



Right of Way Permitting
Access (Driveway) Permit Application

Development Services · Building Services Section

For Hillsborough County Office Use Only Maintenance Service Unit

Fee Charged \$ | Fee Paid \$ | Payment Date / / | Payment: Cash Check Credit Card

Contractor/Organization: Contact Name: Date: Contractor License No.:

Contractor 24-hour Emergency Contact Name: Contractor 24-hour Phone:

Contractor Address: Contractor Phone: Contractor Fax:

Client (Owner): Client (Owner) Phone:

Check preferred method of permit approval notification: Phone Fax E-mail:

Name of Road: Section: Township: Range:

Address of Proposed Driveway:

Nearest Cross Street:

Table with 4 columns: Driveway Access (Type I, II, III), Residential traffic, Commercial traffic, and Base fee.

The proposed access surface course will be completed using: Asphalt Brick pavers Concrete

Will the driveway's footprint change? Yes No

Is there an existing ditch or culvert? Yes No

SIGNATURE OF PERMITEE REQUIRED: I have read and understand and agree to the terms on the second page.

Signature of Permittee X

For Hillsborough County Office Use Only

Hillsborough County Approval: This form shall, upon appropriate county signatures or separate approval letter, become the permit.

APPROVED BY: DATE:

Permit Closure Section - to be completed by Permittee upon Completion of Work

Permittee certifies work has been completed in accordance to the permit.

Submitted by (Signature & Title): Date: Owner (if required): Date:

I, the undersigned, do hereby attest that the construction approved by the subject Permit was installed in accordance with the permit requirements and in accordance with the County's Utility Accommodation Guide and Rights of Way Use Procedures and that all changes have been noted in the Record Drawings (As-builts) submitted.

Submitted by (Signature & Title): Date:

For Hillsborough County Office Use Only

Accepted by (Title & Department): Date:

- Please email this form\* to ROWPermits@Hillsboroughcounty.org
To pay by credit card, please use AUTHORIZATION FOR PAYMENT BY CREDIT CARD form\*.
If faxing this form, please fax ONLY to (813) 307-4443.
\* Form is available online through "Permits & Forms".

# Right of Way Permitting Access (Driveway) Permit Application

Driveway  
Permit # \_\_\_\_\_

All work performed under this permit shall be done in accordance with Hillsborough County Ordinance 92-22 and the Utility Accommodation Guide. Approval is subject to the following:

1. The applicant certifies that prior to filing this application, said applicant has ascertained the location of all existing utilities, both aerial and underground, and the accurate locations are shown on the plans. The applicant further certifies that each utility company, public and private, within the rights of way has been contacted and a copy of their response is attached as part of this permit application.
2. The construction and maintenance of such utility shall not interfere with the property and rights of a prior occupant.
3. All work shall comply with the standards approved by the County Engineer of Hillsborough County, Florida and shall be under the supervision of said County Engineer or representative.
4. All materials and equipment shall be subject to inspection by said County Engineer or representative.
5. All construction shall be performed in a manner meeting the approval of the County Engineer of Hillsborough County and to Safety Standards as prescribed by the Manual on Uniform Traffic Control Devices. Hillsborough County shall be relieved of all responsibility for damage of any nature arising from the issuance of this permit.
6. It is understood and agreed that the rights and privileges set forth herein are granted to the extent of the County's right, title, and interest in the land to be entered upon and used by the PERMITTEE. The PERMITTEE will, at all times, assume all risk of and shall indemnify, defend, and hold harmless the County, from and against all loss, damage, cost, or expense arising in any manner from the exercise or attempted exercise by said PERMITTEE of the aforesaid rights and privileges.
7. All Hillsborough County property and/or rights of way shall be restored to original condition as far as practicable and shall meet the approval of the County Engineer or representative.
8. All overhead installations shall conform to clearance standards of the Florida Department of Transportation (FDOT), and all underground crossing installations shall be installed at a minimum depth of thirty-six (36) inches below the pavement and at least thirty (30) inches below ditch grade. Cable TV and communication lines shall be installed a minimum of twenty-four (24) inches below existing grade. Variations and exceptions may be made in special cases by authority from the County Engineer or representative.
9. The attached sketch or sets of plans covering details of this installation shall be made a part of this permit.
10. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property rights in said permit holder.
11. Whenever necessary for the construction, repair, improvement, alteration, or relocation of all, or any portion of, a County facility as determined by the County Engineer, any or all poles, wires, pipes, cables, or other facilities or appurtenances authorized hereunder, shall be removed from said rights of way, or reset or relocated thereon as required by the County Engineer and shall be done at the expense of the permit holder.
12. It is agreed that in the event of relocation of said utility facilities scheduled to be done simultaneously with a County improvement project, the PERMITTEE shall coordinate with the County before proceeding, shall cooperate with the County's contractor to arrange the sequence of work so as not to unnecessarily delay the work of the County's contractor, shall defend any legal claims of the County's contractor due to delays caused by the PERMITTEE's failure to comply with the approved schedule, and shall comply with all provisions of the law and Rule 14-46, Florida Administrative Code. The PERMITTEE shall not be responsible for delays beyond its normal control.
13. The County shall be notified forty-eight (48) hours prior to starting work and again immediately upon completion of work.
14. Notify Sunshine One Call at 1-800-432-4770 forty-eight (48) hours prior to starting construction.
15. Approved access (driveway) permits shall be in effect for 180 days. Permitted work must commence within 90 days of permit issuance. Extensions may be granted through written request only.
16. Execute and return a copy of this Permit with the Permit Closure Section completed. Return Record drawings to the County stating that the job is completed in accordance with the permit and that all changes have been noted in the Record drawings.
17. In the event that the PERMITTEE violates any provision contained herein and/or fails to promptly correct such violation within five (5) days of notice from the County, this permit may be terminated by Hillsborough County.
18. PERMITTEE is responsible for providing an emergency contact person and phone number for 24 hours a day, 7 days a week. Inability to make contact in the event of an emergency may result in penalties such as suspension, revocation of permit, and/or back charge as a result of damages or fines.

Please read and understand the above. Sign your agreement on page one and initial and date here:

INITIAL: X \_\_\_\_\_ DATE: \_\_\_\_\_



**Development Services · Building Services Section**  
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