days:

|                        |                                                                   |
|------------------------|-------------------------------------------------------------------|
| 1st Compliance Review- | 28 calendar days                                                  |
| 2nd Compliance Review- | 21 calendar days                                                  |
| 3rd Compliance Review- | 14 calendar days (The Applicant shall pay 50% of application fee) |

### LDC Section 2.7 Approval Authority Table 2.1

| Application                                                                           | Percent Deviation      | Final Approval Authority |
|---------------------------------------------------------------------------------------|------------------------|--------------------------|
| <b>Preliminary Subdivision Plan</b>                                                   | Compliant or deviation | CC (LPA recommendation)  |
| <b>Site Development Order</b><br>(City Development Projects)                          | Compliant <= 20%       | LUA                      |
|                                                                                       | >20%                   | CC                       |
| <b>Site Development Order</b><br>(Other Development Projects)                         | compliant <= 20%       | LUA                      |
|                                                                                       | >20%                   | CC                       |
| <b>Site Development Order</b><br>(New Downtown and New Downtown Village Core)         | Compliant or deviation | LUA                      |
| <b>Other Development Permit</b>                                                       |                        | LUA                      |
|                                                                                       | >20%                   | CC                       |
| <b>Architectural Design Order</b>                                                     |                        | CC                       |
| <b>Redevelopment Site Development Order and associated Architectural Design Order</b> |                        | LUA                      |
|                                                                                       | >20%                   | CC                       |