



Public Works Department

Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

October 2015



PREFACE

This manual contains current information that defines County policies and procedures to which utility agencies and rights-of-way Permittees must adhere to obtain a permit. Although this manual is mainly directed towards utility installations, its intent and requirements cover all work performed in the County's rights-of-way. Once a permit is issued, the utility agency may install and maintain utility facilities in the County's rights-of-way so long as the utility adheres to the County's permit requirements. The utility agency is solely responsible for all actions associated with the installation and maintenance of its facilities. The County is to oversee the compliance of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual requirements permitted by the utility or its contractor, to ensure adherence to all permitting policies.

As material specifications, technical criteria and County polices change to meet new needs and changing technology, it will become necessary to revise and update this manual. The County's procedure for making revisions which includes issuing technical bulletins, accepting public comments, and requesting design exceptions can be previewed on the County's website at www.hillsboroughcounty.org under Services/Publications. In addition, you can submit comments and suggestions for changes to the manual using the online "Comment on PUD / PW Technical Publications" form located on the County's website.



TABLE OF CONTENTS

SECTION 1.0 GENERAL POLICY ON UTILITY ACCOMMODATION AND RIGHTS-OF-WAY USE 1-1
1.1 PURPOSE, AUTHORITY, SCOPE OF REGULATIONS, AND BASIS OF STANDARDS 1-1
1.2 REQUIREMENT OF PERMITS 1-2
1.3 POLICY FOR UTILITY AGENCY ACCOMMODATION FOR COUNTY PROJECTS 1-3
1.4 VIOLATIONS AND PENALTIES 1-4
1.5 LICENSED CONTRACTORS 1-5
1.6 AUTHORIZATION TO OBTAIN PERMIT 1-5
SECTION 2.0 TYPES OF RIGHTS-OF-WAY USE PERMITS 2-1
2.1 GENERAL INFORMATION 2-1
2.2 USE PERMIT FOR NON-COUNTY OWNED FACILITIES OR INSTALLATIONS 2-1
2.3 USE PERMITS FOR INFRASTRUCTURE TO BE DEDICATED TO THE COUNTY 2-2
2.4 USE PERMITS FOR THE RELOCATION OF UTILITY FACILITIES TO ACCOMMODATE COUNTY IMPROVEMENT PROJECTS 2-2
2.5 USE PERMITS FOR ACCESS CONNECTIONS 2-3
2.6 USE PERMIT FOR LANDSCAPING 2-3
2.7 USE PERMIT FOR THE CONSTRUCTION OF COUNTY PROJECTS 2-3
2.8 ANNUAL GENERAL USE PERMITS 2-3
2.9 USE PERMITS FOR LARGE FACILITIES 2-5
SECTION 3.0 PERMITTING PROCEDURES 3-1
3.1 APPLICATION PROCEDURES 3-1
3.2 PERMITTING PROCEDURES FOR DEVELOPERS 3-2
3.3 PERMITTING PROCEDURES FOR LARGE FACILITIES 3-2
3.4 ALL OTHER RIGHTS-OF-WAY USE PERMIT APPLICATION SUBMITTALS 3-2
3.5 CONSTRUCTION DRAWINGS 3-2
3.6 REVIEW PROCESS 3-3
3.7 REVIEW OF DESIGN EXCEPTIONS 3-4
3.8 REVIEW OF VARIANCES 3-5
3.9 AUTHORITY TO APPROVE 3-5
3.10 APPROVAL OF OTHER REGULATORY AGENCIES 3-5
3.11 EFFECTIVE PERIOD OF THE PERMIT 3-5
3.12 OBSERVATION OF WORK 3-6
3.13 PERMIT CLOSURE/RECORD DRAWINGS 3-6
3.14 ACCEPTANCE OF WORK 3-7
SECTION 4.0 UTILITY ACCOMMODATION AND ADJUSTMENT FOR COUNTY IMPROVEMENT PROJECTS 4-1
4.1 GENERAL 4-1
4.2 COORDINATION BETWEEN HILLSBOROUGH COUNTY AND UTILITY OWNERS 4-1
4.3 UTILITY RELOCATION PLANS 4-1
4.4 UTILITY RELOCATION AGREEMENTS 4-2
4.5 PERFORMANCE OF UTILITY WORK 4-2
4.6 JOINT PROJECT AGREEMENTS 4-3
4.7 COUNTY CAPITAL IMPROVEMENT AND RESURFACING PROGRAMS 4-3



SECTION 5.0 RIGHTS-OF-WAY ACCOMMODATION STANDARDS AND SPECIFICATIONS..... 5-1

5.1 GENERAL REQUIREMENTS.....5-1

5.2 DESIGN OF UTILITY FACILITIES5-2

5.3 TEMPORARY TRAFFIC CONTROL (TTC)5-3

5.4 UNDERGROUND FACILITY INSTALLATION5-6

5.5 POWER AND COMMUNICATION LINES5-13

5.6 RESTORATION OF RIGHTS-OF-WAY.....5-14

5.7 UTILITY MARKING5-16

5.8 CONTAMINATED SOIL5-16

5.9 GOVERNMENTAL SURVEY5-16

SECTION 6.0 RIGHTS-OF-WAY USE FEES 6-1

6.1 GENERAL REQUIREMENTS.....6-1

6.2 FEE EXEMPTIONS.....6-1

6.3 STANDARD PERMITTING PROCESS AND SCHEDULED PERMIT SITE VISITS6-1

6.4 REGISTRATION FOR PLACING OR MAINTAINING COMMUNICATION FACILITIES IN PUBLIC RIGHTS-OF-WAY6-2

6.5 FEE STRUCTURE.....6-2

APPENDICES

- APPENDIX A: DEFINITION OF TERMS**
- APPENDIX B: REFERENCED DOCUMENTS**
- APPENDIX C: HILLSBOROUGH COUNTY RIGHT-OF-WAY USE PERMIT APPLICATION**
- APPENDIX D: HILLSBOROUGH COUNTY ROAD CLOSURE, LANE CLOSURE & SOCIAL EVENT APPLICATION & PERMIT**
- APPENDIX E: UTILITY RELOCATION SCHEDULE**
- APPENDIX F: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT NOTICE OF VIOLATIONS**
- APPENDIX G: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT CITATION**
- APPENDIX H: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT STOP WORK ORDER**
- APPENDIX I: HILLSBOROUGH COUNTY LANDSCAPE MAINTENANCE AGREEMENT**



- APPENDIX J: PROJECT SIGN**
- APPENDIX K: TYPICAL ROADWAY RESTORATION DETAILS**
- APPENDIX L: DENSITY TESTING SCHEDULES**
- APPENDIX M: TRENCHLESS CROSSING STANDARDS**
- APPENDIX N: BRIDGE ATTACHMENT STANDARDS – PART A CORROSION CERTIFICATION GUIDELINES**
- APPENDIX O: AUTHORIZATION LETTER TO ACT AS AGENT FOR PERMITTEE**
- APPENDIX P: SAMPLE PERFORMANCE AND INDEMNITY BOND**
- APPENDIX Q: SAMPLE CERTIFICATION OF COMMUNICATION SERVICE PROVIDER**
- APPENDIX R: ANNUAL GENERAL USE PERMIT AGREEMENT**
- APPENDIX S: ANNUAL GENERAL USE PERMIT APPLICATION**
- APPENDIX T: EXAMPLE AGUP ACTIVITY NOTIFICATION**
- APPENDIX U: HILLSBOROUGH COUNTY ORDINANCES**
 - HILLSBOROUGH COUNTY ORDINANCE NO. 92-22
 - HILLSBOROUGH COUNTY ORDINANCE NO. 03-29
 - HILLSBOROUGH COUNTY ORDINANCE NO. 04-36



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Richard Ake, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an ordinance adopted by the Board at its meeting of June 16, 2004, as the same appears of record in Minute Book 337, of the Public Records of Hillsborough County Florida.

WITNESS my hand and official seal this 22nd day of June 2004.

RICHARD AKE,
CLERK OF CIRCUIT COURT

By: Miguel O. Diaz
Deputy Clerk



APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]
Assistant County Attorney

APPENDIX V: FEE SCHEDULE

APPENDIX W: MAJOR VS. MINOR DEVIATIONS



- APPENDIX X: SMALL PATCH REPAIRS**
- APPENDIX Y: ACCESS PERMIT APPLICATION**
- APPENDIX Z: SUBMITTAL TRACKING REQUEST FORM**
- APPENDIX AA: RECONSTRUCTION SUBMITTAL FORM**
- APPENDIX BB: MODIFICATION SUBMITTAL FORM**
- APPENDIX CC: NOTIFICATION OF WARRANTY COMMENCEMENT**
- APPENDIX DD: EXAMPLE CROSS SECTION & PLAN VIEW**



SECTION 1.0 GENERAL POLICY ON UTILITY ACCOMMODATION AND RIGHTS-OF-WAY USE

1.1 PURPOSE, AUTHORITY, SCOPE OF REGULATIONS, AND BASIS OF STANDARDS

- 1.1.1 Purpose of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual: The purpose of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual is to define the policies and standards of Hillsborough County for accommodation of new private and public projects, installations, the relocation of existing utilities and maintenance work within the County's public rights-of-way. This manual outlines procedures used to regulate the permitting, location, manner of installation and adjustments of these projects, utility facilities and other installations along or across any rights-of-way under the jurisdiction of Hillsborough County. By providing an outline of the permitting procedure, the process of obtaining a Rights-of-Way Use Permit can be streamlined, reducing costs to both the County and to the Permittee.
- 1.1.2 Authority to Regulate: It is the role of Hillsborough County to construct, maintain and operate all of its facilities such as roadways, water, wastewater, reclaimed water, and stormwater facilities, and any other County appurtenances within the County in a safe and efficient manner. It is the County's responsibility to manage the County owned rights-of-way and to regulate and observe the installation and maintenance of all utility systems, both private and public projects, within the jurisdictional area of Hillsborough County. Included in this role is the authority to govern and observe the location and manner of installation of utility systems and the relocation of said facilities and the location of existing private and public projects, when necessary, to accommodate County improvement projects as authorized by Hillsborough County Ordinance 92-22 (refer to APPENDIX T) and Chapter 337.401 through 337.404 of the Florida Statutes. This management of the County's rights-of-way is accomplished through the Development Services Department (DSD), the Rights-of-Way Use Permit process as defined under the Permits and Licensing Section under the Services Tab on www.hillsboroughcounty.org, and the requirements and standards defined in this manual.
- 1.1.3 Scope of Regulations: Utilities and other installations, whether public or privately owned, firms or individuals will be required to comply with the provisions of this manual when installing facilities within the rights-of-way. As part of this compliance, a Rights-of-Way Use Permit may be required prior to the start of any work in the County rights-of-way. The permit requirements are defined in Section 1.2 and Section 2.0. Failure to adhere to these requirements is a violation of Hillsborough County Ordinance 92-22 and may lead to the Permittee being penalized.
- 1.1.4 Basis of Standards: The policies and standards contained within this manual have been established after review of standards, codes, and practices of other government agencies, recommendations of national roadway, public works and utility publications concerned with utility accommodation policies and national standards and codes governing utilities. The provisions are further based on prior experience of the County in its utility permit operations and the judgment of the County's engineers as to adequate and proper design, construction and operation practices. These standards and policies are in conformance with other standards under which the County operates and are considered reasonable requirements for the protection of the public interest in accommodating utilities within the County's rights-of-way.



1.2 REQUIREMENT OF PERMITS

- 1.2.1 General: Prior to the start of any work activity within or over the rights-of-way, the Permittee shall be required to obtain written, electronic mail, fax, or phone authorization from the County. If phone authorization is given it will be documented by the County. This requirement is satisfied through the notification submittal and approval of a Rights-of-Way Use Permit or an Annual General Use Permit (AGUP), hereinafter referred to as "AGUP." Refer to APPENDIX C, APPENDIX R, and APPENDIX T for permit application, AGUP, and electronic mail example of activity notification. This applies for all initial installations, maintenance and those relocations required for accommodation of County projects. The utility agencies will be required to pull associated Capital Improvement Program (CIP) permits for County projects. In addition, a Temporary Traffic Control (TTC) permit is required when traffic is impeded in any way, shape or form, or for any work done within 15 feet from the edge of the roadway. Since permits are issued on the affected road, any work lasting longer than two hours on that road requires a TTC permit. However, if the work takes less than two hours (per site), no permit is needed. All emergency work requires a TTC application permit after the fact or within 24 hours of the occurrence, whichever comes first. In addition, if such application for TTC permits is made, meaning traffic must be disrupted (lane closure or lane shift) to perform the proposed work, a TTC plan must be submitted with the Rights-of-Way Use Permit application or AGUP notification for approval by the County.
- 1.2.2 Compliance with County Standards: The required standards and specifications for utility installation and rights-of-way restoration are contained in Section 5.0 of this manual. These standards attempt to cover the majority of situations which will occur, however, there may be times when modifications to these standards will be necessary. Consequently, each Use Permit application will be reviewed by the County on its own merit with regard to its impact on available rights-of-way, on present and future County projects, and future required maintenance.
- 1.2.3 Protection of Existing Roadways, County Facilities, Landscaping, and the Public
- 1.2.3.1 To maintain minimum horizontal and vertical clearance from existing facilities, it is the policy of the County that the Permittee be responsible for identifying a facility alignment which will not cause damage to existing facilities during installation and is acceptable to the County. This is done to assure that the free flow of roadway traffic is not unduly impaired and that the utility installation does not prevent the County from maintaining the roadway and its associated appurtenances or other utilities from maintaining their facilities. In the event insufficient space is available outside the paved roadway and a utility facility must be installed under an existing roadway surface or crossing an existing roadway surface, the Utility owner must submit to the County as part of the Use Permit package, and receive approval of a TTC plan and details for the proposed restoration of the disturbed roadway. These additional submittals will become a part of the approved permit and shall be strictly adhered to.
- 1.2.3.2 All rights-of-way disturbed by the installation or modification of any facility must be restored in accordance with Section 5.0 of this manual. All restoration, including the replacement of trees and landscaping, must be clearly defined with the permit application. The disfiguring of trees or landscaping of any scenic value by indiscriminate cutting or the use of herbicides shall not be permitted. The necessary trimming or cutting of trees by utility companies in the interest of Public Safety or continuity of utility service will be allowed provided the work is performed in accordance with requirements of the Hillsborough County Land Development Code's Natural Resources and Landscaping Regulations. Trees and landscaping damaged by



facility installation must also be properly trimmed or replaced in accordance with Hillsborough County Ordinance 92-22 (refer to APPENDIX T).

1.2.4 Construction Information Signs

1.2.4.1 Companies wishing to perform work in the County's rights-of-way longer than two months in duration and/or longer than 1/4 mile in length, shall install a minimum of two project signs, one at the beginning and one at the end of construction or within 500 feet of the location of the work to inform the Public (refer to APPENDIX J). For construction projects that include more than one street, additional project signs may be required. The placement of construction information project signs shall be in compliance with Florida Department of Transportation (FDOT) Traffic Control indices.

1.2.4.2 For County construction projects, construction signs will be required if the Permittee is in the rights-of-way for duration longer than two months in advance of the County.

1.3 POLICY FOR UTILITY AGENCY ACCOMMODATION FOR COUNTY PROJECTS

1.3.1 Utility Relocation: Under the provisions of Florida Statute 337.401 through 337.404 and Hillsborough County Ordinance No. 92-22, the County reserves the right to require a Utility to remove, repair, adjust or relocate any utility facilities installed within the County rights-of-way which the County has undertaken to improve, when said facility constitutes an obstruction or interference with the construction or maintenance of County projects, including but not limited to roadways, sidewalks, signals, stormwater, potable water, reclaimed water and wastewater facilities. County improvement projects will be updated and available on the County website, www.hillsboroughcounty.org. For procedures related to utility coordination refer to the "Hillsborough County Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way" manual. All Utilities using the rights-of-way are required to respond to the County's notification of proposed projects in sufficient time to assure removal or relocation prior to the commencement of the County construction project unless approval is otherwise granted by the County. The Utility may be held liable for any damage or additional costs of construction incurred by the County from delays caused by the failure of the Utility to relocate within the time designated by the approved Use Permit and Utility Relocation Schedule. A copy of the Utility Relocation Schedule form is contained in APPENDIX E.

1.3.2 Failure to Comply with Permit Procedures

1.3.2.1 Failure to adhere to the provisions of the approved Use Permit and this manual shall result in the County issuing a Notice of Violation to the Permittee (refer to APPENDIX F). This notice shall define the violations, and define a time frame for the correction of said violations. Failure to correct the violations within the defined time frame shall result in the issuance of a second notice, the Citation (refer to APPENDIX G). Notice of violations, citations, and stop work orders will be issued by the DSD for the County. The Hillsborough County DSD will utilize County Law and/or Code Enforcement Officers, as necessary in accordance with Hillsborough County Ordinance 92-22. The Citation will define the violations which have been noted and will notify the violator that the matter will be turned over to the Hillsborough County Code Enforcement Board. A notification will be sent to the violator indicating the scheduled hearing date before the Code Enforcement Board.

1.3.2.2 If, in the opinion of the County, the violations are severe and threatening to the safety of the public, a Stop Work Order may be issued in lieu of a Notice of Violation or



Citation (refer to APPENDIX H). A stop work order is to be approved by the County Engineer and will be issued to the Permittee by the inspector or the code enforcement officer for the County. This notice shall be submitted to the Permittee, shall define a time frame for the correction of all violations, and shall clearly state that no further work may be performed until such time as all violations are corrected. Failure to correct all violations within the time frame defined in the Stop Work Order will result in the issuance of a Citation. All procedures previously established will be enforced.

- 1.3.2.3 If an immediate safety issue exists, the County TTC Supervisor or their designee shall inform the utility, or their contractor, to immediately stop work and correct the violation. For all other safety risks, a Stop Work Order will be issued describing that all work must cease until all safety violations are corrected. If the violations are not corrected immediately, the County may, by Florida Statutes, correct these violations by means of an approved contractor, if required, or with its own forces. The violator will then be liable for all costs incurred by the County. The County is not responsible for any costs incurred by the Utility owner and other entities, public or private, by their occupying, relocating, maintaining or working within the County's rights-of-way.

1.4 VIOLATIONS AND PENALTIES

- 1.4.1 A violation is considered any activity conducted within the rights-of-way that is contrary to the requirements of the approved Use Permit, the Utility Accommodation Guide and Rights-of-Way Use Procedure Manual or Hillsborough County Ordinance No. 92-22. A listing of penalties is provided in Section 10 of Hillsborough County Ordinance No. 92-22.
- 1.4.2 Fines for violations of the approved Use Permit will be assessed by the Code Enforcement Board. The Board will review all available information and consider the severity of the violation before issuing a judgment. The Board will normally issue a ruling ordering the Permittee to correct all noted violations within a specific time period. Fines can be assessed ranging from \$250.00 per day, for a first time offender, to \$500.00 per day, for a repeat offender, for failure to correct the violation within the specified time frame.
- 1.4.3 Fines issued by the Code Enforcement Board do not relieve the violator of other liabilities associated with failure to adhere to the requirements of the approved Use Permit and this manual. Depending on the severity of the violation, the County may opt to revoke the approved Use Permit and possibly delay the issuance of future permits. In addition, the violator will be liable for any delay claims associated with the failure to relocate facilities within the time frame specified by the Utility Relocation Schedule when the project affects a County improvement project.
- 1.4.4 The following list provides examples of some of the violation types that the County may assess for non-compliance issues:
- 1.4.4.1 Failure to notify Sunshine State One-Call of Florida notification system prior to excavation
 - 1.4.4.2 Failure to provide, if requested, a copy of the Construction Bond
 - 1.4.4.3 Failure by, an excavator, to properly notify the owner of a damaged facility
 - 1.4.4.4 Installation of new underground facilities which create a conflict with existing underground facilities, either without approval by permitting agency or without taking measures to protect the maintenance or operation of the existing facility as may be required
 - 1.4.4.5 Engaging in horizontal directional drilling without the ability to monitor the location of the bore head or equivalent equipment



- 1.4.4.6 Failure by Permittee to maintain record drawings
- 1.4.4.7 Failure to restore the rights-of-way in accordance with the Rights-of-Way Use Permit and the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual
- 1.4.4.8 Failure to properly notify the County of proposed new construction, emergency work (24 hours after), or scheduled maintenance work.

1.5 LICENSED CONTRACTORS

- 1.5.1 Any and all work performed in the County's rights-of-way shall be performed by a Contractor appropriately licensed by the State of Florida or by Hillsborough County and all applicable Rights-of-Way permits shall be obtained by the current facility owner or their representative. All contractors doing work within Hillsborough County should register with County Contractor Licensing and are responsible for keeping that information correct and up-to-date. In lieu of registering with Contractor Licensing, a contractor may provide certified copies of all licensure and insurance documentation to the Permittee to be included with the permit application. In the latter case, that documentation will still be subject to review by Contractor Licensing. For trades that are not regulated by Hillsborough County, the contractor performing such work must be subcontracted to a contractor licensed by Hillsborough County.
- 1.5.2 Exemptions from Licensed Contractors Requirements
 - 1.5.2.1 Utility requirement for having work done by a licensed contractor (Section 1.5) may be waived in the cases listed below. At no time shall such a waiver exempt the Permittee from remaining totally responsible for complying with this manual and all pertinent standards and statutes (refer to APPENDIX O).
 - 1.5.2.2 A property owner, self-contracting work, may extend certain types of work into the rights-of-way adjacent to that property without obtaining the services of a licensed contractor. This waiver shall be limited to:
 - a) Driveways and driveway aprons
 - b) Sidewalks
 - c) Irrigation (sprinkler) systems
 - d) Mail box installation (consistent with US Postal Service standards)
 - e) Landscaping
 - 1.5.2.3 A utility company may perform work on its own infrastructure within the rights-of-way without obtaining the services of a licensed contractor. This waiver does not apply to subcontracted work.
 - 1.5.2.4 In response to a declared emergency, a utility company may have work performed on its own infrastructure within the rights-of-way by other, like utility companies authorized by the utility Permittee, without obtaining the services of a licensed contractor. This waiver does not apply to subcontracted work.
 - 1.5.2.5 Law Enforcement, emergency responders, and licensed professionals carrying out activities common to their respective professions may work within the rights-of-way without obtaining the services of a licensed contractor. However, if that work involves any sort of excavation, subsurface exploration, construction or any other work that would not be common for the profession or that could imperil existing infrastructure, then a licensed contractor would be required.

1.6 AUTHORIZATION TO OBTAIN PERMIT

Utility companies, or other users of the rights-of-way, may authorize a contractor or another company to obtain its Rights-of-Way Use Permit. The company or other users authorizing others



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

to obtain a Rights-of-Way Use Permit shall remain totally responsible for complying with this manual and all pertinent standards and statutes. (Refer to APPENDIX O.)



SECTION 2.0 TYPES OF RIGHTS-OF-WAY USE PERMITS

2.1 GENERAL INFORMATION

- 2.1.1 In order to regulate and monitor activities performed within the rights-of-way, the County has established a permitting system, which requires the Permittee to submit for a Rights-of-Way Use Permit or an Annual General Use Permit (AGUP). A Temporary Traffic Control (TTC) Plan must be submitted (if required) prior to the start of work. A Rights-of-Way Use Permit will be required for all utility construction project activities not listed in an AGUP.
- 2.1.2 The County must be notified of all activities conducted within the rights-of-way under the AGUP. The requirement of a TTC plan depends on the time necessary to complete work in the Rights-of-Way and depends on the distance from the edge of pavement. The County shall be notified of all AGUP activities including excavation, maintenance (such as routine maintenance, tree trimming, line cleaning, etc.), and modifications to existing facilities performed within the rights-of-way. The only exception to this notification requirement is for general maintenance of landscaping. AGUP activity notifications will be completed via electronic mail, fax, or phone.
- 2.1.3 The County will require a permit when Subsurface Utility Locating (SUE) is performed by methods of excavation or digging to locate a utility. A permit will not be required for non-intrusive methods. For example, metal or electronic techniques will not require a permit, however vacuum or digging and excavation will require a Rights-of-Way Use Permit. When Subsurface Utility Locating (SUE) is performed in unpaved areas, the area shall be restored with clean fill material (no rocks) and compacted in 12-inch lifts. In paved areas, the hole shall be backfilled and compacted in lifts to an elevation 12 inches below finished grade and the final 12 inches shall be filled with cement.
- 2.1.4 The County will require a permit for any new installations within platted-unmaintained County rights-of-way, and will not be accepted as an activity under an AGUP.
- 2.1.5 For any work conducted within the rights-of-way, with the exception of emergency repairs, the owner must notify the County (contact person listed on approved Use Permit) at least two business days prior to the start of work. In addition, the Permittee must provide the County a 24 hour telephone number in case of emergencies. The name and telephone number of a person or persons who can be contacted during normal business hours shall also be provided. Should the activity be considered an emergency, the TTC Plan requirement may be waived, but the owner must contact the Development Services Department (DSD) as soon as possible, prior to, or after the start of work. Notifications before and after work are only required for work that is greater than 48 hours and for those less than 24 hour require notification only at the start of work. Emergencies between 10pm – 6am will not require County notification; however, restoration of the rights-of-way, if necessary, will require County notification. During emergency repairs, the owner is responsible for the safety of the job site. If a planned maintenance activity will disrupt the flow of traffic for any period of time, a TTC plan must be submitted to and approved by the County.

2.2 USE PERMIT FOR NON-COUNTY OWNED FACILITIES OR INSTALLATIONS

A Use Permit is required when an individual or a Utility owner wishes to install non-County owned facilities within County rights-of-way. For these types of installations, the Permittee must identify and locate (by all available means of information such as Sunshine One Call, record



drawings, and/or as-built drawings) all other affected existing utilities within the specific rights-of-way and confirm (with assistance from the County) that no County improvement projects are proposed. The County will provide the utility agencies with access to the Capital Improvement Program (CIP) database that will provide long range planning schedules. The County will provide the utility agencies with proposed project information, project scope and limits of construction (to and from streets). Additional proposed project information shall be obtained from the County project manager. The County CIP work schedule will be updated monthly on the Project Information Management System (PIMS) website found at www.hillsboroughcounty.org. On specific CIP projects where there is a potential conflict, the County may require the utilities to verify their own existing location within the rights-of-way by three-dimensional methods. Once this investigation has been concluded, an alignment can be established and the project permit approved if in the opinion of the County the installation does not endanger the roadway surface or constitute a hazard to the public. The County may assign a particular corridor or alignment to a utility or utilities if there are conflicts amongst utilities or future County improvement projects planned.

2.3 USE PERMITS FOR INFRASTRUCTURE TO BE DEDICATED TO THE COUNTY

As part of commercial or residential site development projects, the Developer or their agent is required to obtain a Use Permit for the installation of infrastructure improvements within the existing rights-of-way. Since these facilities are to be dedicated to the County for ownership and maintenance, construction plans and facilities installations are to conform to the requirements of this manual; to the latest version of the Hillsborough County Land Development Code (LDC); and to the latest editions of the Associated Technical Manuals, including the Transportation Technical Manual for Subdivisions and Site Development Projects; the Water, Wastewater and Reclaimed Water Technical Manual; and the Stormwater Management Technical Manual. A list of related reference manuals is included in APPENDIX B. Should the proposed installation affect a proposed County improvement project, the Permittee must also adhere to the requirements of Section 4.0 of this manual. All other utility work within the County rights-of-way required for development of the site are to conform to the rights-of-way permitting procedures.

2.4 USE PERMITS FOR THE RELOCATION OF UTILITY FACILITIES TO ACCOMMODATE COUNTY IMPROVEMENT PROJECTS

- 2.4.1 To facilitate the construction of proposed County improvement projects, the County may require Utility owners to relocate existing facilities within the rights-of-way. The County Project Manager and/or Designer will coordinate with the Utility owners to identify corridors or areas for possible utility relocation in accordance with the "Hillsborough County Utility Coordination Procedures for Hillsborough County Construction Projects within County Rights-of-Way." A Use Permit application, if required, along with a Utility Relocation Schedule, and the required copies of the project plans must be submitted and approved prior to the start of any relocation activities. No fees will be assessed for these types of permits.
- 2.4.2 It is the responsibility of the Utility owner to adhere to the approved work schedule identified in the Utility Relocation Schedule. Failure to adhere to the schedule may result in the Utility being found in violation of County Ordinance No. 92-22 (refer to APPENDIX T). A copy of the Hillsborough County Utility Relocation Schedule is contained in APPENDIX E.



2.5 USE PERMITS FOR ACCESS CONNECTIONS

- 2.5.1 A Use Permit is required when an owner wishes to provide access to a property adjacent to the County rights-of-way. The types of access connections and the requirements for obtaining a permit are described in the Hillsborough County Access Management Regulations of the LDC. The owner must conform to all procedures, standards, and maintenance responsibilities defined in the Access Management Regulations of the LDC and this manual. When drainage facilities are required, the Permittee must furnish design documentation and record drawings showing that the facilities have been installed at the proper elevation.
- 2.5.2 Please be advised that the County does not recommend the use of decorative material (such as brick pavers, turf block, etc.) within the rights-of-way for driveways or sidewalks.
- 2.5.2.1 Use of Pavers: When a driveway permit application indicates the intention to use pavers, the following language is added to the permit conditions:
- 2.5.2.2 “Please be advised that the County does not recommend the use of decorative material (such as brick pavers, turf block, etc.) within the rights-of-way for driveways or sidewalks. Decorative materials shift due to various external factors such as high groundwater levels, heavy loads, etc., and this material shift may result in the driveway or sidewalk not meeting the American Disability Act (ADA) and/or Florida Department of Transportation (FDOT) standards. In the event the permit applicant chooses to install a decorative material, the permit applicant shall abide by all applicable ADA and FDOT standards and specifications for construction and maintenance. The property owner is responsible for the maintenance of these pavers. Please be advised that this approval for such materials does not preclude the County or other rights-of-way users in the future from replacing these decorative materials with standard construction materials such as asphalt and/or concrete. Any installation of pavers must be in compliance with ADA standards (no exceptions). Architectural pavers must comply with Section 526 of FDOT “Standard Specifications for Road and Bridge Construction.”

2.6 USE PERMIT FOR LANDSCAPING

Any individual landscaping projects within the rights-of-way will require a Rights-of-Way Use Permit. All work must conform to the Hillsborough County LDC’s Natural Resources and Landscaping Regulations. All maintenance of landscaping within the rights-of-way must conform to the approved Hillsborough County Landscape Maintenance Agreement (refer to APPENDIX I).

2.7 USE PERMIT FOR THE CONSTRUCTION OF COUNTY PROJECTS

A Rights-of-Way Use Permit is required for the construction of County projects. These include all CIP projects, roadway projects, and utility projects within County Rights-of-Way. The contractor for these projects will be responsible for obtaining this permit. The contractor shall submit the required copies of the project plans and the permit application for issuance of the permit.

2.8 ANNUAL GENERAL USE PERMITS

- 2.8.1 The purpose of the AGUP is to facilitate and expedite typical day-to-day maintenance and new construction activities that meet County standards for minimal impacts. The AGUP is intended to help utilities provide new service to customers in a timely manner while still providing proper notification to the County.



- 2.8.2 All AGUP work performed shall be in compliance with the AGUP and this Utility Accommodation Guide and Rights-of-Way Use Procedures Manual. This agreement shall be signed by the County and the Utility Agency. AGUP is given for work activities or utility poles 24 inches and less in diameter at ground level that is more than two feet from the back of curb (BOC) or five feet from the edge of pavement if no curb exists. An AGUP is issued by the County for certain routine activities, and may be issued or renewed for periods up to one year. These approved activities will be listed in the AGUP to be used for reference in the notification to the DSD. Prior to submitting a notification for an AGUP activity, it is the utility agency's responsibility to notify Sunshine One Call and identify any potential existing utility conflicts. APPENDIX T displays an example of an activity notification.
- 2.8.3 The AGUP may be terminated and/or revoked by Hillsborough County in the event that the Permittee violates any provisions contained herein or fails to promptly correct such violation within five days after written notice from the County, or fails to complete corrections within a reasonable time after such notice, as determined by the County.
- 2.8.4 The Utility must notify the County DSD, via phone, electronic mail, or fax the attached notification, of its intent to begin AGUP activities. Phone notification will require a follow-up hardcopy electronic mail or fax notification within 24 hours of beginning an AGUP activity. Each notification must include the AGUP number, the activity number as listed in the AGUP, the specific date of the activity, and the project limits/description of activity to include beginning and end construction locations, and the duration of the activity. When an activity and restoration is complete, the County may schedule a final inspection for the work performed. The County will schedule final inspections for AGUP activities as required. If a final inspection is not conducted the warranty period will begin 12 months from the notification date.
- 2.8.5 Unless the Utility provides, and the County approves, a written request for a time extension, every AGUP activity must be complete and final within 30 calendar days of notification submittal. The County AGUP fees will be based upon a flat fee of the total service area of unincorporated Hillsborough County serviced by the utility agency.
- 2.8.6 All operational standards for the AGUP shall follow the "Utility Accommodation Guide and Rights-of-Way Use Procedure Manual" standards and specifications as applicable in performing AGUP work activities.
- 2.8.7 Any work within 15 feet of the edge of travel way but not closer than two feet from the edge of travel way will not require a TTC Permit if the work period is for two or less hours. However, if a crew is working at a site for two hours, takes a break, and then returns to the site and continues to work for any additional hours, a TTC permit will be required. Also, if a crew is working on various sites on the same roadway for a period that exceeds two hours then a TTC permit will be required. All work within two feet of the travel way will require a TTC permit. All work done must have proper TTC based on FDOT Standard Indices, regardless if a permit is required.
- 2.8.8 During the initial non-permitted two hours, the crew will be required to install proper TTC based on the FDOT Standard Index 600. All work done within the roadway or within 15 feet of the edge of travel way must have proper TTC based on FDOT Standard Indices, regardless if a permit is required. Failure to comply with this will result in immediate stoppage of all work.
- 2.8.9 The County reserves the right to approve or deny any AGUP application and also has the ultimate decision-making authority regarding existing or new facilities. Decisions on AGUPs are made at the sole discretion of the County, and the County's decisions are final.



2.9 USE PERMITS FOR LARGE FACILITIES

The installation of large facilities will require an application and the granting of a Supplemental Large Facilities Permit (SLFP). Large facilities are defined as facilities which when installed will exceed 75 feet in height or poles greater than 24 inches in diameter at the ground line. The requirements, criteria, and exceptions for an SLFP are described in the Hillsborough County Ordinance No. 03-29 and is included in APPENDIX T. A SLFP application may only be approved by the Board at a Public Hearing.



SECTION 3.0 PERMITTING PROCEDURES

3.1 APPLICATION PROCEDURES

- 3.1.1 All work conducted within the rights-of-way, with the exception of those activities outlined in Section 2.1, must be permitted. Permitting is accomplished through the issuance of a Hillsborough County Rights-of-Way Use or Annual General Rights-of-Way Use Permit. These permits are issued by the Development Services Department (DSD) including those for development projects. For Annual General Rights-of-Way Use Permitting Procedures refer to Section 2.8 or refer to the Permits and Licensing Section under the Services tab of the County's website, www.hillsboroughcounty.org. Prior to the start of any work requiring a Rights-of-Way Use Permit, the Permittee must contact the Hillsborough County DSD and the Hillsborough County Public Works Department (PWD) to determine if the proposed installation will be affected by any proposed development or County Improvement Program (CIP) projects. This information will be provided to the Permittee for inclusion on the Rights-of-Way Use Permit. In addition, should the proposed work have the potential for disrupting traffic, the Permittee will be required to submit a Temporary Traffic Control (TTC) Plan with the Rights-of-Way Use Permit application.
- 3.1.2 All submittals will require one digital copy of the completed Use Permit applications along with the appropriate digital construction drawings. Use Permit applications for proposed installations, landscaping or access connections not affecting a proposed County improvement project will require the inclusion of one digital copy set of construction drawings. Applications for installations affecting a CIP project must contain one digital copy set of construction drawings. Use Permit applications for the installation of water, wastewater, reclaimed water, and stormwater facilities to be dedicated to the County must include one digital copy set of construction plans or shall follow the established procedures for subdivision and site development review. Should a TTC Plan be required, one digital copy of the proposed plan should be included with the Use Permit application. On a case-by-case basis, a hard copy set may be submitted in lieu of a digital copy for required submittals. In addition to the submittal of construction drawings to the County, the Permittee must also submit drawings to all other affected Utilities for review. The Permittee or their contractor must obtain and provide a letter of "NO CONFLICT or NON-INVOLVEMENT" from all applicable private utilities or governmental agency facilities that might be located within the area of concern. If the proposed utility is within the City of Tampa Water, Sewer, and Reclaimed Water Service Area, the Permittee must provide a copy of a "NO CONFLICT or NON-INVOLVEMENT" letter from the City of Tampa as part of the permit submittal. Utilities shall respond to no conflict requests within seven business days upon receiving letter of "NO CONFLICT or NON-INVOLVEMENT." If no response is sent from the utility owner by seven business days, then the request will be deemed as a NO CONFLICT or NON-INVOLVEMENT response. The letter shall be sent by standard mail, electronic mail, or fax describing the project. It is the responsibility of the Permittee to display positive proof of receipt notification.
- 3.1.3 All submittals proposing water or sewer connections shall require a copy of the approved connection authorization from the utility owner. All submittals proposing tree removal shall require a copy of the Natural Resources approval letter.
- 3.1.4 Additionally, prior to performing any work, every contractor shall be bonded and proof of existing performance and Indemnity Bond (See APPENDIX P for a sample) shall be furnished upon request.



- 3.1.5 For Communication Service Providers, a copy of the State license/certification must be submitted to the County (refer to APPENDIX Q for a sample letter/certification). The Communication Service Provider is responsible for re-submittal of the State license/certification upon expiration, or once every two years at a minimum.

3.2 PERMITTING PROCEDURES FOR DEVELOPERS

The developer will submit a permit package to the DSD. At a minimum, the permit package shall include the use permit application with the developer plan(s). Additional information may be required on a case by case basis. The DSD will review the permit package for completeness and log it into the County system. If the package is 100 percent complete, then the DSD will forward it to the appropriate department(s) for review and comment if needed. They will review the application and developer plans and either request additional information, approve, or deny the permit. They will then return the permit package to DSD who will then forward the request for additional information, issue, or deny the permit and return it to the applicant. Permits issued by the DSD will contain the address, telephone number, and contact information for the DSD. If the permit is denied, the reason for the denial will be provided to the applicant.

3.3 PERMITTING PROCEDURES FOR LARGE FACILITIES

- 3.3.1 The permit package for large facilities, designated as a Supplemental Large Facilities Permit (SLFP) on the Rights-of-Way Use Permit application, shall be submitted to the DSD. The permit package shall include all the elements required for a standard Rights-of-Way Use Permit. In addition, an analysis shall be submitted of alternative routes or locations that document the relative superiority of the proposed route or location with respect to the minimization of the extent of the adverse effects on surrounding residential development, parks, and historic properties.

- 3.3.2 The DSD will review the SLFP permit application package for completeness and either request additional information or begin processing the permit. DSD will be the lead department in processing the permit. DSD will also review the package and forward the SLFP application package to the Hillsborough County City-County Planning Commission Staff with a request that their staff analyze whether the proposed installation is consistent with the Comprehensive Plan. DSD will coordinate with other Departments, as required. All comments shall be forwarded to the DSD. The DSD will then compile the review comments and recommendations and prepare the agenda for the public hearing and Board review. DSD shall notify the permit applicant of the public hearing date. This notice must be far enough in advance to allow for the 14 days required by the applicant for publicizing the public hearing. The Board of County Commissioners will approve or disapprove the permit, or may request additional information and public meetings as required to address the public's interest before final approval. Upon approval, the DSD will issue the SLFP.

3.4 ALL OTHER RIGHTS-OF-WAY USE PERMIT APPLICATION SUBMITTALS

The permit applicant will submit the Rights-of-Way Use Permit package for review to the DSD. The DSD will issue or deny the permit and return to the applicant.

3.5 CONSTRUCTION DRAWINGS

- 3.5.1 As part of the permit package, construction drawings are required. It is the County's preference that construction drawings be drawn to scale. In the event drawings are not to scale, the following minimum requirements should be adhered to: Construction drawings shall include a plan view of



the proposed installation, show an offset from the centerline of the proposed utility installation to a fixed reference line, include the roadway rights-of-way and pavement width, distance from edge of pavement to the proposed utility, and the distance to the nearest intersecting roadway on both ends of the proposed installation. The drawing must have information regarding materials to be used, pipe or conduit size with wall thickness, use of line (power with voltage, gas with maximum allowable operating pressure, etc.), minimum depth of cover of the line, and other pertinent details. An example of a plan view drawing can be found in APPENDIX CC. One or more typical cross-sections, as required, shall be shown to adequately reflect the location of the facility. An example of a cross section drawing can be found in APPENDIX CC. All known private and public owned existing utilities must be shown, including proposed County facilities, in the drawings. In addition, all proposed County facilities known by means of design plans at the time of the permit application shall be included in these drawings. However, if only aerial facilities requiring no additional poles are involved, then only aerial facilities need be shown on the permit drawing. If overhead or underground facilities involve only one side of the rights-of-way, then only involved utilities on that side of the rights-of-way need to be shown on the permit drawing. Existing trees with trunk diameters of 5 inches and greater DBH (trunk measurement at 4.5 feet above grade) and located within 10 feet of proposed rights-of-way improvements must be shown on the drawings. In all cases, the applicant shall list all rights-of-way users on the permit form and notify each by copy of the permit drawing. It is desirable that a simple key map showing the location of this proposed facility be included either on the sketch itself, or as a separate key map sketch to assist all concerned with the general location of the installation. In the case of a facility to be dedicated to Hillsborough County, Construction Plans must be submitted adhering to the requirements of the Hillsborough County Land Development Code (LDC) and the latest editions of the associated technical manuals, the “Water, Wastewater and Reclaimed Water Technical Manual”, and the “Stormwater Technical Manual”. Drawing standards of the County Department accepting the facilities for maintenance and ownership shall be used for preparation of the design and permit application.

- 3.5.2 When drawings are prepared for utility adjustment/relocation to accommodate a County improvement project, one hard copy set and one digital copy set of drawings shall be prepared on plans supplied by the County. The proposed facilities must be clearly shown on both the plan and the profile views and shall be referenced to the centerline of construction. Distances from the proposed reference line should be regularly indicated. Any deflections from the general alignment shall be clearly defined. One additional hard copy set and digital copy set of reduced sized drawings must be prepared in accordance with the requirements outlined in the above paragraph. Should a roadway crossing be required, details of the crossing must be included. Installation requiring pavement reconstruction must contain pavement restoration details.

3.6 REVIEW PROCESS

- 3.6.1 The Use Permit application, a TTC Plan (if required), and the appropriate permit fee must be submitted to the DSD where the permit submittal date will be recorded and the application will be reviewed for completeness. Provided all aspects of the application have been correctly completed, the Use Permit will then be processed for review.
- 3.6.2 The type of facility to be installed and whether or not the installation could affect a proposed County improvement project will determine the type of review the Rights-of-Way Use Permit application will receive. All Rights-of-Way Use Permit applications involving the installation of non-County owned facilities will be reviewed by the Hillsborough County PWD and/or the Hillsborough County Public Utilities Department as the case may be. All applications will be



reviewed to preserve and protect the existing County infrastructure, including but not limited to roadways, stormwater systems, water, wastewater, and reclaimed facilities. All applications will be reviewed for alignment control, protection of existing roadways and proposed restoration of the right-of-way. Restoration performed in the right-of-way will be completed with as like or better conditions. Those applications involving facilities to be dedicated to the County will be reviewed by the Hillsborough County DSD for compliance with the Hillsborough County LDC and the latest editions of the associated technical manuals, the “Water, Wastewater and Reclaimed Water Technical Manual”, and the “Stormwater Technical Manual”. Should any proposed facility potentially be affected by a proposed County improvement project, the County Project Manager assigned to that project shall be consulted prior to approval of the permits.

- 3.6.3 The County will review the permit, construction drawings, and TTC plan for compliance with County standards. Any additional requirements deemed necessary will be noted on the permit and will be considered part of the permit requirements. The review comments or the approved permit will be available to the Permittee within 14 calendar days of the submittal date. The exception to this may be a permit application affecting a County improvement project. Depending on the complexity of the improvement project and the level of pre-application coordination between the Permittee and the County Project Manager, additional time may be required. Installations requiring an attachment to a County bridge or structure must also be reviewed by the County Bridge Engineer and may require up to 30 days for review.
- 3.6.4 In the case that a submitted application does not comply with any or several Hillsborough County Ordinances or regulations, a letter of Request for Information (RFI) will be issued in order to assist the applicant in correcting or supplying the information needed to bring their permit request into compliance. Failure to respond within 30 calendar days of the issuance of the RFI letter will result in termination of the original application. The applicant will be required to submit a new application including fees to process any subsequent permit requests.

3.7 REVIEW OF DESIGN EXCEPTIONS

- 3.7.1 By definition, “design” is performed by a design professional. For a Rights-of-Way Use Permit, the initial application may be accompanied by drawings that have not been produced by a design professional. If during the review process an indication that a design exception may be required, then the DSD person performing the review (Reviewer) shall coordinate with the County Engineer, who, per Section 3.9, “will determine if drawings, signed and sealed by a Professional Engineer registered in the State of Florida, are required.” As intended by this sub-section, part of that determination will be the confirmation that a design exception must be obtained.
- 3.7.2 When it has been determined that a design exception is required, the Reviewer shall notify the applicant, in writing, of that determination. That notification should also include the need for the applicant to procure the services of a design professional and the recommendation that a meeting be held with staff prior to submittal of plans (Section 3.9).
- 3.7.3 Review of the permit request will not resume until the design professional submits a formal submittal identifying the exception and providing technical justification for approval of the exception.
- 3.7.4 Upon receipt of a formal request for approval of a design exception, the Reviewer will coordinate the review activities through the County Engineer. The County Engineer may require review and approval from one or more agencies within the County. Final approval or denial will be given by



the County Engineer.

- 3.7.5 If the design exception is approved, then the specific approval will be documented within the text of the permit, including all applicable constraints and conditions. In every case of an approved design exception, the following disclaimer shall be included: “The approval of this design exception is for the specific site and permit, only. This approval does not in any way imply that a subsequent approval will be granted for the same deviation for a different site, or for future work on the same site.”

3.8 REVIEW OF VARIANCES

For the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, a variance is a departure from normal practices for which a design exception is not required, as determined by the County Engineer or their designee. For a Rights-of-Way Use Permit, the initial application may indicate a planned approach that is non-standard, such as the use of pavers for driveways or walkways continuous into the Rights-of-Way. If, in the opinion of the County Engineer or their designee, professionally sealed drawings are not required and that the variance can be satisfactorily addressed with permit conditions, then the Reviewer may approve the permit with those conditions being stated and the variance identified within the permit. The following disclaimer shall also be included: “The approval of this variance is for this specific permit, only. This approval does not in any way imply that a subsequent approval will be granted for the same deviation for a different site, or for future work on the same site.”

3.9 AUTHORITY TO APPROVE

The DSD will have full authority to issue Rights-of-Way Use Permits which are in accordance with this manual and meet the requirements of the review comments for permits in the existing County rights-of-way. Where an installation affects a proposed County improvement project, approval of the Rights-of-Way Use Permit must be given by the County Project Manager assigned to that project. Permit applications for utility attachments to bridges or structures shall also have the approval of the County Bridge Engineer. The County Bridge Engineer will determine if drawings, signed and sealed by a Professional Engineer registered in the State of Florida, are required. It is recommended that a review meeting be scheduled prior to the submittal of plans. All permit applications must be approved by the DSD.

3.10 APPROVAL OF OTHER REGULATORY AGENCIES

Approval of a County Rights-of-Way Use Permit does not relieve the Permittee of the responsibility of obtaining additional permits required by other agencies prior to the start of construction. This includes but is not limited to potential permits required by the Florida Department of Environmental Protection (FDEP), the Hillsborough County Environmental Protection Commission (HCEPC), Southwest Florida Water Management District (SWFWMD), Army Corp of Engineers (ACE), CSX Railroad, and the Tampa Port Authority.

3.11 EFFECTIVE PERIOD OF THE PERMIT

- 3.11.1 The approved Rights-of-Way Use Permit, with the exception of those obtained for access connections, and development projects, shall be in effect for a period of one year from the issuance date. The effective period for a Rights-of-Way Use Permit obtained for the construction of an access connection shall be 180 days. The Rights-of-Way Use Permits for development projects run concurrently with the two-year plan approval period. Failure to commence work within 90 days of issuance of the permit will be cause for revocation unless a time extension to



the permit is granted or is otherwise agreed to by the County. Any request for a time extension must be submitted, in writing, to the DSD for all projects.

- 3.11.2 Permit Extensions: Permit extensions (Rights-of-Way Use Permit, Annual General Use Permit (AGUP) and TTC shall be granted at the sole discretion of the County. The County will consider granting a permit extension on a case by case basis. Generally, a permit extension may be granted when the Permittee shows due cause that the permit will expire because of conditions beyond the Permittee's control. These conditions shall be due to, but not limited to, weather delays, labor issues, material issues, when the work has started but cannot be accomplished by the permit expirations date. Permit extensions shall not be granted if the Permittee will take longer than 60 days beyond the permit expiration date to complete the work. If the above situation occurs, the Permittee will be required to apply for a new permit.

3.12 OBSERVATION OF WORK

- 3.12.1 The County reserves the right to observe all work conducted within the County rights-of-way, as deemed necessary, to determine that the work is in compliance with the Rights-of-Way Use Permit requirements and this manual. In addition the County may request quality control test from an approved testing lab, at the Permittee's cost if deemed necessary. The Utility owner must notify the County at least two business days prior to starting any work unless previously noted. The appropriate contact person is to be identified on the approved Rights-of-Way Use Permit. If the proposed work is associated with a County improvement project, the County Project Manager assigned to that project must be notified at least 48 hours prior to the start of any work. The owner must also notify the County when the installation authorized by the Rights-of-Way Use Permit is complete. At that time a final inspection will be scheduled to ensure that all provisions of the permit have been met and that all areas within the rights-of-way have been adequately restored. All quality control test records (density, etc...) shall be made available to the County upon request.
- 3.12.2 For all large underground installation projects exceeding 2,000 feet, the Permittee or their contractor will be required to hold a Pre-Construction meeting with representatives from the County DSD and all other utilities and entities that might be impacted during or after construction of the work. This will exclude service drops to residential homes. The County holds the right to hold pre-construction meetings for other permits, as necessary.

3.13 PERMIT CLOSURE/RECORD DRAWINGS

- 3.13.1 Upon completion of the work, the Utility owner must complete the Permit Closure Section of the Rights-of-Way Use Permit and submit it along with record drawing plans to the County. The record drawing plans shall show all deviations from the approved alignment.
- 3.13.2 All deviations exceeding the specified tolerances will require County approval. See Sections 5.4.3 and 5.4.4 of this manual for allowed tolerances on alignment deviations. This approval can be granted by the County inspector for installations unaffected by a County improvement project and by the County Project Manager for work associated with a County improvement project. County acceptance, in the form of initials, should be placed next to the noted changes in the record drawing plans.
- 3.13.3 Record drawing plans for those facilities that will be turned over to the County shall meet the requirements of the Hillsborough County LDC and the latest editions of the associated technical



manuals, the “Water, Wastewater and Reclaimed Water Technical Manual”, and the “Stormwater Technical Manual”.

- 3.13.4 Permit close out of an AGUP shall be accomplished by a written statement from the Permittee upon the completion of activities and/or immediately upon expiration of the AGUP. This letter shall certify that all activities performed under and during the term of the AGUP have been accomplished. Restorations of those areas will be certified complete in accordance with the standards and specifications of the AGUP agreement. Upon receiving said certification statement, the County will start the one year warranty period for any and all activities performed under the AGUP and the Permittee will be eligible to apply for a new AGUP permit. Failure to provide said certification statement will cause the Permittee to not receive a new AGUP.

3.14 ACCEPTANCE OF WORK

- 3.14.1 Upon completion of all construction, installations, maintenance, restorations, and submittal of the permit closure section of Rights-of-Way Use Permit a final inspection will be scheduled by the County. Provided record drawing plans and all items meet the requirements of the Rights-of-Way Use Permit and this manual and the Permit Closure Section of the Rights-of-Way Use Permit has been signed by the Permittee and submitted to the County, the project will be considered accepted.
- 3.14.2 Permittee must sign the permit closure section on the permit and submit the completed permit and record drawings to the County. Failure to comply may jeopardize any future permitting.
- 3.14.3 Record drawings for flexible pipe installation, conduits, and cables shall be provided for any horizontal or vertical deviation more than one foot from the approved permit.
- 3.14.4 A detailed sign-off procedure has been implemented to protect the interests of the Utility owner and the County. Specific permit conditions are in place to ensure that all standard and specific conditions have been met during construction. A formal scheduled final field walk-through may be performed on all projects deemed necessary by the County. Additionally, record drawings must be submitted to the County’s field representative (PWD’s Technicians) for review prior to the field final inspection. All record drawings shall be signed by the Permittee.
- 3.14.5 Also, as a follow-up, for warranty purposes, a walk-through with a Utility owner representative may be required prior to the one-year warranty period expiration date. Anything not in compliance with permit conditions shall be corrected by the Utility owner, at the sole expense of the Utility owner, within 30 calendar days of the warranty walk-through.
- 3.14.6 A Utility owner shall guarantee any public rights-of-way which the County determines have been affected or altered by an excavation in the public rights-of-way, or any break or cut in any surface of the public rights-of-way made by such excavator for one year following the date of permit closure. The Utility owner shall take action, where the County deems it necessary, to correct any deficiencies in restoration work within the one year warranty period and shall commence such action no later than five calendar days after receipt of notice from the County, or some other date if specified by the County. In the event that the County is required to complete any corrective actions as a result of an unresponsive Utility owner, said Utility owner shall be liable to the County for any costs incurred by the County.



SECTION 4.0 UTILITY ACCOMMODATION AND ADJUSTMENT FOR COUNTY IMPROVEMENT PROJECTS

4.1 GENERAL

When utilities occupy rights-of-way identified for County improvement projects, it may be necessary for the Utility owner to adjust or relocate their facilities. To determine the extent of work, coordination between the Utilities, the County Project Manager and the Designer must be continuous throughout the project. Upon establishment of work to be performed, the Utility owner shall prepare and submit Utility Adjustment/Relocation plans, a Rights-of-Way Use Permit application (if required pursuant to Section 2.0), a Temporary Traffic Control (TTC) Plan (if required), and a Utility Relocation Schedule to the County detailing the work to be performed and the required time to complete the work. It is the responsibility of the affected Utility to complete the required adjustment/relocation work in accordance with the Utility Relocation Schedule. A detailed description of this process for County improvement projects and Capital Improvement Program (CIP) projects is contained in the latest version of the Hillsborough County “Utility Coordination Procedures for Hillsborough County Construction Projects within the County Rights-of-Way” manual.

4.2 COORDINATION BETWEEN HILLSBOROUGH COUNTY AND UTILITY OWNERS

4.2.1 The coordination between the Utilities and Hillsborough County is a joint effort of all parties involved. A detailed description of coordination procedures between the County and Utility owners is contained in the latest version of the Hillsborough County “Utility Coordination Procedures for Hillsborough County Construction Projects within the County Rights-of-Way” manual. The Designer and/or the Project Manager shall ensure that all affected Utility owners are provided with plans during the design stage. It is the responsibility of the various Utilities to provide the Designer with accurate information detailing the location of the existing facilities. This information will be included as part of the final County construction plans.

4.2.2 While every effort will be made to avoid conflicts with existing utilities, some adjustment or relocation of existing facilities may be necessary. If the County identifies the need for utility adjustment/relocation to accommodate an improvement project, it is the responsibility of the Utility owner to provide adjustment/relocation plans to the Designer.

4.3 UTILITY RELOCATION PLANS

4.3.1 During the design stage of a project, the Utility owner is required to submit proposed utility adjustment/relocation construction plans to the Designer. These plans shall be sufficiently detailed to provide a clear understanding of the work to be performed. Included in these plans shall be the following:

4.3.1.1 Location, length, type, and class of existing, proposed and any temporary facilities.

4.3.1.2 Horizontal and vertical location of proposed facilities in relation to the right-of-way, geometric features, stationing, grades, structures, existing ground, and where applicable, control lines.

4.3.2 Failure to supply the above information may result in these facilities being incorrectly shown or not included on the County construction plans which could result in conflicts during construction for which the Utility may be held liable.



- 4.3.3 On new installations or adjustments of existing utility lines, Utility owners shall make all reasonable efforts to plan for known or planned expansion of the utility facilities, particularly those located underground or attached to bridges. The Utility owner should plan such that the Utility owner minimizes hazards and interference with roadway traffic when additional overhead or underground lines are installed at some future date. The County design Project Manager will approve the relocation schedule. The utility agency will receive a signed copy of the approved relocation schedule. The relocation schedule will be subject to change for that portion of the schedule that is approved to be done concurrently with the construction phase. A detailed description of utility relocation schedule coordination between the County and Utility Owners is contained in the latest version of the Hillsborough County “Utility Coordination Procedures for Hillsborough County Construction Projects within the County Rights-of-Way” manual.

4.4 UTILITY RELOCATION AGREEMENTS

- 4.4.1 In addition to preparing utility adjustment/relocation plans, the Utility owners shall be required to prepare and submit a Rights-of-Way Use Permit application, if required, and a Utility Relocation Schedule. These are agreements in which the Utility owner agrees to adjust/relocate existing facilities, as determined during the Utility Coordination Meetings, to accommodate the proposed County improvement project. It is the responsibility of the Utility owner to adequately determine the number of days needed to perform the required work and to determine when this work can begin. Utilities will be required to adjust/relocate their facilities prior to the issuance of the contract Notice to Proceed unless otherwise approved by the County Project Manager. Should this not be possible, it is the responsibility of the Designer and the County Project Manager to evaluate the time requests of the affected utilities, determine the feasibility of providing the requested time within the duration of the contract and to determine if special provisions to the technical specifications are required to accommodate the proposed utility relocations. Upon approval by the Project Manager, a signed copy shall be sent back to the utility agency. Failure of the Utility to adhere to the Utility Relocation Schedule may result in delay claims by the contractor against the County which may be passed on to the Utility in question.
- 4.4.2 A written agreement is required for any Utility which is to cross or otherwise occupy the County rights-of-way. After approval, with the exception of utility service connections and aerial crossings installed under an AGUP as previously defined in Sections 2.1 and 2.8, the County shall be given prior notice before work begins in County rights-of-way. There must be a mutual understanding between the Utility and County representatives as to when work will commence and on any other conditions deemed necessary.
- 4.4.3 In the event that the applicant or their agent fails to restore any roadway opening to the satisfaction of the County, and after sufficient notification by the County, the non-betterment cost of restoring or repairing said area by County forces will be borne by the applicant.

4.5 PERFORMANCE OF UTILITY WORK

- 4.5.1 Upon completion of the Utility Relocation Plans and approval of the Utility Relocation Schedule, the Utility owner may proceed with the required utility adjustment/relocation work. The work must be performed within the time frame identified by the Utility Relocation Schedule and may be accomplished by the Utility with its own forces or by a contractor who regularly performs similar work for the Utility.
- 4.5.2 All work performed by the Utility owner or their contractor must conform to the approved



Rights-of-Way Use Permit and the Utility Relocation Schedule. Proposed facilities must be installed to the line and grade as indicated on the Utility Relocation plans and the approved Rights-of-Way Use Permit. The Utility owner or their contractor is responsible for restoring all areas disturbed by the utility work and repairing any damage to paved roadway surfaces.

4.6 JOINT PROJECT AGREEMENTS

The Utility owner or the County may request that the utility work be included as part of the County improvement construction contract. In either case, this request must be submitted by the Utility owner to the County Engineer in writing, and must be formally approved by the Hillsborough County Board of County Commissioners. The Utility owner will be responsible for preparing construction plans and specifications for the required work and performing all coordination necessary with the Designer to ensure that conflicts with the construction plans and specifications are minimized. The Utility will be responsible for reimbursing the County for all costs as described in the contract.

4.7 COUNTY CAPITAL IMPROVEMENT AND RESURFACING PROGRAMS

From time to time, Hillsborough County publishes the Capital Improvement and Resurfacing Programs. The Permittee shall become familiar with such programs and coordinate its work with the County wherein all roadway crossings or work under pavement which is less than five years old shall be jacked and bored or horizontal directional drilled for all installations within said rights-of-way. The County will include and maintain the CIP and the five-year resurfacing program schedule on the County website, www.hillsboroughcounty.org.



SECTION 5.0 RIGHTS-OF-WAY ACCOMMODATION STANDARDS AND SPECIFICATIONS

5.1 GENERAL REQUIREMENTS

- 5.1.1 General: The primary concerns in permitting the design and installation of proposed utilities are to preserve and protect the safety of the general public and the entire existing County infrastructure including but not limited to: roadways, stormwater systems, water, wastewater, reclaimed water, and existing private facilities. For general utility permitting, the Utility will be required to install the proposed facility as close to the rights-of-way lines as is practical. This general rule will be enforced to (1) protect the public and the existing roadway during the installation operation, (2) reduce the possibility for utility relocation should the existing roadway require improvements in the future, and (3) maintain the existing environment to its fullest extent.
- 5.1.2 Location and Type of Facilities within the Rights-of-Way
- 5.1.2.1 Utility facilities shall be located (See Section 2.2) so as to minimize the need for later adjustment/relocation to accommodate future County improvements and to permit access for servicing such facilities with minimum interference to roadway traffic. Longitudinal above-ground installations are to be located on a uniform alignment as near as practical to the rights-of-way line so as to provide a safe environment for traffic operations and to preserve space for future roadway improvements or the installation of other utility facilities. For installation of new overhead utilities, one side of the rights-of-way is routinely reserved for communication lines and the opposite side for power lines. It is desirable that these facilities be installed in a location that maximizes the available clear area and is consistent with utility design and clear zone requirements. In addition, above ground facilities may not be installed within an existing drainage system without approval from the County. Utilities are encouraged to consider underground installations in lieu of overhead facilities when roadways are designated as scenic corridors.
- 5.1.2.2 New crossings shall be located as close as is practical perpendicular to the roadway alignment.
- 5.1.2.3 Protection, in the form of a concrete slab or some other approved method, must be provided in vulnerable locations, such as below ditches where the minimum bury depth may not be practically obtained.
- 5.1.2.4 The County will require the wall thickness for natural gas and other hazardous material pipelines to meet or exceed Federal Department of Transportation Title 48 requirements.
- 5.1.2.5 Vents, drains, markers, manholes, and shut-offs are appurtenances to pipeline installations. Controls for such appurtenances are described in Section 5.4.11 Controls for Appurtenances.
- 5.1.2.6 When a change in the class of transmittance or an increase in the maximum design pressure specified in the permit is anticipated, the utility is required to give the County advance notice and obtain approval for such changes. The notice should specify the applicable codes to be used.
- 5.1.2.7 In addition, the type and size of utility facilities, and the manner and extent to which they are permitted along and within rights-of-way, can materially alter the scenic quality, appearance, and view of the roadsides and adjacent areas. For these reasons, additional controls may apply in certain sensitive areas. Such areas include scenic strips, overlooks, rest areas, recreation areas, the rights-of-way of roadways adjacent



thereto, and the rights-of-way of sections of roadways that pass through public parks, historic sites, and residential neighborhoods. These controls include regulating the limits of size, shape, and height of the facility. These controls shall also be followed for the location and design of utility installations that are needed for a roadway purpose, such as continuous roadway lighting.

- 5.1.2.8 New underground utility installations may be permitted within these sensitive areas provided they do not require extensive removal or alteration of trees or other natural features visible to the roadway user or if they do not impair the visual quality of the lands being traversed.
 - 5.1.2.9 New aerial installations and the upsizing of existing facilities shall not be considered within these sensitive areas where a feasible and prudent alternative exists. Upsizing shall be defined as increasing the pole diameter or height. These aerial facilities shall be considered only when:
 - a) Other locations are unusually difficult, unreasonably costly, or more undesirable in terms of visual aesthetics.
 - b) Underground is not technically feasible or is unreasonably costly.
 - c) The proposed installation can be made at the location and will employ suitable designs and materials which give adequate attention to the visual qualities (keep consistent with the existing conditions) of the area being traversed.
 - d) Community meetings have been held to inform citizens of the proposed project, its impacts, and addressing of the above conditions.
 - e) Community notification via flyers to inform citizens of changes.
 - 5.1.2.10 Upon review of the permit application, proof of one or all of the above conditions may be required before permit approval.
 - 5.1.2.11 Longitudinal underground installations are to be located as close to the rights-of-way line as practical to protect the existing roadway and to minimize the disruption of traffic. With the exception of gravity sanitary sewers, longitudinal underground installations should not be located within the paved roadway area unless no other practical alternative exists. The Utility owner must coordinate with the County for approval to locate underground facilities in this area.
- 5.1.3 **Clear Zone Requirements:** The clear zone is the area along the length of a roadway from the edge of pavement to a designated location within the rights-of-way where aboveground facilities and appurtenances may not be located. The County has adopted Florida Department of Transportation (FDOT) horizontal clearance and clear zones as outlined in the FDOT Plans Preparation Manual as the minimum requirements for the roadway clear zone. Utility designs containing aboveground facilities or appurtenances and all landscaping designs must conform to this standard. For Resurfacing, Restoration, and Rehabilitation (RRR) Construction projects and existing roadways with deficient available clear zone and horizontal clearances, the criteria contained in the FDOT Utility Accommodation Manual shall be followed.

5.2 DESIGN OF UTILITY FACILITIES

- 5.2.1 **General:** The Utility owner shall be responsible for the design of the utility facility to be installed within the County rights-of-way or attached to a roadway structure. It shall be the responsibility of the Permittee to coordinate their relocated/improvements with all other existing and proposed facilities within the rights-of-way. For non-county initiated projects and/or facilities that are not intended to be turned over to the County for ownership, the Utility must provide assurance, to the best of its ability, that the rights-of-way information is true and accurate. This is to the benefit of all parties to help ensure that the Utility is not placed on private property. In the event a Utility



places its facility on private property, the Utility shall be responsible for all costs associated with rectifying the problem to the satisfaction of all interested parties. When the proposed Utility facility is to be turned over to the County for ownership, the County mandates that the designer/developer designing and constructing the facility must, during the permitting process, verify and certify the accuracy of the rights-of-way to minimize the potential for error and placement of facilities on private property. For platted and unmaintained County rights-of-way the Permittee shall locate the proposed facility as close as practical to the rights-of-way line. The County shall be responsible for the review and acceptance of the Utility's proposal, with emphasis on location and proper installation within the rights-of-way. The County shall in no way be responsible for the design or construction of said facilities.

- 5.2.2 Governing Standards: Except where dictated by a Special Provision to the Rights-of-Way Use Permit, by industry or governmental codes, or by-laws or codes of the public authority having jurisdiction over the Utility, all utility installations within the County rights-of-way shall, at a minimum, meet the following requirements:
- 5.2.2.1 Electric power and communications facilities shall conform with the National Electrical Code NEC, National Electrical Safety Code NESC and OSHA, current editions and all other applicable industrial codes.
 - 5.2.2.2 Water, wastewater and reclaimed water lines to be dedicated to the County for ownership shall conform to Hillsborough County's "Water, Wastewater and Reclaimed Water Technical Manual." Water, wastewater and reclaimed water lines to be dedicated to the City of Tampa for ownership shall conform to the City of Tampa's "Technical Standards Manual."
 - 5.2.2.3 Pressure gas and fuel pipelines shall conform to the current applicable sections of "ANSI Standard Code for Pressure Piping" of the American National Standards Institute, the "Code of Federal Regulations", Parts 192, 193 and 195, and all other applicable industrial codes.
 - 5.2.2.4 Cable TV installations shall conform to Hillsborough County Ordinance 80-4 and to the NEC.
 - 5.2.2.5 All underground installations shall be detectable from the ground surface. This may be accomplished through the installation of metallic conduit, the use of detectable marking tape, or other techniques available in the industry, as approved by Hillsborough County through the permitting process.

5.3 TEMPORARY TRAFFIC CONTROL (TTC)

5.3.1 General

- 5.3.1.1 Whenever work is done on or near the roadway, drivers are faced with unexpected traffic conditions. These changes may be hazardous for drivers, workers and pedestrians unless strict protective measures are taken. Proper traffic control and safety are needed for all types of work.
- 5.3.1.2 As adopted by the FDOT, part 6 of the Manual on Uniform Traffic Control Devices (MUTCD) is the Florida standard for all traffic control devices during construction, maintenance and utility activities. The County requires that traffic control devices meet the FDOT Design Standards (Index Series 600).
- 5.3.1.3 All safety precautions for the protection of the traveling public must be observed. Undue delays to traffic will not be tolerated.
- 5.3.1.4 All activities conducted in accordance with this permit must conform to the FDOT "Manual of Traffic Control and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations" (Chapter 316 - Florida Statutes) and the County's



Standards and Specifications.

- 5.3.1.5 Pedestrian and bicycle traffic must be safely maintained and not redirected into the roadway or into ditches. All construction of alternate or detour routes for pedestrians and bicyclists must meet the requirements of the Americans with Disability Act (ADA), FDOT, MUTCD and the County's Manuals, Standards and Specifications.
 - 5.3.1.6 No lane or road shall be closed without the prior written permission of Hillsborough County Public Works Department (PWD). All TTC plans are to be submitted to the Development Services Department (DSD) for approval by the PWD prior to commencement of construction. Appropriate work zone safety practices are to be followed at all times. Any temporary road closure, lane closure or other TTC configuration that will impede, alter, or realign the normal traffic flow shall require an approved road closure permit approved by the PWD and issued by the DSD. Applications must be received at least 7 calendar days prior to implementation. The utility agency shall notify the County via electronic mail or phone notification for temporary road or lane closure. Projects requiring extensive lane realignments, traffic signal modifications, or multiple driveway and median closures shall be submitted a minimum of 30 calendar days prior to implementation. Non-permitted projects are subject to immediate removal from County rights-of-way by the Sheriff's Office without notice.
 - 5.3.1.7 All construction activities shall include traffic control through the work zone in accordance with FDOT "Design Standards" Index 600 Series titled "Traffic Control Through Work Zones" and Hillsborough County's Manuals, Standards and Specifications.
- 5.3.2 Traffic Control Plan
- 5.3.2.1 The Permittee shall conduct their operations such that there will be a minimum of interference with or interruption of traffic upon and along the roadway. This applies to both the initial installation and the continuing maintenance and operation of facilities. Except in emergencies, there shall be no interference with or interruption of traffic upon and along the roadway until a TTC plan for the satisfactory handling of traffic has been submitted and approved by the County.
 - 5.3.2.2 A written TTC Plan shall be submitted with each permit application for work within the rights-of-way that may disrupt traffic. Permittees who have a written TTC plan approved by the County may meet this requirement by referencing the appropriate parts of the plan in their permit application. During the installation of the facilities authorized by the Rights-of-Way Use Permit, the Permittee shall, at all times, maintain flaggers, signs, lights, flares, barricades, and other safety devices as required by the applicable standards or as the County may reasonably deem necessary to properly protect traffic upon the roadway, and to warn and safeguard the public, work crews or County employees against injury or damage. At a minimum, the Permittee must comply with the requirements of the MUTCD. The Permittee shall provide a representative, as required, to maintain said signs, lights, flares, barricades and other safety devices during non-work hours, and shall furnish the County with the telephone number and/or address of said representative.
- 5.3.3 Permit Working Schedule
- 5.3.3.1 All permitted activity will, to the best of the abilities of the Permittee, conform to the following work hours:
 - a) Minor Roadways (Generally Local Roads) (8:30 A.M. – 5:00 P.M.)
 - b) Major Roadways (Originally collectors & Arterials) (9:00 A.M. – 4:00 P.M.)



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

- c) Night-time (Permitted on a case by case basis)
 - 5.3.3.2 Additionally, no work will be permitted on the roadways on the following days:
 - a) New Year's Day
 - b) Martin Luther King Day
 - c) Memorial Day
 - d) Independence Day
 - e) Labor Day
 - f) Veteran's Day
 - g) Thanksgiving
 - h) Friday after Thanksgiving
 - i) Christmas Eve
 - j) Christmas Day
 - 5.3.3.3 The week between Christmas & New Year's Day under certain circumstances. The County will evaluate these on a case by case basis.
- 5.3.4 Work Zone Safety and Job Control
 - 5.3.4.1 At each job location the Permittee shall have a safety representative in charge of traffic control and job site safety within the area covered by the permit. This person shall be formally trained in traffic control through training courses approved by FDOT or that comply with MUTCD standards and shall be trained in construction safety rules and regulations in conformance with OSHA standards. It will be their responsibility to supervise the selection, placement and maintenance of traffic control devices in the utility work areas as well as enforcing construction safety standards. Proof that the representative is properly trained in traffic control shall be required.
 - 5.3.4.2 Excavated materials shall not be placed on sidewalks or in areas obstructing vehicular traffic or restrict sight distances (that is, not be greater than three feet in height in the line of sight used by traffic). Work area and excavated material will be clearly marked and made safe to vehicular and pedestrian traffic at all times.
 - 5.3.4.3 Use of the sidewalks may not be impaired or closed per ADA requirements for greater than 1 hour. When sidewalk is to be removed, an alternative means of rerouting pedestrians, bicyclists and disabled persons must be constructed prior to sidewalk removal per FDOT, MUTCD, and the ADA.
- 5.3.5 Protection of Existing Traffic Controls
 - 5.3.5.1 The Permittee is responsible for the protection of all existing traffic controls. Any controls damaged or removed during construction must be replaced, and shall be coordinated with and approved by the County PWD. The Permittee shall, with coordination assistance from the Hillsborough County PWD, relocate stop signs, street markers or any other pertinent signs or controls deemed necessary to control traffic at all times. These permanent controls shall be reinstalled in a manner which meets all requirements of the MUTCD and FDOT Design Standards, Index Series 600 and as approved by the PWD.
 - 5.3.5.2 The Permittee shall also be responsible for the protection of existing traffic controls. Any damage to or removal of any existing traffic signals, equipment or support appurtenances shall be coordinated with the PWD until replaced. Vehicle loop detectors or communication cables severed by construction shall be replaced immediately. If for any reason traffic signals cannot be placed back in their original operation "immediately," a law enforcement officer shall be provided to control traffic until the signal is operational. A law enforcement officer will be required at certain high volume locations for traffic control. This shall be coordinated with the PWD.



- 5.3.6 Non-Compliance: Upon notification by the County of deficiencies in the Traffic Control Plan or other matters involving traffic safety, the Permittee shall immediately make improvements as directed. Should the County deem conditions to be such that imminent danger is present, a Stop Work Order shall be issued and all work shall cease immediately. The County may also require that any excavation work associated with the installation be backfilled until such time as the deficiencies are corrected.

5.4 UNDERGROUND FACILITY INSTALLATION

5.4.1 Mandatory Pre-Excavation Procedures

- 5.4.1.1 A single construction permit shall be issued for each project; however, no more than 1,000 feet of disturbed area at one time or horizontal directional drilling will be allowed at any one time, unless written approval is received.
- 5.4.1.2 No Permittee/contractor shall apply for or receive a permit for a proposed excavation unless the Permittee/contractor has first requested copies of record drawings from any party whom the Permittee/contractor knows may have underground facilities along the path of the proposed excavation.
- 5.4.1.3 Exploratory digging by Permittee/contractors engaged in horizontal directional drilling:
- a) Any Permittee/contractor engaged in horizontal directional drilling, where markings cross or overlap the directional drill path or where markings show that a conflict exists, shall engage in exploratory hand digging, vacuum excavating, or any other means necessary to protect the existing utility.
 - b) A separate permit shall be secured from the DSD for any exploratory excavating, unless the exploratory work is done concurrently with the installation work. Restoration of all excavated locations must comply with all applicable standards.

- 5.4.2 Trenched Construction and Backfill Requirements: In trenched construction, trench preparation, pipe bedding, and soil backfill are important to both the utility facility and to the existing or proposed roadway surface. All dewatering for trench construction shall meet National Pollutant Discharge Elimination System (NPDES) requirements. A poorly prepared trench and lack of adequate bedding and backfill compaction can be cause for the deflection or failure of piping systems and can cause settlement or failure of roadway surfaces. To reduce the possibilities of these problems occurring, utility installations shall conform to the following requirements:

- 5.4.2.1 Trenches are not to exceed a maximum width at grade of two times the depth of the installation plus bedding of the ditch. Sheeting or shoring shall be used as necessary to assure this. All excavations shall conform to the Trench Safety Act and to all OSHA specifications and requirements and all other applicable industrial codes.
- 5.4.2.2 Bedding shall be required from the bottom of the trench to a depth of 12 inches above the crown of the pipe or conduit. Bedding materials shall consist of clean sands free from silts or clays and shall be compacted to 98 percent of the maximum dry density as determined by AASHTO T-180-57.
- 5.4.2.3 Backfilling of trenches must be accomplished immediately after the facility has been installed or removed. Backfill shall be placed in 12-inch layers, each consolidated by mechanical tamping. Densities shall meet or exceed 98 percent of the maximum density as determined by AASHTO T-180-57 for all installations under paved surfaces, within the rights-of-way of urban section roadways or when installations are between the edge of pavement and ditch line of a rural section roadway. Densities shall meet or exceed 95 percent of the maximum density as determined by AASHTO T-180-57 in all other locations. Flowable fill in accordance with Section 121 of the FDOT Standard Specifications may be substituted for bedding and backfill. Refer to APPENDIX LL



- (Density Testing Schedules) for further details.
- 5.4.2.4 For trenches less than six inches in width that are not located within the roadway area, native soils may be used for backfilling. Provided the Permittee compacts the excavation, no density tests will be required.
 - 5.4.2.5 Refer to APPENDIX K (Typical Roadway Restoration Details) and APPENDIX L (Density Testing Schedules).
 - 5.4.2.6 All quality assurance and control tests shall be provided by an independent testing laboratory upon request. The County reserves the right to request density test in all other areas if determined necessary for such reasons as safety or for immediate future road widening. Upon request quality assurance and control tests shall be signed and sealed by a licensed Florida Professional Engineer.
- 5.4.3 Horizontal Alignment Control
- 5.4.3.1 Due to the limited amount of rights-of-way space available, it is of paramount importance that all proposed facilities be installed in their permitted locations. Where no County improvement projects have been identified the installation of proposed facilities may deviate up to one foot on either side of the alignment provided this will maintain a three foot minimum horizontal separation, if available, from any existing utility. When an existing County facility is present within the proximity of a proposed installation and the use of horizontal directional drilling or any heavier type of equipment is anticipated for the installation, then greater separation may be required depending on the size and type of existing County facility. The additional separation will depend on the size and type of the existing County facility. It is the Permittee's responsibility to coordinate with the County and other affected utilities for all underground installations requiring a deviation greater than one foot. Permittee or contractor shall be responsible to field verify the location of County facilities when performing horizontal directional drilling or using trenching equipment within two feet of the County facility. Field verification must be executed by non-destructive means of exploratory excavation.
 - 5.4.3.2 All deviations from the permitted alignment must be indicated on the Record drawing plans submitted with the Permit Closure submittal.
- 5.4.4 Vertical Alignment Requirements
- 5.4.4.1 The minimum allowable depth of cover for trenched and trenchless utility installations is 36 inches below roadway surfaces and 30 inches below existing ground. Cable TV and communication lines may be installed with 24 inches of cover provided the alignment is not under a paved roadway surface. Proposed installations must maintain a minimum of 18 inches of vertical clearance from existing or proposed facilities. Utility facilities installed in a ditch line must maintain at least 30 inches of cover from the crown of the conduit to the bottom of the ditch line design depth (not a silted in or overgrown depth) unless otherwise approved by the County. It is the responsibility of the Permittee to verify ditch line elevations and maintain appropriate flow to the drainage systems. All utilities must be installed, at a minimum, to the depths indicated above and may be installed to a maximum depth of cover of 48 inches unless conflicts exist with existing or proposed facilities. It is the Permittee's responsibility to coordinate with the County and other affected utilities prior to construction for all underground installations requiring a deviation greater than one foot.
 - 5.4.4.2 Utility relocations performed in conjunction with a County improvement project may not deviate more than six inches from the approved vertical alignment. Deviations from these tolerances must be approved by the County prior to construction and noted on the



record drawing plans and submitted with the Rights-of-Way Use Permit Closure submittal.

5.4.5 Deviations for Major vs. Minor Modifications

5.4.5.1 A minor deviation is defined as: a deviation that is greater than allowed in Sections 5.4.3 and 5.4.4, which will continue to allow installation of the permitted utility but is not significant enough to require a permit modification. The intent of a minor deviation is to be able to avoid an existing surface or subsurface obstruction in a limited area. For example: avoiding a tree, mailbox, underground storm sewer pipe crossing or structure, water or sewer main, existing private utility, etc. The change will allow for deviation of more than one foot from the approved permit alignment or elevation but the deviation will be in a limited work area of 25 feet or less (longitudinal distance).

5.4.5.2 A major deviation is any change exceeding, or is greater than, the definition outlined for a minor deviation. A major deviation will require a permit modification submittal and approval from the DSD prior to proceeding with the installation of the facility. For example: relocating a proposed installation to the opposite side of a roadway would be a major deviation.

5.4.5.3 All deviations, minor or major, will still be required to maintain minimum separation from other existing utilities as outlined in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual. The Permittee will be held responsible for ensuring compliance with these requirements.

5.4.5.4 The Permittee is responsible for coordinating minor deviations with the County and other affected utilities located within the vicinity of an identified County Improvement Project.

5.4.5.5 The Permittee is responsible for coordinating minor deviations with the County and other affected utilities present, existing and proposed, with the proximity of the installation.

5.4.5.6 All deviations shall be shown on the record drawings/as-builts upon submittal of the final closeout package to the DSD.

5.4.5.7 See APPENDIX W, Major vs. Minor Deviations.

5.4.6 Pavement Cuts and Roadway Restoration Requirements: In general, the County discourages the longitudinal installation of utility facilities under paved surfaces and will only consider perpendicular open cut crossings when it is not practical to bore under the roadway surface. The County has the sole discretion and authority to approve or reject the Utility owner's recommended restoration plan and the County reserves the right to specify the type and limits of the final surface restoration. This decision shall be made at the sole discretion of the County. Although the County may entertain recommendations from the Utility owner, the County will make the final determination based on what is in the best interest of the County and public safety. Superpave asphalt shall be used for all pavement cuts and restoration, and the appropriate FDOT specifications shall be used. If superpave SP-9.5 is utilized, the minimum thickness shall be one inch. If superpave SP-12.5 is utilized, the minimum thickness shall be 1.5 inches. Refer to APPENDIX K for typical roadway restoration details. Should longitudinal installation under an existing roadway or a perpendicular crossing be approved by the County, the following roadway restoration standards shall apply:

5.4.6.1 Perpendicular Crossings and Repair

- a) Backfill and sub-grade shall be installed in 12 inch lifts and compacted to 98 percent of the maximum density as determined by AASHTO T-180-57. Flowable fill, in accordance with Section 121 of the FDOT Standard Specifications, may be



substituted.

- b) All approved base courses shall be installed in maximum six-inch lifts and shall be compacted to 98 percent of the maximum density as determined by AASHTO T-180-57 and in accordance with the Hillsborough County Transportation Technical Manual. The approved base shall be two times the thickness of the existing base or 12 inches, whichever is greater. A total of nine inches of superpave, installed in three three-inch lifts, may be used in lieu of other approved base material. Roadways constructed of full depth asphalt shall be replaced in kind.
- c) The existing asphalt shall be neatly sawcut a minimum of two feet beyond the trench or damaged pavement limits and removed. Asphalt replacement shall consist of a minimum of 1.75 inches of superpave using standard lift thickness consistent with fine or course mixes. The crossing shall then be overlaid, from edge of pavement to edge of pavement, 100 feet for roadways with 35 mph speed limit and less or 200 feet for roadways with a speed limit greater than 35 mph centered on the open cut trench. The overlay shall have a minimum thickness of one-inch and the ends shall be milled so the overlay will match existing grade.
- d) Complete closures of streets, roads or intersections will not normally be permitted. When trenching across such facilities, only partial closures will be allowed unless approval by the County for total closure is granted. The County may restrict the Utility owner as to when and during what hours this work can be safely completed. The disturbed roadway surface must be replaced with asphalt ("cold-patch") or approved alternate at the end of each workday. Final surface restoration must be completed to the County's satisfaction prior to continuing with the crossing.

5.4.6.2 Longitudinal Installation and Repair

- a) Backfill and sub-grade shall be installed in 12-inch lifts and compacted to 98 percent of the maximum density as determined by AASHTO T-180-57. Flowable fill, in accordance with Section 121 of the FDOT Standard Specifications, may be substituted.
- b) All approved base courses, shall be installed in maximum six-inch lifts and shall be compacted to a minimum of 98 percent of the maximum density as determined by AASHTO T-180-57 and in accordance with the Hillsborough County Transportation Technical Manual. The thickness of limerock installed in the trench line shall be the thickness of the existing roadway base or 12 inches, whichever is greater. The asphalt surface abutting the trench line shall then be a straight line sawcut, and 1.75 inches of superpave shall be installed flush with the existing pavement. Roadways constructed of full depth asphalt shall be replaced in kind. The pavement shall be removed from the disturbed travel lane, and shall be fully replaced with the center longitudinal joint being sawcut. In lieu of removing the entire pavement area of the disturbed travel lane, the entire width of roadway may be overlaid throughout the entire length of disturbance with at least one inch of superpave.
- c) The County reserves the right to require the entire roadway surface width to be overlaid with one-inch of superpave. The County reserves the right to require asphalt densities as deemed necessary to ensure proper placement of asphalt.
- d) Upon completion of the roadway surface restoration, the contractor shall replace all damaged pavement markings. If the longitudinal crossing is 500 linear feet or more, all markings shall be replaced with thermoplastic meeting FDOT standards. If the crossing is less than 500 LF, markings may be replaced using reflective paint meeting FDOT standards. All reflective pavement markings shall be reinstalled per County standards.



- 5.4.6.3 Pavement Cuts in New Roadways
- a) Only under extreme circumstances will the County allow open cuts (longitudinal and/or perpendicular) within the roadways that have been resurfaced or reconstructed within the last five years. Complete reconstruction of the roadway will be required, if allowed.
 - b) Permittee will be required to show written justification that includes an Engineering analysis of factors demonstrating that means other than open cutting would not be feasible. The factors shall include but not be limited to conditions such as: The Capital Improvement Program (CIP) plan indicates that roadway reconstruction is scheduled within two years, surface obstruction, limited space for jack and bore or substandard roadway surfaces.
- 5.4.7 Pavement Repair Liability: Following the installation of a utility, the County shall inspect the adjacent restored paved surface and adjacent area. The applicant shall be responsible for the condition of the pavement, shoulders and rights-of-way and shall upon request from the County, repair to the County Engineer's satisfaction any areas which have settled, cracked or are otherwise faulty for a period of one year.
- 5.4.8 Trenchless Crossings
- 5.4.8.1 When open-cut crossings of existing roadway surfaces are not permitted, the utility shall be installed by boring a casing pipe under the roadway or by other non-trenched, or trenchless, construction techniques approved by the County.
- 5.4.8.2 Non-trenched, or trenchless, crossings shall be constructed perpendicular to the roadside wherever possible. Installation pits shall be established safely beyond the roadway surface. The lateral dimension between the edge of pavement and the installation pit shall not be less than four feet. Soil used for the backfilling of installation pits shall be installed in 12-inch lifts and shall be compacted to 98 percent of the maximum density as determined by AASHTO T-180-57. The utility is responsible for obtaining a construction easement for the bore pit, if necessary. Complete requirements for trenchless crossings are contained in APPENDIX M.
- 5.4.8.3 An excavator shall not engage in horizontal directional drilling unless the equipment used for such horizontal directional drilling allows the excavator to monitor the location of the excavator's bore-head or equivalent equipment.
- 5.4.9 Driveway Crossings
- 5.4.9.1 All driveway crossings are to be conducted using jack and bore techniques or directional drilling techniques. No jetting of air or water will be allowed. If a driveway cannot be crossed by trenchless methods, the utility may request a variance, which shall clearly detail the reason for the request. If a driveway cut is approved, the driveway shall be repaired from curb to sidewalk, expansion joint to expansion joint, or to a five-foot width of cut. Final decisions on driveway restoration are at the sole discretion of the County. Any open cuts or damages caused by boring or construction equipment must be repaired, and the driveway shall be replaced. For additional replacement requirements refer to Section 5.6, Restoration of Rights-of-Way.
- 5.4.9.2 The Permittee will coordinate the cutting of driveways with the owner prior to making the cut. All driveways will be in passable condition at the end of each workday.
- 5.4.10 Storage of Materials within the Rights-of-Way: The storage of materials in the rights-of-way, within the clear zone area, is prohibited, unless no other practical alternative exists and specific approval is obtained from the County. When such approval is given, special safety precautions



may be necessary for the protection of roadway traffic. Such precautions will be as part of the Rights-of-Way Use Permit or in a separate approval letter. Storage of materials outside the clear zone area shall only be allowed for a sufficient duration to facilitate the installation of the utility. The placement of stored materials shall not block or disrupt pedestrian walkways. All areas disturbed by the storage of material shall be restored by the Permittee.

- 5.4.11 Controls for Appurtenances: Vents, markers, manholes, fire hydrants and monitoring wells are considered appurtenances to underground utility facility design and installation. Because these items can be considered potential hazards to roadway traffic, the following controls have been established for their location within the rights-of-way:
- 5.4.11.1 Vents: Vents are appurtenances by which fluids between carrier and casing pipe may be inspected, exhausted or evacuated. Vent standpipes shall be located and constructed so as not to interfere with maintenance of the roadway; they should be located outside the established clear zone or as near the rights-of-way line as practical. Any location not outside the clear zone must be coordinated and approved by the Hillsborough County DSD. All clear zone setback requirements shall adhere to the requirements defined in Section 5.1.3, Clear Zone Requirements.
 - 5.4.11.2 Markers: If markers are used, the location and emergency information shall be marked conspicuously. Markers may be signs on vents or on posts located on or near the installation but outside the established clear zone of the roadway. Locations along longitudinal installations shall be at reasonable intervals. Information contained shall include pipeline identification, owner of pipeline, location of local office, and emergency phone number.
 - 5.4.11.3 Manholes: With the exception of structures which are part of gravity sanitary sewer systems, manholes, vaults, and hand holes shall not be located in the paved roadway area unless approved by the Rights-of-Way Use Permit. All vaults shall be designed so that only the access way is located at finish grade with the top slab located a minimum of two feet below finish grade. Manholes are to be designed and located in such a manner that will cause the least interference to traffic, other utilities, and future roadway expansion projects. If manholes are installed under a paved surface, all castings shall be installed flush with the paved surface and outside the established wheel path. The utility shall be responsible for adjusting all manholes or valve box covers in conjunction with resurfacing roadway improvement operations performed by the County. If manholes are installed outside the paved roadway surface or shoulder, all castings shall be set a maximum of two inches above finish grade. Castings for manholes installed within the limits of a sidewalk shall be set flush with the concrete surface and shall include a cover with a non-slip surface. Manholes installed as part of a water or wastewater system shall conform to standards outlined in the Hillsborough County "Water, Wastewater and Reclaimed Water Technical Manual" when the location is within the County Service Area and to the City of Tampa Technical Standards Manual when located within the City Service Area.
 - 5.4.11.4 Fire Hydrants: Hydrants shall be treated as roadside hazards which require that they be located outside the established clear zone of the roadway or as near as practical to the rights-of-way line without encroaching into the sidewalk area. Further technical requirements are contained in the Hillsborough County "Water, Wastewater and Reclaimed Water Technical Manual" or the City of Tampa Technical Standards Manual.
 - 5.4.11.5 Monitoring Wells: Monitoring wells may be located anywhere within the rights-of-way except within the limits of the paved roadway. The wells must be installed flush with the ground surface, have a six-inch by six-inch by six-inch thick protective concrete



surrounding it at grade and be securely capped. Monitoring wells must be installed by a licensed contractor.

5.4.12 Out-of-Service Facilities: Whenever an existing facility is placed out-of-service, Section 4.3.12, “Out-of-Service and Deactivated Utilities” of the latest edition of the FDOT Utility Accommodation Manual (UAM) shall be followed. All references to “FDOT” within Section 4.3.12 of the FDOT UAM shall be replaced with “Hillsborough County”.

5.4.13 Connection to Roadway Bridges and Structures

5.4.13.1 Attaching utility lines to a bridge structure can materially affect the structure, the safe operation of traffic, the efficiency of maintenance, and the appearance. Where it is feasible and reasonable to locate utility lines elsewhere, attachments to bridges should be avoided. However, consideration will be given to attaching a utility line to a bridge or drainage structure by a method acceptable to the County, when one or more of the following conditions exist:

- a) Denial of the attachment would cause an extreme hardship.
- b) The attachment will not create a potential hazard to the public.
- c) The attachment will not affect the integrity of the structure.
- d) The attachment will not adversely affect the aesthetics of the structure.
- e) The attachment will not hinder County maintenance and inspection operations.

5.4.13.2 Plans and specifications, details of the attachment including loads and attachment position, corrosion certificate forms, and a letter of justification for allowing the attachment must be submitted to the County for review and approval by the County Bridge Engineer (refer to APPENDIX N). Any variations to the bridge attachment standards and specifications must be approved the County Bridge Engineer. A qualified Professional Engineer, licensed in the State of Florida, shall be required to analyze the additional loading on the structure and its placement. This analysis must be signed, sealed, and dated by the professional engineer. Plans submitted for review shall include, but not be limited to, plan and elevation views of the bridge and approaches delineating the pipeline layout, cross-section(s) showing the bridge component(s) supporting the attachments, details of bridge element(s) (if structural drawings are available) supporting the attachments and design notes and construction specifications. Structural analysis shall include the substructure only if the superstructure is not a supporting component. Where a utility attachment to a bridge or other County-owned structure located within the rights-of-way is permitted, the following criteria must be adhered to, unless otherwise approved by the County:

- a) Designs for utility attachments shall be in compliance with all applicable Federal, State, and Local Regulations, Rules, and Codes.
- b) No construction or maintenance will commence upon a structure without written approval from the County. The Utility or its contractors working within the rights-of-way shall comply with the MUTCD and this manual. In cases of bona-fide emergencies, maintenance can proceed after verbal approval from the County or after reasonable attempts to attain such approval have failed.
- c) Utilities attached to bridge structures shall maintain a vertical clearance at least equal to that of the superstructure.
- d) Attachment onto bridge structures located in corrosive coastal areas shall have all the metallic portions of the attachment hardware (hangers, bolts, etc.) fabricated from 316 stainless steel.
- e) Utility cables or conductors shall be encased in conduit so that maintenance can be accomplished from the ends of the structure. Conduits for utilities to be installed on

bridges located in corrosive areas shall be fabricated from non-metallic materials or other equal materials as approved by the County Bridge Engineer.

- f) All electrical cables 2-kV and above shall be shielded cable with an insulated concentric neutral and grounded at one end of the bridge.
- g) Metallic pipes or conduits shall be electrically insulated from the structure by redundant insulators. Metallic pipes or conduits shall be supported by insulating pipe rollers or specifically designed sliding or elastomeric bearings. Insulating pipe rollers (rollers constructed from dielectric material) shall be used unless the loads will permanently strain the roller material beyond the elastic limit.
- h) All utilities shall be isolated and insulated from the structure to ensure that corrosion cells do not develop because of the attachment of the utility.
- i) No utility attachments shall be designed to pass through the back wall of the abutment.
- j) All pressure lines shall have shut-off systems, at both ends of the bridge, so that the pipe segment at the bridge can be isolated.
- k) All lines carrying hazardous material (flammable, toxic or corrosive) shall be designed to be in compliance with the U.S. Department of Transportation Pipeline Safety Standards (49 CFR, Part 192 or Part 195, as applicable), for a Class Four location. Only steel pipe with welded or flanged joints and conforming to API Standard 5L with a longitudinal joint factor (E) equal to 1.0 shall be used. Accommodation of pipes transmitting hazardous material with line pressures in excess of 250-psi gauge should be reviewed in light of added safety concerns. A 250-psi gauge pressure is the suggested upper limit of line pressure for attachment to bridge structures. When a bona-fide hardship exists, consideration may be given to accommodating transmission lines with pressures exceeding 250-psi gauge pressure. Horizontal forces shall always be evaluated as part of the design process.
- l) The Florida professional engineer who signs and seals the drawings and calculations shall indicate how all horizontal forces are to be accommodated along the bridge.

5.5 POWER AND COMMUNICATION LINES

5.5.1 Underground Power and Communication Lines Installation: All installation requirements outlined previously in this section will also apply to the installation of underground power and communication facilities. Particular emphasis should be placed on alignment controls, jack and bore requirements, and restoration requirements.

5.5.2 Overhead Power and Communication Lines Installation

5.5.2.1 General: With this type of construction, vertical clearance above the pavement and location of poles, guys and related ground mounted appurtenances is of major importance for the preservation of a safe traffic environment as well as the appearance of the roadway. A critical requirement for locating poles, guys and other related appurtenances is the space available from the edge of pavement or roadway shoulder to the rights-of-way line. The safety, maintenance efficiency and general roadway appearance is enhanced by keeping this space as free as practical from facilities above grade. Where ground-mounted utility facilities occupy this space, they shall be placed as far as possible from the roadway and beyond the clear zone and clear sight distance areas.

5.5.2.2 Longitudinal Installation

- a) Longitudinal installation shall be limited to single pole construction. Joint use,



single pole construction shall be encouraged at locations where more than one utility is involved provided the installations are in conformance with the National Electrical Code NEC or National Electrical Safety Code NESC. This is of particular significance at locations where the rights-of-way width approaches the minimum required for safe operation and maintenance of overhead facilities.

- b) The location of proposed overhead utility facilities shall be outside the established clear zone of the roadway and as close to the rights-of-way line as is practical. These facilities shall be located behind sidewalks when practical. In addition, proposed facilities shall not be located within the limits of an existing drainage system without prior approval of the County.
- 5.5.2.3 Clearances: The vertical clearance for overhead power and communication lines above a roadway, and the lateral and vertical clearance from bridges, shall conform to the requirements of OSHA and the National Electrical Code except where greater clearances are required. When placing utilities within Hillsborough County rights-of-way near airports, the utility agency should not create a hazard as defined by Section 333.01(3) of the Florida Statutes.
- 5.5.2.4 Requirements when Maintaining Trees for Overhead Lines: All tree trimming activities will conform to the AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) A-300 TREE TRIMMING STANDARDS. These standards shall be adhered to and followed along with all mandated federal, state or local regulatory utility clearance requirements in order to provide safe and reliable utility service. Non-compliance with these standards will result in a penalty consistent with the provisions outlined in Section 11.06.05.B 6 and 7 of the Hillsborough County Land Development Code (LDC). In the event a contractor for a utility provider is found to be in violation of the ANSI A-300 standards, the penalty provisions outlined in Section 11.06.05.B 6 and 7 of the LDC shall apply. Prior to any tree-trimming activity in the Rights-of-Way, the permit applicant, vendor or contractor shall be required to review the ANSI A-300 standard and fully comply with them.

5.6 RESTORATION OF RIGHTS-OF-WAY

5.6.1 General

- 5.6.1.1 During the installation of a utility facility, portions of the rights-of-way will be disturbed. All non-emergency work within the rights-of-way that interferes with or affects a business or residents' daily operation must be preceded by formal notification, either by flyer or in person 48 hours prior to beginning work. Restoration of these areas is the responsibility of the Permittee. All restoration work within the rights-of-way shall meet or exceed existing conditions. The only exception to this may be restoration for utility adjustment or relocation associated with a County Roadway Improvements Project. In this scenario the County Project Manager may allow for temporary restoration depending on the limits of construction for the project.
- 5.6.1.2 Should the Utility not respond to a request for restoring the rights-of-way, the County may perform any work, which the County deems necessary to complete such work and restore the public rights-of-way. The Utility shall reimburse the County for any such costs incurred to complete said work. A Utility shall guarantee any public rights-of-way which the County determines have been affected or altered by any excavation in the public rights-of-way or any break or cut in any surface of the public rights-of-way made by such excavator for the 12 months following the date of completion of restoration.



5.6.2 Permanent Restoration for Areas beyond Edge of Pavement

5.6.2.1 As soon as it is practical after the installation and after all required densities have been obtained the Permittee or their contractor shall begin restoration of the disturbed areas. Restoration shall be such that the disturbed areas are restored to at least their original condition prior to construction. This may consist of seeding and mulching, sodding, tree replacement, sidewalk replacement, etc. The type of sod used to restore the rights-of-way shall be as like or better and the adjacent property owner shall be notified by the Permittee via letter, signs, or door hangers, if said area is maintained by the owner. Sod must be maintained and watered until it roots, minimum of two weeks. No stockpiling of material in roadway is allowed; all dirt and debris will be removed from the job site upon completion.

5.6.2.2 All damaged concrete sidewalk and driveway panels shall be replaced in their entirety. Replacement panels shall be constructed of 3,000 psi concrete and be a minimum of four inches thick for sidewalks and six inches thick for driveways. Subgrade under sidewalks and driveways shall be saturated with water and compacted to a minimum of 98 percent AASHTO T-180-57 density prior to concrete placement. Ditches disturbed by construction shall be restored to the proper line and grade and sodded. The County will assist in determining proper line and grade for the restoration of existing disturbed ditches. Access driveways shall be repaired with non-permanent base materials the same day they are disturbed and shall be completely restored within 14 days of the installation of the utility crossing. Trees and landscaping damaged or removed during construction shall be replaced in accordance with the Hillsborough County LDC's Natural Resources and Landscaping Regulations. Prior to final acceptance, a final inspection will be conducted by the County. All areas not meeting pre-construction conditions shall be removed and replaced with the appropriate restoration items.

5.6.2.3 Should damages occur to the existing roadway surface or any other County facility such as water, sewer, reclaimed and stormwater pipes the Permittee shall make repairs in accordance with the requirements of this manual and technical specifications applicable and/or shall pay Hillsborough County for all damages and associated repair cost.

5.6.3 Warranty of Work

5.6.3.1 In addition to restoration, the Permittee is responsible for the condition of the disturbed areas for a period of one year. Should erosion or settlement occur due to faulty construction practices within a one -year period, it is the Permittee's responsibility to perform all necessary restoration work. The one -year period begins on the date of approved final walk though for a Rights-of-Way Use Permit. For an activity under the Annual General Use Permit (AGUP), the one -year warranty period begins from the date of notification of that activity. Should damage occur to the existing roadway surface, the Permittee shall make repairs in accordance with the requirements of this manual.

5.6.3.2 Restoration work associated with utility relocation work may be temporary provided the disturbed areas are within the limits of the proposed improvement project and approval is granted by the County Project Manager. If temporary restoration is allowed, the disturbed areas shall be graded and sodded/seeded. Asphalt driveways shall be repaired with compacted approved base or equivalent asphalt base and one inch of superpave. Ditches disturbed by construction shall be re-graded and sodded/seeded. The Permittee is responsible for maintaining these areas until such time as final restoration begins unless the area is disturbed by another Utility or contractor.



5.7 UTILITY MARKING

To reduce the potential for damage to existing underground facilities, Utilities are required to provide temporary marking of all facilities within the limits of a proposed construction project. All marks and markers should indicate the name, initials or logo of the company that owns and operates the facility and the width of the facility if it is greater than two inches. All markings shall conform to the Uniform Color Code adopted by the APWA Utility Location and Coordination Council. If the surface over the buried line is to be excavated, supplemental offset markings may be used. Offset markings should be in a uniform alignment and must clearly indicate that the actual facility is a specified distance away. Utilities or contractors performing excavations shall indicate the location or the boundary of the proposed work with white water-based paint or white flags prior to calling the Sunshine State One Call. In historic areas, the utility agency may be required to use alternative methods of marking. For markings used on existing surfaces that are to remain, the utility may be responsible for removing said marks following project completion and upon request.

5.8 CONTAMINATED SOIL

If, during the course of dewatering or excavation, the Permittee uncovers contaminated soil or groundwater, all work must cease immediately. The Permittee is required to contact the Hillsborough County DSD, the Hillsborough County Environmental Protection Commission (HCEPC) and the local office of the Florida Department of Environmental Protection (FDEP). No work may be performed in the area of contamination until such time as the contamination has been remediated by the responsible party. Work may be performed in other areas, which are not contaminated. Should contaminated soil be encountered on an installation associated with a County improvement project, the approved Relocation Schedule will be adjusted accordingly.

5.9 GOVERNMENTAL SURVEY

When governmental survey control points are subject to displacement, they shall first be properly referenced prior to disturbance. After construction is complete, the control points shall be reset to their original locations. All survey work, on governmental control points, shall be performed by a Florida Registered Land Surveyor.



SECTION 6.0 RIGHTS-OF-WAY USE FEES

6.1 GENERAL REQUIREMENTS

Fees are required to supplement the costs associated with reviewing and processing the Rights-of-Way Use Permit application and inspection of the work performed. Fees for the Rights-of-Way Use Permit shall be set by the Hillsborough County Board of County Commissioners and shall be paid by the Permittee upon submission and approval of the Rights-of-Way Use Permit application. Checks, money orders, cash or other acceptable forms of payment will be made payable to the Hillsborough County Board of County Commissioners for the exact fee amount. Payments shall be made to the Development Services Department (DSD). APPENDIX U contains a complete fee schedule.

6.2 FEE EXEMPTIONS

- 6.2.1 Rights-of-Way Use fees shall be waived for the following:
- 6.2.1.1 Relocation work that is required for a County construction project.
 - 6.2.1.2 Work that is performed directly for the County, whether by in house forces or by contract.
 - 6.2.1.3 Work that is constructed by other governmental agencies acting on behalf of Hillsborough County by Agreement.
 - 6.2.1.4 Landscaping work.
 - 6.2.1.5 Work that is performed directly for a “Communications Service Provider” that falls under the Florida Communications Services Tax Simplification Law.
 - 6.2.1.6 Community Parades.
- 6.2.2 These exemptions are for the fees only and do not exempt any agency, corporation or individual from obtaining all permits that are required. All work performed under the AGUP are covered under the one time yearly fee as described in Section 6.5.3.

6.3 STANDARD PERMITTING PROCESS AND SCHEDULED PERMIT SITE VISITS

- 6.3.1 Permit applications submitted to the County will be received and logged into the County’s computer permit database. The permit will then be submitted to the permit review engineer for processing and subsequent approval. During the permitting process, the permit review engineer may perform a site visit to identify any special conditions that may need to be included in the permit.
- 6.3.2 The County will either approve the permit, possibly with conditions, or will request additional information. The County has estimated that for each permit approved, the following maximum number of site visits shall be performed:
- 6.3.2.1 Initial Site Visit/Pre-Con with the Utility
 - 6.3.2.2 At least one site inspection during construction
 - 6.3.2.3 Final Construction Inspection
 - 6.3.2.4 90-Day Pre-Warranty Expiration Inspection
- 6.3.3 The County will allow for one additional site visit in the event that a utility’s project fails a final or pre-warranty final inspection. This would result in a total of five site visits by the DSD per permit. Depending on the permit issued, one or two of these activities (pre-construction and/or



site visit during construction) may be waived. If the County determines that these inspections are not required, these visits can be used by the Utility for a final inspection in the event that the project fails one or more of the final inspections. The number of site visits shall not exceed five per permit and the visits cannot be transferred to be used under other permits. The County shall charge the Utility an inspection fee for each and any required visit by the County over and above the five visits allotted. The five visit allotment applies to all Standard Permits issued and for each individual notification of an AGUP activity. Any costs associated with work necessary to correct problems attributed to the Utility's construction shall be borne by the Utility.

6.4 REGISTRATION FOR PLACING OR MAINTAINING COMMUNICATION FACILITIES IN PUBLIC RIGHTS-OF-WAY

6.4.1 General: In accordance with Section 337.401, Florida Statutes, a communication service provider that desires to place or maintain a communication facility in the County's rights-of-way shall provide a copy of the communication service provider's Florida certification as required for an Annual General Use Permit (AGUP) or Rights-of-Way Use Permit. (See APPENDIX Q for sample certification)

6.5 FEE STRUCTURE

6.5.1 Standard Fees

- 6.5.1.1 Base Application Fee: The base application fee is intended to supplement the County's cost associated with the clerical, administrative, and engineering cost to process each permit, regardless of whether the permit application is approved.
- 6.5.1.2 Access Connection Fee: This fee is for modifying existing or proposed connections and is based on the access connection Type I, II, or III. Refer to the Land Development Code (LDC)-Access Management Section for further permitting requirements.
- 6.5.1.3 Permit Fee: The permit fee is for the specific type of Rights-of-Way use permit as follows:
 - a) No Roadway Crossings: Any open trench work or trenchless technology that runs parallel to the roadway or does not encroach to within five foot of the edge of pavement or two foot from the back of curb and includes utility pole installations, unless the work is included under an AGUP. This also includes (SUE) locates and geotechnical borings and if performed within the pavement a lane closure fee will be applicable.
 - b) Open Trench Roadway Encroachment or Crossings: This includes any open trench roadway crossings or open trench work that encroaches to within five foot of the edge of pavement or two foot from the back of curb.
 - c) With Trenchless Roadway Crossings (two inches in diameter or less): This includes roadway crossings that are equal to or smaller than two inches in diameter and uses trenchless technology or Jack and Bore methods. In addition, if the pits encroach to within five foot of the edge of pavement or two foot from the back of curb an Open Trench Roadway Encroachment fee would be required.
 - d) With Trenchless Roadway Crossings: This includes roadway crossings that are larger than two inches in diameter and uses trenchless technology or Jack and Bore methods. In addition, if the pit encroaches to within five foot of the edge of pavement or two foot from the back of curb an Open Trench Roadway Encroachment fee would be required.
 - e) Large Facilities: This includes facilities that when installed exceed 75 feet in height or poles greater than 24 inches in diameter at the ground line as described in



Hillsborough County Ordinance 03-29 (refer to APPENDIX T).

- f) **Open Trench Construction Fee:** The Construction Fee is an additional per linear foot permit fee for open trench construction excavations exceeding 10 lineal feet. This fee will be limited to a maximum of \$500.00. This fee is not applicable to open trench or trenchless roadway crossing permit fees.

6.5.2 Specialty Fees

- 6.5.2.1 **Special Activity Fee:** This fee is charged if the proposed project includes certain special activities that require, as determined by the County, full-time inspection during the course of the activity. One example of a special activity might be (but is not limited to) directional drills and/or jack and bore activities under major roadways, water bodies, structures, etc. This is a one-time fee per permit. This fee is in addition to the base application fee and other fees.
- 6.5.2.2 **Lane Closure Fee:** If the Permittee desires to close one or more traffic lanes, and provided that the County approves of such a lane closure, the Permittee shall be assessed and pay in advance a Lane Closure Fee. The fee shall be assessed any time a Permittee performs a lane closure on arterial or collector roadways for a period of time greater than one hour. The Permittee shall be assessed the lane closure fee for each lane closure and the fee shall be charged per permit.
- 6.5.2.3 **Re-Inspection Fees:** These fees are charged for projects requiring re-inspection field visits to the site that are in addition to the maximum allotted five field visits per permit as described in Section 6.3.2. For each additional re-inspection field visit an additional fee will be required.

6.5.3 Annual General Use Permit Fees

- 6.5.3.1 The AGUP is intended to help Utilities streamline certain activities that cause minor impacts within the rights-of-way as previously defined in Section 2.0 of this manual. If a Utility has been granted an AGUP, the Utility must strictly adhere to guidelines defined in this document relative to the notification, performance of work, and restoration of each task performed under the AGUP. If the Permittee fails to perform all of the duties associated with the permit process, the County reserves the right to revoke the AGUP from the Utility in perpetuity.
- 6.5.3.2 The fee for the AGUP will be agreed upon on a yearly basis. The one-time yearly AGUP fee includes all agreed upon activities with a maximum fee of \$25,000/year. The Permittee will be billed regardless of whether the work is completed.
- 6.5.3.3 The yearly AGUP fee will be determined by calculating the total unincorporated Hillsborough County area in square miles to be serviced by the Permittee times a rate equal to the cost per square mile area of unincorporated Hillsborough County. This rate is calculated by dividing the maximum fee by the total unincorporated Hillsborough County area in square miles for that year.
- 6.5.3.4 For example, a Permittee's existing unincorporated area for 2003 is 359.3 square miles, while the total Hillsborough County unincorporated area for 2003 is 909 square miles with a maximum fee of \$25,000. Therefore, the AGUP fee will be calculated based on the rate determined by dividing the maximum fee of \$25,000 by the total unincorporated Hillsborough County area of 909 square miles resulting in \$27.50/square mile times the Permittee's service area of 359.3 square miles results in a total AGUP fee of \$9,881.74 for that year.



APPENDIX A: DEFINITION OF TERMS



DEFINITION OF TERMS

Abandonment: The permanent cessation of all uses of a Facility; provided that this shall not include cessation of all of a Facility within a physical structure where the physical structure continues to be used. By way of example, and not limitation, cessation of all use of a cable within a conduit, where the conduit continues to be used, shall not be “Abandonment” of a facility in public rights-of-way.

AGUP: Annual General Use Permit.

Backfill: Soil placed in an excavated trench from the bottom of trench to the roadway sub-grade or existing grade.

County: A general term referring to Hillsborough County.

County Improvement Project: Any project identified by the County for construction of improvements within the rights-of-way. This includes, but is not limited to, roadway improvements, water, wastewater, stormwater, or reclaimed water facility improvements, installation of bridges, sidewalks, and landscaping projects.

Days: Refers to calendar days.

Designer: Refers to the Design Engineer responsible for a particular project. The Designer can be a Professional Engineer with a consulting firm performing work for Hillsborough County.

DSD: -Development Services Department

Emergency Repairs: Refers to any activity necessary to resolve an out of service condition or necessary to restore a normal level of service or any repair activity necessary to prevent a loss or reduction in service.

Installation: Any system of machinery, plants or other apparatus set up for public or private use.
Non-trenched or Trenchless Construction - Installation of an underground utility without disturbing the ground or pavement surface.

Out-of-Service: Utility service provided that includes temporary or future expansion requirements.

Permittee: The individual, firm, company or governmental agency which has signed and submitted the Use Permit application. The Permittee is responsible for compliance with the requirements of the Use Permit, Utility Accommodation Guide, and all other applicable standards.

PWD: Public Works Department

Rights-of-Way: Lands owned by the County that are dedicated, deeded, used or to be used for a street, road, alley, walkway, boulevard, utility, drainage facility, access for ingress or egress or other public purpose.

Rights-of-Way Use Permit: A Hillsborough County Permit which must be obtained prior to performing any work in the County rights-of-way.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Roadway: The portion of a street or highway, including shoulders, designed for vehicular use.

TTC: Temporary Traffic Control

Trenched Construction: Installation of an underground utility in an open excavation.

Utility: All privately, publicly (non-Hillsborough County) or cooperatively owned water systems, sanitary sewer facilities and systems for producing, transmitting, or distributing communication, cable television, power, electricity, gas, oil, and stormwater systems not connected with roadway drainage which directly or indirectly affects the public or any part therein. The term “Utility” may also be used to refer to the owner and rights-of-way Permittees of any of the above described utility or utility facility including driveways. For purposes of this manual, Cable TV is considered a utility.

Utility Facility: The term “utility facility” shall include, but is not limited to, any and all poles, wires, guys, anchors, buried cable, conduit, pedestals, pipelines, hydrants, valve boxes, manholes, casings, driveways, and related fixtures authorized which directly or indirectly serve the public.

Working Days: Refers to five-day work schedule and excluding County observed holidays.



APPENDIX B: REFERENCED DOCUMENTS



REFERENCED DOCUMENTS

Referenced Documents¹

The following are incorporated herein by reference:

- 1) Hillsborough County “Water, Wastewater and Reclaimed Water Technical Manual”
- 2) Hillsborough County “Utility Coordination Procedures for County Construction Projects” Manual.
- 3) Hillsborough County Development Review Procedures Manual (DRPM)
- 4) Hillsborough County “Transportation Technical Manual” for Subdivisions and Site Development Projects
- 5) Hillsborough County “Stormwater Management Technical Manual”
- 6) Hillsborough County “Utility Accommodation and Rights-of-Way Use Ordinance” - Ordinance No. 92-22.”
- 7) Hillsborough County Ordinance No. 90-12
(Ordinance providing for an alternative code enforcement system)
- 8) Hillsborough County “Access Management Regulations of the Land Development Code”
- 9) Policy on Livable Roadways
- 10) City of Tampa “Technical Standards Manual”
- 11) FDOT Design Standards
- 12) Manual on Uniform Traffic Control Devices (MUTCD)
- 13) Florida Statutes Chapter 162, and Florida Statutes, Sections 337.401-337.404
- 14) Hillsborough County Land Development Code (LDC)
- 15) FDOT Plans Preparation Manual
- 16) FDOT Utility Accommodation Manual

¹ All Documents are to be considered latest edition. Contact the Hillsborough County Development Services Department to determine/request latest edition.



APPENDIX C: HILLSBOROUGH COUNTY RIGHT-OF-WAY USE PERMIT APPLICATION



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

DEVELOPMENT SERVICES DEPARTMENT Right of Way Permitting RIGHT OF WAY USE PERMIT APPLICATION			RIGHT OF WAY USE PERMIT NO.
For Hillsborough County Office Use Only			Maintenance Service Unit <input type="text"/>
Fee Charged \$ _____ Fee Paid \$ _____ Paid Date ____ / ____ / ____ Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			
Contractor/Organization:		Contact Name:	Date:
Contractor Working For:		Their Phone No.	
Address:		Phone:	
24-hour Emergency Contact Name:		Fax:	
		24-hour Phone No.	
Check preferred method of permit approval notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail:			
Name of Road		Section	Township
			Range
Location of Work: Between _____ and _____			
For the construction and maintenance of:			
Will the proposed utility installation be within the limits of a proposed County project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? <input type="checkbox"/> Road Improvement <input type="checkbox"/> Water/Wastewater Improvement <input type="checkbox"/> Storm Water <input type="checkbox"/> Scenic Corridor <input type="checkbox"/> Intersection Improvement <input type="checkbox"/> Other _____ County Project CIP# _____ Will the proposed facility be dedicated to the County? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the proposed facility qualify as a Supplemental Large Facility (Hillsborough County Ordinance No. 03-09)? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the proposed facility require a road or lane closure? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Temporary Traffic Control Permit is required) Is Proof of Insurance attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Is your company certified? <input type="checkbox"/> Yes <input type="checkbox"/> No Certification # _____ (Certification of communication services in the State of Florida required)			
Contractor(s) who will be performing work: _____ License#(s) _____			
I have read and understand and agree to the terms on the second page.			
CIP ONLY : PM Signature X _____ Signature of Permittee X _____ PM (Print) X _____			
For Hillsborough County Office Use Only			
Hillsborough County Approval: This form shall, upon appropriate county signatures or separate approval letter, become the permit. All work performed under this permit shall be done in accordance with ordinance 92-22 and the Utility Accommodation Guide.			
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.			
Signed by (Signature & Title): _____		Date: _____	
For Hillsborough County Office Use Only			
Accepted by (Title & Department): _____		Date: _____	
<ul style="list-style-type: none"> 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. <small>* Form is available online through "Permits & Forms".</small>			



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

	<p align="center">DEVELOPMENT SERVICES DEPARTMENT Right Of Way Permitting 601 E. Kennedy Blvd; 19TH Floor • Tampa, FL 33602 Phone (813) 274-6500 Fax (813) 307-4443</p>	<p align="center">RIGHT OF WAY USE PERMIT NO.</p>
---	---	--

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 ROW Use permits shall be in effect for a period of one year from the date of approval. 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.
19. The PERMITTEE is responsible for ensuring that all work is done in compliance with the Americans with Disabilities Act.

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

INITIAL: X _____ DATE: _____



APPENDIX D: HILLSBOROUGH COUNTY ROAD CLOSURE, LANE CLOSURE & SOCIAL EVENT APPLICATION & PERMIT



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

PUBLIC WORKS DEPARTMENT Traffic Engineering-Temporary Traffic Control Road Closure, Lane Closure & Social Event Application & Permit			
RIGHT OF WAY USE PERMIT NO. _____		TTC PERMIT NO. _____	
For Hillsborough County Office Use Only			
Fee Charged \$ _____	Fee Paid \$ _____	Paid Date ____/____/____	Paid by: () Cash () Check () Credit Card

TYPE OF REQUEST: () ROAD CLOSURE () LANE CLOSURE () OTHER _____

Number of Lanes: _____

Contractor/Organization:		Contact Name:		Date:	
Contractor Doing Work For:			Their Phone:		
Address:				Phone:	
				Fax:	
Check preferred method of permit approval notification: () Phone () Fax () E-mail:					
Location: (reference to nearest intersection(s) do not use house numbers)					
On: _____		From: _____		To: _____	
Direction of Traffic in Work Area : () Northbound () Southbound () Eastbound () Westbound					
Location on roadway (for multi-lane roads): () Right Turn Lane () Inside () Center () Outside () Left Turn Lane					
Description of work:					
Start date:		End Date:		Name of 24 hr Contact Person:	
				Phone:	
				FOR SOCIAL EVENT USE ONLY	
				Start Time: _____	
				End Time: _____	
Maintenance of Traffic:			Submitted by:		Title
() Drawing attached					Phone
() FDOT Standard Index # _____					Fax:

THE PERMITTEE HEREBY AGREES TO THE TERMS OF THIS PERMIT, AND UNDERSTANDS THAT IF THESE TERMS ARE VIOLATED, THE PERMITTEE BE REQUIRED TO STOP WORK, RESTORE THE ROAD SURFACE TO A SAFE AND PASSABLE CONDITION, AS DETERMINED BY THE ENGINEER. HE WILL THEN VACATE THE RIGHT-OF-WAY.

Signature of Permittee X _____

Hillsborough County Projects Use Only			CIP No: _____
Signatures, as listed below, are mandatory for all County projects. (Must be submitted through the Project Manager)			
Project Manager (Lane Realignment Approval)		Section Manager: (Lane Closure Approval)	Division Director (Road Closure Approval)
Name of 24-hour Project Management Contact:		Phone Number:	24 hr. Phone Number:

For Hillsborough County Official Use Only			
Daily Work Hours: Start Time: _____ End Time: _____ Area of County: _____			
() First Day Only (24 hr. Road Closures only)			
() 24 Hr. () Daylight Only () Nighttime Only () Weekend () Weekend Only			

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: _____

To pay by credit card please use AUTHORIZATION FOR PAYMENT BY CREDIT CARD form*. Fax ONLY to the numbers listed on the form. * Form available online through the "Services – Permits & Licenses" tab at www.hillsboroughcounty.org



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

	PUBLIC WORKS DEPARTMENT	TTC PERMIT NO.
	Traffic Engineering-Temporary Traffic Control 601 E. Kennedy Blvd • Tampa, FL 33602 Main# (813) 274-6500 Fax# 635-7479 Direct 307-1796	TTC _____

The Permittee, shall indemnify, defend, and hold harmless Hillsborough County and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any acts, actions, neglect or omission by the Permittee, It's agents, employees, or subcontractors during the performance of the Project, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Permittee nor any of Its subcontractors will be liable under this Article for damages arising out of the injury or damage to persons or property directly caused or resulting from the SOLE negligence of the County or any of its officers, agents or employees.

Contractor's obligation to Indemnify, defend, and pay for the defense or at the County's option, to participate and associate with the County in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be triggered by the County's notice of claim for indemnification to Contractor. Contractor's inability to evaluate liability or its evaluation of liability shall not excuse Contractor's duty to defend and indemnify within seven days after such notice by the County is given by registered mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the County SOLELY negligent shall excuse performance of this provision by Contractor. Contractor shall pay all costs and fees related to this obligation and its enforcement by the County. County failure to notify Contractor of a claim shall not release Contractor of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless Hillsborough County from and against any and all loss, damage, cost of expense arising in any manner on account of the exercise or attempted exercises by said Permittee of the aforesaid rights and privileges.

During the event, all safety regulations of the County shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended, and the latest Florida Department of Transportation's "Roadway Traffic Design Standards."

In case of non-compliance with the County's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the R/W at no cost to the County.

When a permit includes a road closure, the applicant is required to post public notification signs on the subject roadway a minimum of seven days prior to initiating the closure. The notification signs shall include the proposed start and finish date of the closure, special hours of the closure, if applicable, and a telephone number (272-5275) for additional information. If the applicant fails to install the required signs the permit will be revoked. Projects that are limited to lane realignments are not required to post the advisory signs.

Application must be received a minimum of five days prior to the proposed implementation date, and at least twelve days prior for road closures. The application will be reviewed and returned to the applicant within five days from the time it was received by the Hillsborough County Right-of-Way Office. Complex projects requiring extensive travel lane realignments, traffic signal modifications, or multiple closures will require an extended review time.

Times and dates on permits are for normal work days only. Any work done outside these hours must be approved on a separate permit. In Hillsborough County working hours are established by the Temporary Traffic Control Permitting Agent. The normal working hours have been established as follows: High volume roads: 9:00 AM to 4:00 PM. Low volume roads 8:30 AM to 5:00 PM. Any work done outside these hours requires special permitting and must be approved by the TTC Permitting Agent.

SIGNATURE OF PERMITTEE REQUIRED:

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO SAID TERMS.

PERMITTEE SIGNATURE: X _____ DATE: _____

For Hillsborough County Office Use Only
COMMENTS OR RESTRICTIONS:



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

LOCATION:	TTC PERMIT NO. TTC _____
Drawing of Permitted Area:	
→ DETOUR ARROW <input type="checkbox"/> VMB <input type="checkbox"/> TYPE III BARRICADE <input type="checkbox"/> • CONE	

NO	TTC PLAN / DESCRIPTION	AMT	NOTES
1	THIS ROAD TO BE CLOSED THRU For info. Call 272-5275		
2	ROAD CLOSED AHEAD, LIGHT, FLAG		
3	ROAD CLOSED 1000 FT, LIGHT, FLAG		
4	ROAD CLOSED 500 FT, LIGHT, FLAG		
5	DETOUR 500 FT, LIGHT, FLAG		
6	ROAD CLOSED TO DETOUR ARROW, TYPE III BARRICADE, LIGHTS		
7	ROAD CLOSED, TYPE III BARRICADES, LIGHTS		
8	↑ DETOUR		
9	ROAD CLOSED TO THRU TRAFFIC, DETOUR ARROW, TYPE III BARRICADES, LIGHTS		
10	DETOUR AHEAD, LIGHT, FLAG		
11	ROAD CLOSED TO DETOUR ARROW, TYPE III BARRICADE, LIGHT		
12			



APPENDIX E: UTILITY RELOCATION SCHEDULE



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

HILLSBOROUGH COUNTY UTILITY RELOCATION SCHEDULE		
Page 1 of 2		
CIP NO.	PROJECT NAME	
	PROJECT NO.	
THIS FORM TO BE INCLUDED IN CONSTRUCTION CONTRACT DOCUMENTS		
<i>Agency/Owner</i>		
<i>Facilities Involved (Detail as to type and location of adjustments and relocations.):</i>		
Anticipated Construction Relocation Schedule		
<i>(Describe each phase and all work that can be done concurrently during each phase in relation to a construction activity):</i>		
		*Working Days Estimated
Phase 1	(a)	
	Total Phase 1	
Phase 2	(a)	
	Total Phase 2	
Phase 3	(a)	
	Total Phase 3	
Phase 4	(a)	
	Total Phase 4	
	Total Construction Working Days (including page 2 If Applicable)	
Preconstruction Items <i>(Explain Preliminary engineering, material procurement, R/W acquisition, contract negotiations, etc.)</i>		
	Total Preconstruction Days (including page 2 If Applicable)	
<p><i>* Individual phases may be spread throughout the contract with begin and end dates as necessary to coordinate construction activities with the COUNTY contractor and other utilities. The Agency/Owner shall cooperate with the COUNTY contractor to include their adjustment/relocation work progress schedule prior to the preconstruction conference.</i></p> <p style="text-align: center;"><i>The above data is based on construction plans DATED _____.</i></p> <p><i>This AGENCY/OWNER is not responsible for circumstances beyond its normal control. However, the AGENCY/OWNER agrees to fully cooperate with the COUNTY, and its Contractor, in abiding by the "Utility Coordination Procedures" and completing the project as expeditiously as possible. The AGENCY'S/OWNER'S field representatives can be contacted at:</i></p>		
		Telephone Number: _____
SUBMITTED FOR THE AGENCY BY: _____		Date _____
APPROVAL BY: _____		Date _____
_____ <i>Engineer of Record</i>		
_____ <i>County Project Manager</i>		Date _____



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

HILLSBOROUGH COUNTY UTILITY RELOCATION SCHEDULE		
Page 2 of 2		
CIP NO.	PROJECT NAME	PROJECT NO.
THIS FORM TO BE INCLUDED IN CONSTRUCTION CONTRACT DOCUMENTS		
<i>Agency/Owner:</i>		
<u>Facilities Involved (Continuation)</u>		
<u>Anticipated Construction Schedule (Continuation)</u> <i>(Additional Phases or Continuation of a Phase)</i>		<u>Working Days</u> <u>Estimated</u>
<u>Total Working Days</u>		<hr style="width: 50px; margin: 0 auto;"/>
<u>Preconstruction Items (Continuation)</u>		
<u>Total Days</u>		<hr style="width: 50px; margin: 0 auto;"/>
<u>Special Notations</u>		



APPENDIX F: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT NOTICE OF VIOLATIONS



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

HILLSBOROUGH COUNTY
RIGHTS-OF-WAY USE PERMIT
NOTICE OF VIOLATIONS

Applicant's Name & Address

Date _____
Certified Mail # _____
Return Receipt Requested

Re: Permit No. _____
Name of Road _____

Maint. Service Unit No. _____
Department _____

Dear _____:

It has recently come to our attention that you have failed to comply with the requirements of Permit No. _____, issued to you on _____.

Our examination reveals the following deficiencies:

Attached is a copy of Permit No. _____ for your use. The Permit Office requests the correction of these deficiencies within _____ of receipt of this letter. It is requested that you contact this office at ___-___ immediately to discuss any problems in meeting these requirements.

Sincerely,

Hillsborough County



APPENDIX G: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT CITATION



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

**HILLSBOROUGH COUNTY
RIGHTS-OF-WAY USE PERMIT CITATION**

Applicant's Name & Address

Date _____
Certified Mail # _____
Return Receipt Requested
Maint. Service Unit No. _____
Department _____

Re: Permit No.
Name of Road _____

Dear _____:

As of this date, the violations of Hillsborough County Ordinance _____ and the requirements of the Hillsborough County Utility Accommodation Guide and Rights-of-Way Use Procedures Manual identified in our letter of _____ have not been corrected. In accordance with these documents your failure to correct these violations will be reviewed by the Hillsborough County Code Enforcement Board. An administrative hearing will be scheduled before the Board at the earliest available date. Your company will be notified when the hearing is scheduled. You are urged to correct the deficiencies prior to the hearing date.

Sincerely,

Hillsborough County



APPENDIX H: HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT STOP WORK ORDER



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

**HILLSBOROUGH COUNTY
RIGHTS-OF-WAY USE PERMIT
STOP WORK ORDER**

Applicant's Name & Address _____

Date _____

Certified Mail # _____

Return Receipt Requested _____

Re: Permit No. _____

Maint. Service Unit No. _____

Name of Road _____

Department _____

Dear _____:

It has recently come to our attention that you have failed to comply with the requirements of Permit No. _____, issued to you on _____.

Our examination reveals the following deficiencies:

Attached is a copy of Permit No. _____ for your use. Due to the severity of the violation you are hereby ordered to suspend all further work efforts until such time as the deficiencies are corrected. It is requested that you contact this office at ____-____ immediately to discuss any problems in meeting these requirements.

Sincerely,

Hillsborough County



APPENDIX I: HILLSBOROUGH COUNTY LANDSCAPE MAINTENANCE AGREEMENT



HILLSBOROUGH COUNTY LANDSCAPE MAINTENANCE AGREEMENT

This AGREEMENT made this ____ day of _____, ____ by and between HILLSBOROUGH COUNTY, FLORIDA, (hereinafter referred as the "County") and

hereinafter referred to as the "PARTICIPANT").

WITNESSETH

WHEREAS, it has been deemed in the best interest of the County to encourage corporations, organizations, and/or individuals to provide care and maintenance necessary to the County's medians and rights-of-way; and

WHEREAS, it has been deemed in the best interest of the County to enter into an Agreement with each participant setting forth the respective duties and terms and conditions thereof.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

ARTICLE I. SCOPE OF SERVICES

A. The PARTICIPANT shall provide the services and/or contributions set forth herein below in the medians or rights-of-way described as:

Four horizontal lines for describing the maintained area.

(hereinafter "MAINTAINED AREA").

B. The PARTICIPANT shall assume full responsibility for the maintenance of the lawn and vegetation in the MAINTAINED AREA, including, but not limited to all costs associated with: operational costs, soil irrigation, lawn mowing, fertilizing, tree and shrubbery trimming, replacement of all diseased plants and other vegetation and any other maintenance necessary to insure a well-maintained and safe area.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

- C. Should the PARTICIPANT fail to perform as agreed, the COUNTY shall allow the MAINTAINED AREA to return to its pre-landscaped condition.
- D. The COUNTY shall have no obligation to replace any plants, contributed or paid for by the PARTICIPANT, which subsequently die, whether such death is the result of neglect by the PARTICIPANT, the COUNTY or otherwise.
- E. Services shall include:
 - 1. The provision of the following maintenance and services in the MAINTAINED AREA (Please check appropriate services(s):
 - (a) Pick up litter and debris ___ times per _____.
 - (b) Cut grass as needed.
 - (c) Remove weeds and vines.
 - (d) Water plants as needed; provided however, such watering shall be in accordance with the Southwest Florida Water Management District policy.
 - (e) Treat turf and other plants for pest (if using restricted chemicals, Participant must be licensed by the state).
 - (f) Fertilize as needed and in accordance with Institute of Food and Agricultural Science (IFAS).
 - (g) Maintain irrigation system with like parts.
 - (h) Maintain plants in accordance with the landscape plan approved by the Development Review Department, with NO substitutions, without prior approval in writing.
 - (i) Follow all landscaping guidelines as described in “Landscaping Within Hillsborough County’s Road Rights-of-Way” as adopted by the Board of County Commissioners.
 - (j) Hire a landscape contractor to maintain the Adopted Area.
 - (k) Follow all FDOT guidelines if Adopted Area is along a State road.
 - (l) Other services: (describe below)



2. The PARTICIPANT shall notify the Hillsborough County Development Services Department in the event a problem should arise or if repairs to the MAINTAINED AREA are necessary which the PARTICIPANT is unable or not authorized to do.

ARTICLE II. PERIOD OF AGREEMENT

The period of this AGREEMENT shall be for one (1) year from the date herein above first written and shall be automatically extended for successive one (1) year periods under the same terms and conditions, unless either party provides the other with written notification forty-five (45) days prior to the end of any one (1) year term, of its intent not to extend the AGREEMENT.

ARTICLE III. NEGATION OF AGENT OR EMPLOYEE STATUS

The PARTICIPANT shall perform the services provided under this AGREEMENT as an independent contractor; and nothing contained herein shall in any way be construed to constitute subcontractors or PARTICIPANT to be representative, agent, subagent, or employee of the COUNTY or any political subdivision of the State of Florida.

ARTICLE IV. NO ASSUMPTION OF LIABILITY

The County shall neither be responsible for nor incur any liability for the actions, inactions, omissions or commissions of the PARTICIPANT or any officers, employees, or agents of the PARTICIPANT in performing maintenance or other services under the AGREEMENT. The PARTICIPANT shall indemnify and hold harmless the County, its officers, employees, members and agents from and against any and all claims, actions, suits, liabilities or losses of any kind, including reasonable attorney's fees incurred on account of or arising out of actions within the scope of the PARTICIPANT'S service, responsibilities or performance under this AGREEMENT.

IN WITNESS WHEREOF, the County has caused these presents to be executed in its name by its Board of County Commissioners acting by the Chairman or Vice Chairman of said Board, the day and year aforesaid.

(OFFICIAL SEAL)



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

ATTEST: Clerk of Circuit Court

COUNTY: Hillsborough County, Florida

BY: _____
Deputy Clerk

BY: _____
Chairman, Board of County Commissioners

ATTEST: _____

BY: _____

WITNESS

(Corporate Seal)

Date: _____

ATTEST: _____

BY: _____

WITNESS

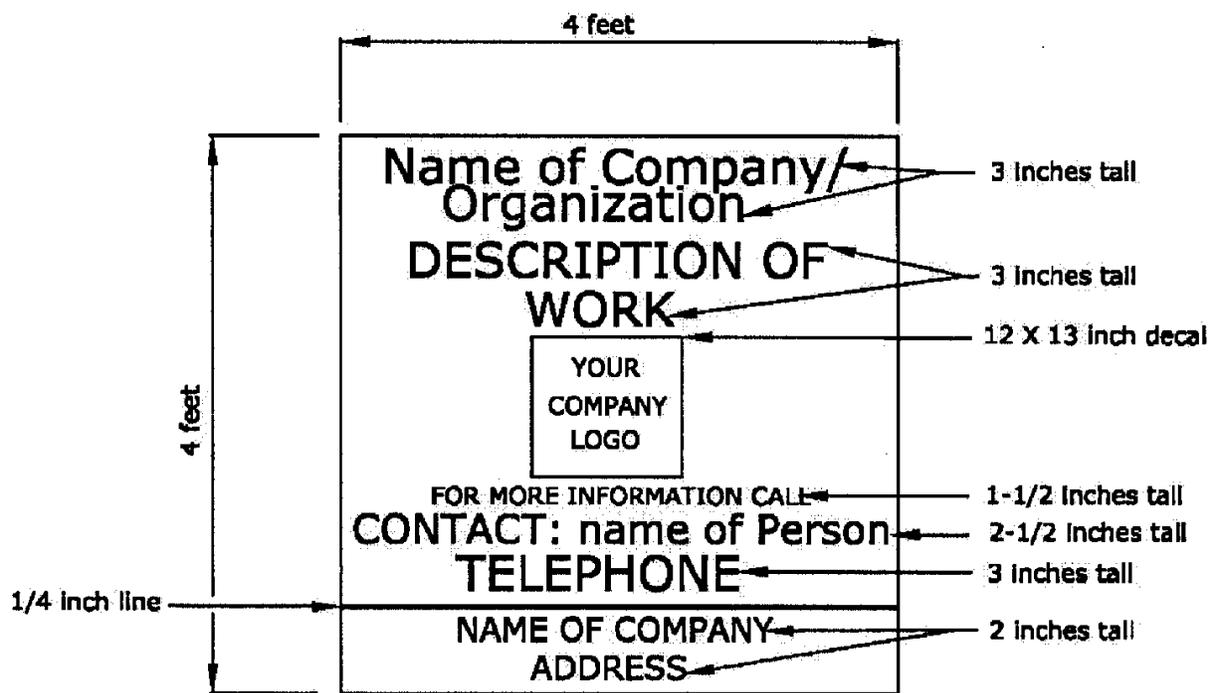
(Association Seal)

Date: _____



APPENDIX J: PROJECT SIGN

Portable Sign Guidelines for Project Sign

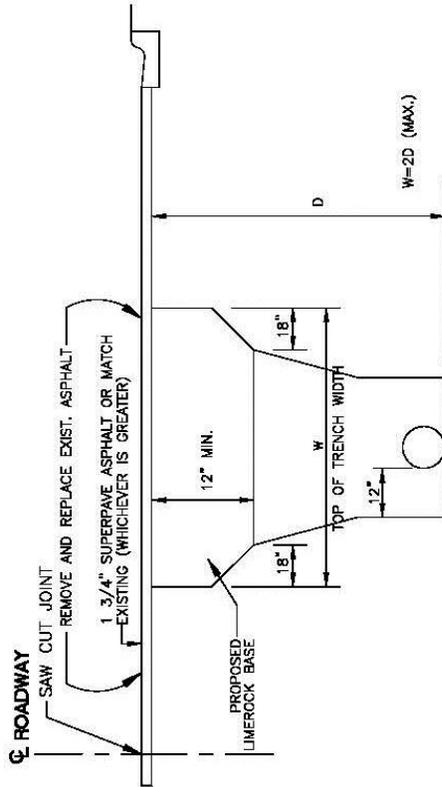




APPENDIX K: TYPICAL ROADWAY RESTORATION DETAILS

**STANDARD DETAILS FOR ROADWAY RESTORATION FOR
A LONGITUDINAL UTILITY INSTALLATION UNDER PAVEMENT**

NOT TO SCALE



OPTION 1
N.T.S.

BACKFILL, BASE AND PAVEMENT REPLACEMENT

BACKFILL, BASE AND PAVEMENT REPLACEMENT SHALL BE THE SAME AS SHOWN FOR PERPENDICULAR CROSSINGS. ONE SET OF DENSITY TESTS IS REQUIRED EVERY 500 LINEAR FEET PER COMPACTED LAYER.

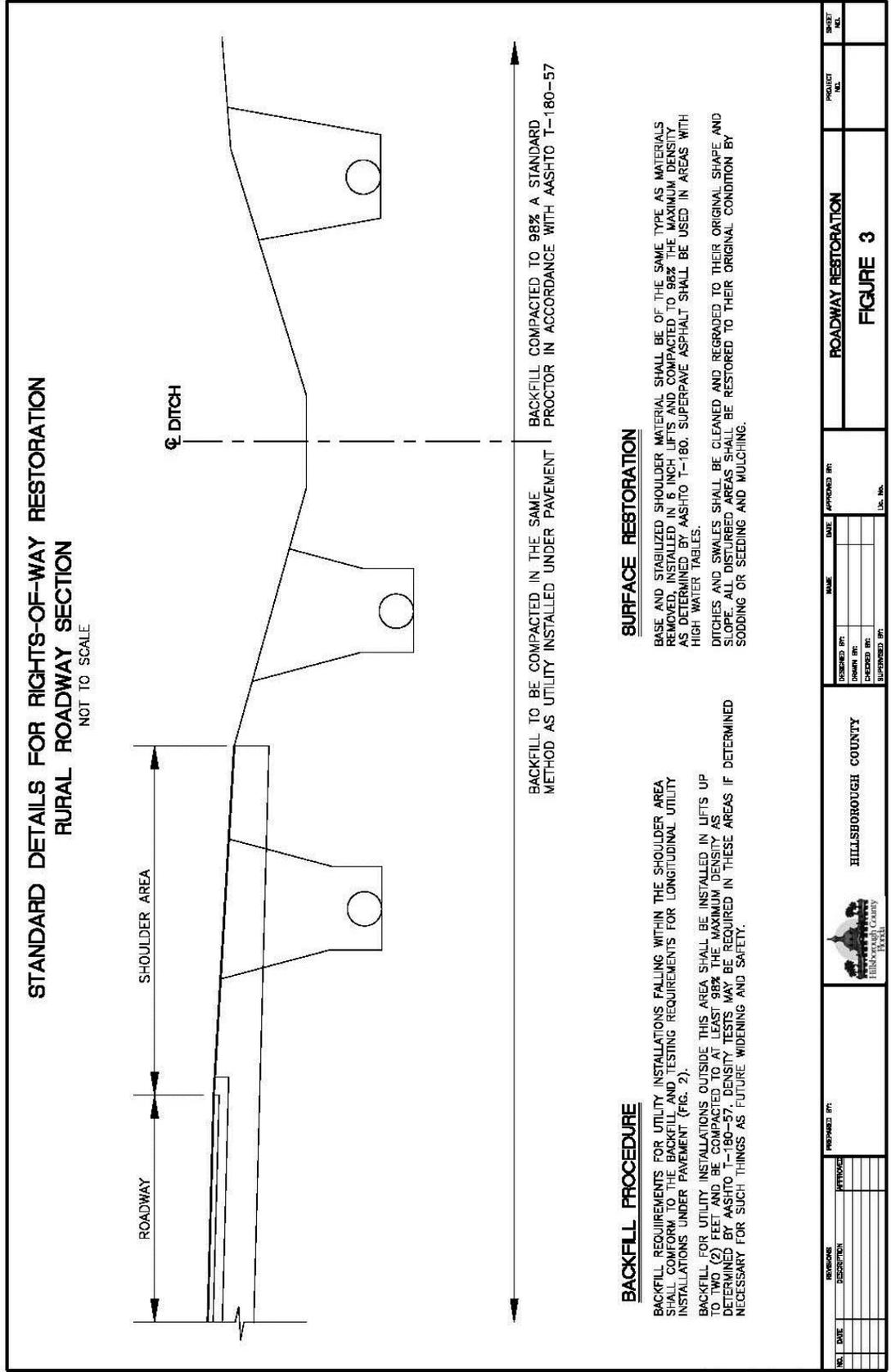
OPTION 1 THE PAVEMENT SHALL BE COMPLETELY REMOVED FROM THE TRAVEL LANE DISTURBED AND BE FULLY REPLACED. THE CENTER LONGITUDINAL JOINT SHALL BE SAWCUT.

OPTION 2 IN LIEU OF REMOVING THE ENTIRE PAVEMENT OF THE DISTURBED TRAVEL LANE, THE ENTIRE WIDTH OF ROADWAY MAY BE OVERLAYED THROUGHOUT THE ENTIRE LENGTH OF DISTURBANCE.

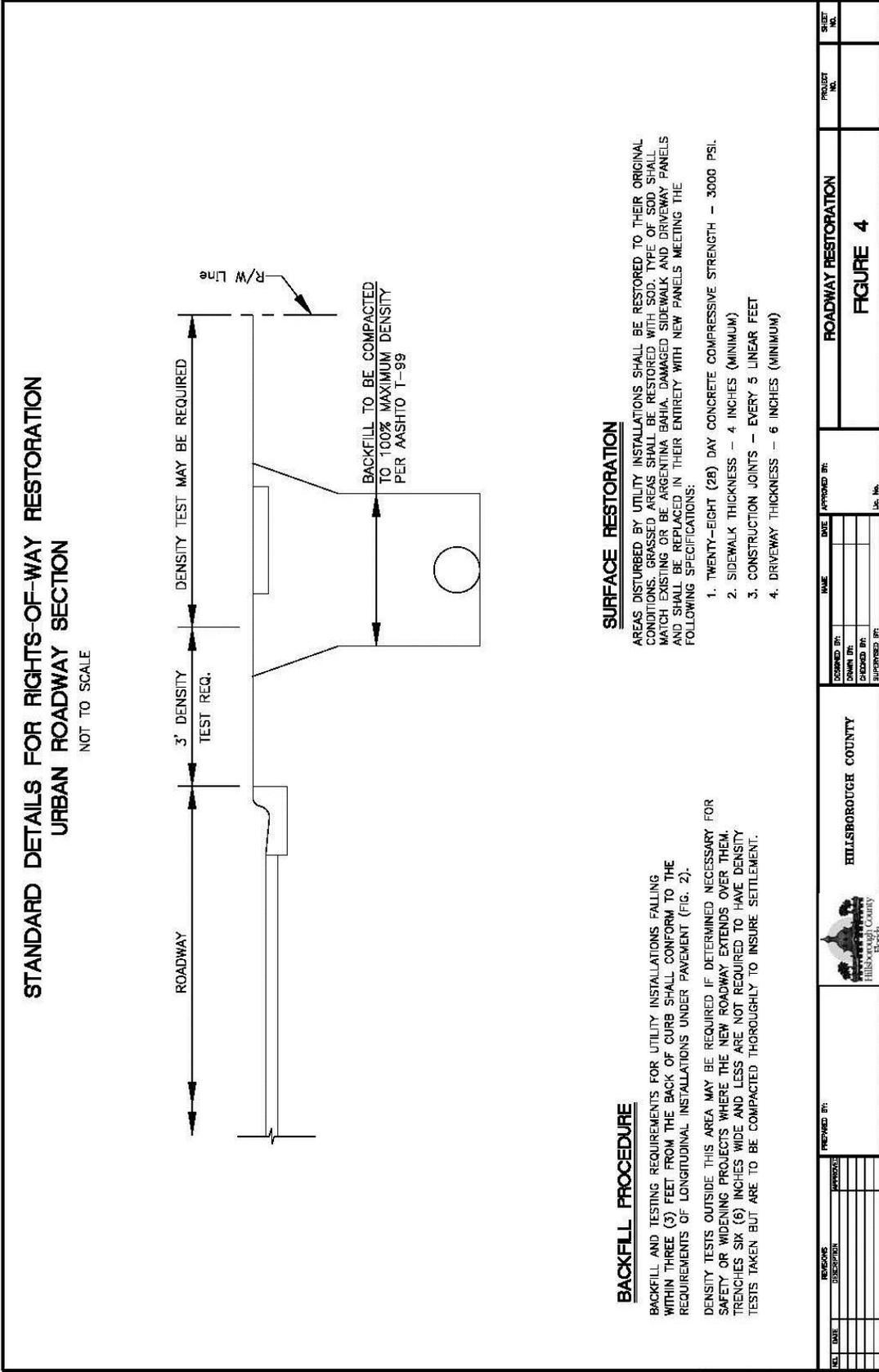
NOTE: FOR ADDITIONAL RESTORATION DETAILS FOR PAVEMENTS LESS THAN 5 YEARS OLD SEE FIGURE 5.

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APPENDIX L: DENSITY TESTING SCHEDULES



TESTING SCHEDULE

Item	Test	Test Frequency
Embankment	Optimum Moisture/Maximum Density	Per Soil Type
	100% of Maximum Density as determined by AASHTO T99-57(Method C) no tolerance	One per 500' horizontally, in one (1) foot lifts
	Gradation 1-T027	1/500' Section per lift
	Proctor 1-T180	Per material type
	Proctor 5-525	Per material type
	Density 1-T238	1/500' Section per lift
Utility Trench Backfill – over pipelines and around structures from R.O.W. line to R.O.W. line	Optimum Moisture/Maximum Density	Per Soil Type
	100% of Maximum Density as determined by AASHTO T99-57(Method C) no tolerance	*, **
Utility Trench Backfill – over pipelines and around structures outside R.O.W. line	Optimum Moisture/Maximum Density	Per Soil Type
	95% of Maximum Density as determined by AASHTO T99-57(Method C) no tolerance	*
Stabilized Subgrade	Optimum Moisture/Maximum Density	Per Soil Type
	Minimum 40 LBR	**** Per Material Type
	Minimum 20 LBR (For Soil Cement Only)	**** Same as for 40 LBR
	98% of Maximum Density as determined by AASHTO T180-57 (ASTM D1557-70) - no tolerance	***
Base (Other than soil cement or crushed concrete)	Optimum Moisture/Maximum Density	Per Soil Type
	Minimum 100 LBR	Per source
	98% of Maximum Density as determined by AASHTO T180-57 (ASTM D1557-70) - no tolerance	***
	Gradation, Atterberg Limits	Per source
Soil Cement Base	Mix Design	Per material type
	Optimum Moisture/Maximum Density	Per material type daily
	Proctor 1-T180	Per material type
	Compressive Strength Specimens	One set of three (3) per material type daily
	Test Cores - thickness	***
	97% of Maximum Density as determined by AASHTO T134 - no tolerance	***
Concrete	Slump Test	One per set of cylinders
	Compressive Strength Cylinders	One set of three (3) cylinders for 100 cubic yards or fraction thereof
	Air Content	One per set of cylinders



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Item	Test	Test Frequency
Crushed Concrete Base	Minimum LBR 150	3/Street to obtain an average of 150
	Liquid Limit (as determined by AASHTO T80) (less than 25)	Per material type
	Plasticity Index (as determined by AASHTO T90) (less than 4)	Per material type
	Abrasion	per Los Angeles Abrasion (FM-1TO90) (50 min) Per material type
	Density 100% of maximum density (as determined by AASHTO T-180)	Per material type
Superpave Asphalt	Aggregate Analysis	Per FDOT
	Design Mix	One per FDOT Approved type
	Bitumen Content	Per FDOT
	Thickness	***
	Maximum Specific Gravity (Gmm)	Per FDOT
	90% of Lab Density for local Onsite Roadways (Remove and Replace if not met); and 92% of Lab Density for Collectors and Arterials (Remove and Replace if not met).	***

* Tests shall be located no more than 500 feet apart. Tests shall be performed on each lift, except that tests shall not be further apart than one foot vertically. Field Densities shall be taken over all road crossings. Field Densities for Sanitary Lines shall be staggered to include results over service laterals. There shall be a minimum of one test series for each one foot of lift over pipeline between manholes. Tests around structures shall be spiraled in one foot lifts. For all type pipe, fill to be compacted beneath the haunches using suitable tampers. For pipe less than 24 inches in diameter, backfill in appropriate lifts and test from the top of the pipe and every one foot vertically thereafter. For pipe 24 inches to 72 inches in diameter, backfill in appropriate lifts and test from the springline and every one foot vertically thereafter. For pipe larger than 72 inches, tests shall begin one foot above the base of the trench.

** For flexible pipe (corrugated steel or aluminum), 95% of maximum density (AASHTO-T99) per FDOT Specifications Subarticle 125-9.2.1.

*** Tests shall be located no more than 500 feet apart. There shall be no less than one test per street. No core shall be less than specified minimum thickness.

**** Testing for the subgrade bearing capacity and compaction shall be located no more 500 feet apart and shall be staggered to the left, right, and on the centerline of the roadway. There shall be no less than three tests per street to obtain an average LBR 40 value. Hillsborough County may reserve the right to sample and test any material utilized in the construction of the subgrade. Testing shall be in accordance with the Testing Schedule of this manual and applicable FDOT Standard Specifications for Road and Bridge Construction (except for the requirements of CQC). Inspection of the subgrade shall be conducted by the Engineer of Record, the County Inspector, and shall be approved by the Project Manager prior to base construction.

Note: Hillsborough County reserves the right to sample and test any material during construction.



APPENDIX M: TRENCHLESS CROSSING STANDARDS



TRENCHLESS CROSSING STANDARDS

TABLE OF CONTENTS

1. Introduction.....	M-2
2. Material.....	M-2
A. Encasement (Casing Length Requirement).....	M-2
B. Drilling Fluids	M-5
C. Shoring and Bracing Material	M-5
3. Equipment.....	M-5
A. General	M-5
1. Auger Power Units.....	M-6
2. Augers	M-6
3. Cutting Heads.....	M-6
4. Auger Tracks	M-6
5. Jacks	M-6
6. Anchors and Braces.....	M-7
7. Dewatering Equipment.....	M-7
8. Horizontal Boring Equipment	M-7
9. Other Equipment	M-7
4. Personnel Requirements.....	M-7
A. Permittee Representation.....	M-7
B. Work Force Requirements.....	M-8
C. Department Representation	M-8
D. Work Scheduling.....	M-8
5. Procedure	M-8
A. Traffic Safety.....	M-8
B. Subsurface Soil and Drainage Investigation.....	M-9
C. Dewatering	M-11
D. Jacking Pits.....	M-12
E. Equipment Set-up.....	M-13
F. Crossing Operating.....	M-15
G. Equipment Breakdowns or Other Unforeseen Stoppages	M-16
H. Permit on Job Site.....	M-16
6. Waiver of Requirements	M-16
7. Reporting Procedures.....	M-16
8. New Techniques.....	M-17



TRENCHLESS CROSSING STANDARDS

1. Introduction

The guidelines set forth in this section are to regulate and control all aspects of underground utility crossings by jacking, driving, pushing, boring, tunneling, pulling, or a combination thereof and other methods except open cutting or trenching. The guidelines established herein are not intended to provide complete step-by-step instructions for a proper underground crossing operation. These guidelines do, however, specify a wide range of procedural precautions necessary to ensure that the very basic, essential aspects of a proper crossing operation are adequately controlled. In all cases the ultimate success or failure of a crossing will depend upon the experience and skill of the Utility or its contractor.

Adherence to the guidelines contained herein, or the County's approval of any aspect of any crossing operation covered by this section, shall in no way relieve the Utility owner of ultimate responsibility for the satisfactory completion of the work authorized by the Use Permit.

2. Material

A. Encasement Material to Include Uncased Carrier Pipe

- (1) Composition and Strength - All casings shall conform to the following requirements:
 - (a) Must be chemically compatible with any material it is to transport or otherwise contact.
 - (b) Unless otherwise tested and approved by the County prior to beginning work, all encasement pipes or uncased carrier pipes shall be new and of round, smooth wall, leakproof construction.
 - (c) The use of casings (not encased carriers) with wrapped protective coverings will not be used.
 - (d) All steel casings shall conform to the following minimum thickness requirements:



Nominal Outside Diameter-inches	Minimum wall thickness-inches
3/4"	0.113"
1"	0.133"
1 1/4"	0.140"
1 1/2"	0.145"
2"	0.154"
4"	0.188"
6"	0.188"
8"	0.188"
10"	0.188"
12"	0.188"
24"	0.250"
30"	0.312"
36"	0.375"
42" and greater	0.500"

Minimum thickness for pipe diameters not shown shall be the same as required for the next larger size listed above.

- (e) Plastic Pipe - Plastic pipe may be installed by jacking and boring except for use as pressurized carrier pipes containing gases or fluids. Closed end jacking of plastic pipe, or open end jacking without an auger for continuous clean out of the bore as the jacking progresses, will not be allowed.

Plastic pipe must meet or exceed the following strength and composition standards:

PVC (Polyvinyl-Chloride)	ASTM D 1785
HDPE Tubing (High Density Polyethylene)	ASTM D 1248 and 3350
HDPE Pipe (High Density Polyethylene)	AWWA C906
HDPE (High-Density Polyethylene) Gas pipe over 3 1/2"	ASTM D 2513
RTRP (Reinforced Thermosetting Resin Pipe)	ASTM D 2296 or 2997

An air pressure test for leaks shall be conducted in the presence of the County representative immediately upon completion of each crossing at a minimum test pressure of 20 psig. The test shall be abandoned, if in the opinion of the County, the leaks are potentially damaging to the roadway.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Hydrostatic pressure test leaks shall be conducted in the presence of the County representative immediately upon completion of each crossing in accordance with AWWA standards C600. Section 4.1. Testing methods described in this section are specific for water pressure testing. The test shall be abandoned, if in the opinion of the County, the leaks are potentially damaging to the roadway.

Either of the two test methods outlined below will be satisfactory.

- (i) Standard 24 pressure test with recording chart.
- (ii) Pressure test utilizing a dragnet type leak detecting device, or other equivalent testing equipment capable of detecting pressure drops of one-half ($\frac{1}{2}$) psi. Length of test to be as recommended by the testing equipment manufacturer for the conditions of the particular job.

Immediately following the pressure test, the results shall be furnished to the County.

Leaking pipes that cannot be repaired to meet pressure test standards and requirements are to be filled with concrete by pressure grouting or other approved means, and shall be abandoned if in the opinion of the County the leaks are potentially damaging to the roadway.

- (2) Length - Casings and uncased carrier pipes shall be of sufficient length to extend under all pavements and in no case shall the end of the casing be closer than eight feet from the pavement edge including paved shoulders, or two feet from back of curb plus additional length as necessary to extend to the excavated slopes of the jacking and receiving pits, unless approved by the County and modified in the permit. Slope requirements are detailed in 5.D.(1) of this APPENDIX. The ends of casings under limited access facilities and all casings for flammable materials shall be no closer to the pavement edge (including paved shoulders) than the toe of the front slope. Casings may be required to extend to the rights-of-way limits to provide for maintenance access on limited access facilities where periodic maintenance activities on the utility are expected. Casings shall also extend beyond pavement areas that are to be widened in the near future when proposal of such widening is supported by a design study.
- (3) Joints and Couplings
 - (a) Steel Pipe
 - (i) Couplings - Couplings shall be tight, tack welded if necessary, and sufficiently rigid (no noticeable movement in joint) to prevent misalignment during driving or pushing operation. Tack welding of couplings is only required where necessary to ensure the integrity of the joint.
 - (ii) Welded Joints - Joint welds shall be made in a neat workmanlike manner, shall be air tight and continuous over the entire circumference of the pipe, and shall increase the outside diameter by no more than $\frac{3}{4}$ " total.



- (b) Plastic Pipe
 - (i) Couplings - Plastic pipe couplings shall meet or exceed all applicable ASTM strength and composition standards for the particular type being used.
 - (ii) Joints - Plastic pipe joints shall be made in accordance with applicable ASTM Standards. In all cases, the joints shall be made sufficiently strong to withstand the stresses of jacking, with joints completely set and cured prior to placement of the pipe.
- (c) Coupling thickness shall be such that the overall casing diameter is increased by no more than $\frac{3}{4}$ " total. All couplings shall be leakproof.

B. Drilling Fluids

If drilling fluids are used to lubricate the auger and facilitate the removal of cuttings, they shall consist of a mixture of water and gel-forming colloidal material such as bentonite, or a polymer surfactant mixture producing a slurry of custard-like consistency.

Plain water may be used if appropriate under the conditions outlined in Section 5.F.(2) of this APPENDIX.

C. Shoring and Bracing Material

Materials used for sheeting, sheet piling, cribbing, bracing, shoring, and underpinning shall be in good serviceable condition, and timbers shall be sound, free from large or loose knots and of proper dimensions, as required by OSHA regulations.

3. Equipment

A. General

In keeping with the overall objective of this guide, this section is intended to set forth guidelines in the area of equipment solely to prevent unnecessary stoppages and subsequent damage to the roadway.

All equipment used in the execution of work covered under the Use Permit shall have the built-in capacity, stability and necessary safety features required to fully comply with the specifications and requirements of this guide without showing evidence of undue stress or failure.

It shall be the responsibility of the utility to assure that the equipment to be used in the crossing operation is in sound operating condition. Backup equipment may be required where job site conditions indicate that severe damage to the roadway or a hazardous condition may result in the event of an equipment breakdown and where the condition of the equipment to be used indicates that routine component replacement or repair will likely be necessary during the crossing.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

- (1) Auger power units - Power units providing rotational force to the cutting head and/or the auger used to remove spoil material as the bore progresses, may also provide power for jacks used to push the casing. Power units shall be in proper operating condition and shall have sufficient power to satisfactorily complete the proposed crossing according to the manufacturer's recommendations.
- (2) Augers - Screw-type steel drive tubes or shafts with one male end and one female end for coupling and welded steel flighting (threads).
 - (a) Auger shafts shall be straight and otherwise undamaged.
 - (b) Flighting shall be undamaged and securely welded to the body of the auger shaft and be continuous with no gaps from end-to-end of each auger section.
- (3) Cutting Heads - Boring attachment fastened to leading end of first auger section equipped with special teeth, bits, blades, chippers or cutters used to cut or chip away rock or hard soils in advance of auger.
 - (a) Cutting heads shall be undamaged and have no missing or broken teeth or bits.
 - (b) Pinned or hinged wing cutters must be constructed in such a manner as to ensure overboring does not exceed limits specified in Section 5.E.(3) of this APPENDIX.
- (4) Auger tracks - Supports boring machine and provides line and grade control.
 - (a) Tracks shall be straight and otherwise undamaged with no broken welds.
 - (b) Tracks shall be constructed so as to remain rigid at joints and allow no appreciable flexing as power unit passes.
- (5) Jacks - Hydraulic, mechanical, or manual power units providing horizontal thrust for pushing casing or carrier pipe. Shall have sufficient power to satisfactorily complete the proposed crossing according to the manufacturers' recommendations.
 - (a) Hydraulic - Shall be in sound operating condition. Hoses shall not be cracked or split; all couplings and fittings shall be tight and entire system reasonably free from leaks. Hydraulic cylinder rods should be clean and smooth to prevent damage to cylinder seals.
 - (b) Mechanical - Includes manual and power drivers, ratchet type jacks, winch and pulley systems. All mechanical jacking systems shall be in sound operating condition with no broken welds, excessively worn parts, broken teeth, badly bent or otherwise misaligned components. All ropes, cables, clamps and other non-mechanical but essential items shall be in sound condition.
 - (c) Other - Devices or systems for providing horizontal thrust other than those previously defined in the preceding sections shall not be used unless approved for use by the County prior to commencement of work. Consideration for approval will be made on an individual basis for each properly permitted crossing. The proposed device or system will be evaluated prior to approval or rejection on its



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

potential ability to complete the crossing satisfactorily without undue stoppage and to maintain line and grade within the tolerances prescribed by the particular conditions of the job.

Jetting or water sluicing methods, jetting with compressed air, or boring or tunneling devices with vibrating-type heads that do not provide positive control of line and grade shall not be allowed.

- (6) Anchors and Braces - Jacking base or deadman used to provide a rigid base from which the horizontal thrusting from the jacking unit is transferred to the casing.

The jacking base or deadman must be sufficiently strong to withstand the pressures generated by the jacking unit throughout the jacking operation without appreciable movement or deformation.

- (7) Dewatering Equipment - Equipment used to evaluate ground and surface water from jacking and receiving pit areas and along path of proposed bore.
- (a) Pump - Shall be in proper operating condition and of sufficient capacity to satisfactorily dewater the pit and bore areas under the conditions of the particular job.
 - (b) Header line - Collector pipe connecting pump with individual swing joints, risers and well points in a well point dewatering system. Header line shall be straight, free from large dents, kinks, or cracks and sufficient in size to pass anticipated flow.
 - (c) Swing joints or half swings - Hoses or pipes that connect individual well points and risers to header line. Swing joints shall be undamaged and feature a workable stop cock or equivalent device for controlling air intrusion into the system.
 - (d) Risers - Pipes connecting well points to swing joints should be reasonably straight and otherwise undamaged.
 - (e) Well points - Connect to bottom end of riser pipe, perforated and screened to draw water from surrounding area without allowing the intrusion of soil. Well points must be undamaged and screens clear and unclogged.
- (8) Horizontal Boring Equipment - Equipment shall include locking devices, surveying instruments, power plants, hydraulic motors and attachments as well as mud mixing units and related equipment.
- (9) Other Equipment - Any equipment used on the job that has not been defined and covered previously in this Section must be in proper working order and otherwise conform to the requirements as outlined under Equipment-General, at the beginning of the Section.

4. Personnel Requirements

- A. A responsible representative of the Utility owner or their contractor must be present at all times during the actual crossing operation. A responsible representative as specified herein is defined as a person experienced in the type of work being performed and who has the authority to



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

represent the utility in a routine decision making capacity concerning the manner and method of carrying out the work authorized by the Use Permit.

- B. The Utility owner or their contractor shall have a sufficient number of competent workers on the job at all times to ensure the crossing is made in a timely and otherwise satisfactory manner. Adequate personnel for carrying out all phases of the actual crossing operation (where applicable: boring machine operator; qualified welder(s) for joining additional casing sections; crane or lift operator for removing spoil material; and laborers as necessary for various related tasks) must be on the job site at the beginning of work. A competent and experienced supervisor representing the contractor that is thoroughly familiar with the equipment and type work to be performed, must be in direct charge and control of the operation at all times. In all cases the supervisor must be continually present at the job site during the actual crossing operation.
- C. As stated in the Use Permit, the County must be notified 48 hours in advance of starting work. In addition, the actual crossing operation shall not begin except as allowed by Part D of this Section until the County is present at the job site and agrees that proper preparations for the crossing have been made. The County's approval for beginning the crossing shall in no way relieve the Utility of the ultimate responsibility for the satisfactory completion of work as authorized by the Use Permit.

The County must be present on the job site at all times during the actual crossing operation on "Major Crossings." "Major Crossings" shall be defined as pipeline or final casings greater than or equal to 16 inches in diameter. These size lines are typically considered a transmission mains.

- D. It shall be the responsibility of the County to provide inspection personnel at such times as appropriate without causing undue hardship by reason of delay to the Utility owner or their contractor.

If the Utility owner or their contractor fails to begin the crossing at the agreed time, the County will establish the next mutually convenient time to begin.

On the other hand, the Utility owner or their contractor shall not be required to delay the operation beyond the agreed starting time if the County fails to have its representative present at that time.

To avoid undue hardship on either party, reasonable and mutual cooperation should be exercised where starting times are concerned. If one party fails to meet the agreed schedule, the other party is expected to consider a delayed start if the crossing can be completed during daylight hours in keeping with the requirements of Section 5.F. of this APPENDIX.

Crossing operations shall begin and end within the Monday through Friday work week, except as noted in Section 5.F., "Crossing Operations," of this APPENDIX.

5. Procedure

- A. Traffic Safety



Erection or installation of appropriate safety and warning devices shall be completed prior to beginning work.

B. Subsurface Soil and Drainage Investigation

In general, the greatest influences on the success or failure of an underground crossing are the existing subsurface soil and water conditions. To correctly plan individual crossing procedures such as dewatering, use of cutting heads, positioning of auger within the casing, and to accurately locate potential problem areas, subsurface investigation must be made by the Utility owner or their contractor.

Prior to beginning work on “Major Crossings,” and when requested, the Utility must submit to the County a report of subsurface soil and groundwater conditions as they exist in the area of the jacking pits and along the path of the proposed crossing. The purpose of the report is to ensure that the subsurface conditions are known to the Utility owner or their contractor and the proposed crossing procedure is based on factual information.

The report must be in writing and contain:

- (1) General classification of soils along path of proposed crossing.
- (2) Groundwater elevation(s) along path of proposed crossing.
- (3) Location and size of underground utilities or obstructions discovered during the investigation that were not shown, or were shown inaccurately on the construction plans.
- (4) Invert elevation(s) of proposed bore, and existing utilities and obstructions.
- (5) Jacking and receiving pit floor elevation(s).
- (6) Profile drawing showing roadway cross-section and subsurface conditions such as location, cover, diameter, type of material and carried product of all known existing utilities along path of proposed bore, with pertinent information clearly labeled and dimensioned.
- (7) Project identification and testing log:
 - (a) Use Permit number and location of project.
 - (b) Name of person collecting data, firm employed by, position with firm.
 - (c) Dates and times of groundwater observations including the time and date the test hole was made.
 - (d) Equipment used.
 - (e) Comments and pertinent information not shown in body of report, including any information concerning the subsequent design of a dewatering system that might not have any other effect on the proposed crossing procedure. For example, a thin but impervious layer of clay that would have little or no effect on the jacking



procedure itself, could indicate a perched water table that would certainly have to be considered in the design of a dewatering system.

The purpose of the subsurface investigation report must be considered foremost in collecting the required data. The detailed classification of soils necessary for most engineering purposes would be difficult to interpret and relate to the job at hand from a boring contractor's viewpoint. Therefore, rather than utilizing one of the several formal soil classification systems currently in use, the data should be separated into broad categories of materials that have a direct and clear bearing on what procedure should be followed on an individual crossing.

In general, the subsurface materials should be separated into the following categories:

- (f) Rock
- (g) Hard-pan, clays, hard sand-clays
- (h) Stable, cohesive soils (other than those above)
- (i) Loose, unstable soils

Any soil not falling clearly into one of the preceding categories should be described in sufficient detail to indicate its possible influence on the proposed crossing.

The determination of groundwater levels is an important aspect of a subsurface investigation. Saturated soil conditions along the path of a proposed crossing dictate a crossing procedure quite different from that of a crossing through dry materials. Every effort should be made therefore, to secure accurate and complete water table information.

The method of obtaining the required data will vary depending upon the type of roadway facility and the nature of the utility; for example, for small diameter crossings under rural two lane roads where soil conditions are not subject to great variation, a test hole on either side of the pavement made with a post hole digger or hand auger might be sufficient. The other extreme would be a large diameter bore under a multi-lane facility in an urbanized curb and gutter section where the possibility of a damaging and possibly hazardous failure due to unknown subsurface problems requires that considerably more effort be made in the subsurface investigation. Core borings through the pavement slightly offset from the proposed bore might be in order. The corings would be spaced at intervals dictated by sound local practice that will produce an accurate profile of subsurface conditions.

Corings through pavement would be unnecessary in areas known to have no significant soil variations; however, when pavement coring is in order it shall be done by qualified persons with appropriate equipment with the test holes properly refilled and patched at the end of each operation. If dewatering is required, (see following section) one test hole on either side of the pavement and in median areas where applicable, shall be cased for use as piezometers to monitor groundwater levels during the actual crossing. The casings will be allowed to protrude above ground only when adequately delineated and while work is in progress.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Prior to conducting a subsurface investigation, the proposed means of obtaining the required data on limited access facilities and corings through any paved area must be approved in advance by the County.

If the subsurface conditions are known to the Utility owner or their contractor by previous work done in the immediate area, the information can be recorded in the subsurface investigation report with no physical testing required.

If the Utility owner or their contractor is not adequately equipped or experienced to satisfactorily meet the requirements of this section, or if preceding subsurface investigation reports as submitted for previous jobs proved to be significantly inaccurate, the County may require that the subsurface investigation and report be done by the Utility owner's choice of reputable soils engineering firms experienced in the type of work herein required.

- C. Dewatering - Evacuation of ground and surface water from jacking and receiving pits and from path of proposed crossing. Where the groundwater level is above the invert of the proposed crossing, or above the floor level of the jacking pit, dewatering is necessary to reduce the water level to below the jacking pit floor and the invert of the proposed crossing, and must be designed, installed and in operation prior to beginning the crossing as follows:
- (1) On all "Major Crossings" except where rock is present throughout the length of the bore and no likelihood of sand pockets exists.
 - (2) On a crossing not otherwise classified as major, where the existing groundwater level and particular soil type involved indicates that excessive flowback of spoil material as the jacking progresses is likely.

Dewatering shall not be necessary where remote-powered hydraulic equipment is used to make the crossing underwater.

When dewatering is necessary, and if requested, a plan showing the proposed method must be submitted to the County prior to beginning work. It must be in writing and should be included with the subsurface investigation report.

The dewatering report shall contain where appropriate:

- (1) Plan and profile drawing of area to be dewatered, showing:
 - (a) Location on plan view of pumps, headers, well points, berms, sump holes, discharge points and their relationship to the roadway, jacking pits and path of proposed crossing.
 - (b) Elevations or depths or profile view of same features and equipment as above.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

- (2) Project identification and system design information:
 - (a) Use Permit number and location of project.
 - (b) Name of person who designed and proposed the dewatering system, firm employed by, position with the firm.
 - (c) Data upon which design was based.
 - (i) Subsurface investigation as previously required.
 - (ii) Previous experience in same area.
 - (iii) Other, describe.
 - (d) Party responsible for operation and maintaining the proposed system.
 - (e) Comments and pertinent information not otherwise given.

The importance of a properly functioning dewatering system cannot be over emphasized. If the Utility owner or their contractor does not possess the experience and expertise necessary to properly design, operate and maintain the dewatering system as dictated by individual project conditions, the County may require that the system be designed or operated by the Utility owner's choice of reputable firms specializing in dewatering operations. Dewatering systems shall be in conformance with all applicable Federal, State, County, and local pollution control and environmental protection regulations.

D. Jacking Pits - Excavated areas from which jacking and receiving operations are accomplished.

- (1) Jacking Pit Excavation - Pit excavation shall be no closer than four feet from the roadway or shoulder pavement edge, or two feet from back of curb, whichever is applicable. When deemed necessary for safety, the County may require a greater distance than four feet from the edge of pavement when shoulder pavement is not present. Pits on limited access facilities shall be no closer to the pavement edge than the toe of the front slope.

The pit dimensions shall be large enough to provide a safe, adequate working area with slopes no steeper than:

½:1 in hard pan, clay or hard sand-clays

1:1 in stable cohesive soils

2:1 in loose unstable soils

Slopes shall extend from proposed casing invert elevation to existing ground level. Slopes are not required in solid rock.

In lieu of constructing slopes as above, the pit walls may be shored, sheeted, braced or otherwise supported by means of sufficient strength to protect the employees and inspectors working within them.



- (2) Pit Floor Stabilization - Where necessary to ensure a solid, stable base for boring machinery, some means of stabilizing the pit floor must be provided. Stabilizing may vary depending upon job site conditions and may include timber supports under tracks, addition of clean sand or gravel to pit floor, or in some cases the construction of concrete slabs on the pit floor. All stabilizing materials other than sand, gravel, and like materials must be removed upon completion of the project.

E. Equipment Set-Up

- (1) Aligning and Leveling of Auger Tracks - To properly control line and grade during the crossing operation, it is imperative that the jacking unit tracks be rigidly set to the predetermined level and alignment requirements of the job. Control should be ensured by the use of appropriate engineering instruments.
- (2) Auger and casing section lengths should be determined prior to beginning the crossing operation to ensure that the leading end of the first casing section will not be under, or within three feet of, any Roadway Pavement when the crossing operation is halted to join new auger and casing sections. As an exception, in areas where jacking pit space is restricted by narrow County rights-of-way or obstructions and will not allow continuous operations under paved areas as stipulated in this section, all preparations for adding additional casing and augers should be made prior to stopping under the pavement and the joint made as quickly as possible.

Crossings made by closed end jacking method or crossings made in materials other than loose unstable soils, are not subject to the provisions of this section.

- (3) Methods of Reducing Skin Friction - Friction between the outer surface of the casing and the surrounding soil may be reduced by increasing the diameter of the casing hole by no more than $\frac{3}{4}$ inch greater than the casing diameter. Maximum diameter includes wing cutters which must be securely blocked to limit the overall diameter in order to meet this requirement.
 - (a) Overboring - Use of a cutting head with an overall diameter of no more than $\frac{3}{4}$ inch greater than the casing diameter. Maximum diameter includes wing cutters which must be securely blocked to limit the overall diameter in order to meet this requirement.
 - (b) Use of bands, couplings, collars or welds will be allowed, providing the casing diameter is increased by no more than $\frac{3}{4}$ inch. Any such device or method used shall be rigidly affixed and shall in no way weaken the leading edge of the casing. Collars and couplings used to reduce skin friction on steel pipe must be welded in place when cutting heads are used, eliminating the possibility of the cutting head unscrewing or dislodging the collar or coupling during the operation.
 - (c) Use of lubricating materials on the outer surface of the casing to reduce skin friction is also acceptable, subject to the requirements of the Department of Environmental Regulation. Flaring of the casing end will be allowed provided that the original casing diameter is exceeded by no more than $\frac{3}{4}$ inch. Any cuts, tears, or cracks made to facilitate flaring shall be repaired and reinforced by welding to ensure that the strength of the flared section is equal to or greater than the original



section. The use of a misaligned, undersized auger to cut an oversized hole is prohibited.

- (4) Relationship between auger or cutting head to leading end of first casing section. The leading end of the first casing section shall be straight cut ninety (90) degrees to the centerline of the casing and the distance between the back of the cutting head or leading edge of the first bare auger section to the leading end of the casing shall be as follows under the appropriate soil condition.
 - (a) Rock - On crossings made through solid rock, where the cutting head must precede the casing, the space between the back of the cutting head and the end of the casing shall be limited to the clearance necessary to allow the cutting head to function without coming in contact with the end of the casing. In areas where sand pockets may be encountered, the cutting head must be constructed so that it can be retracted into the casing, to within the limits specified in this Section for the particular material encountered.
 - (b) Hard pan, clay, hard sand-clay and stable cohesive soils - As in rock, the cutting head should normally precede the casing but the type cutting head used must allow no more than two inches between the back of the head and the leading end of the casing. Cutting heads with cylindrical, pointed chippers designed for use in solid rock shall not be used.
 - (c) Loose unstable soil - The distance between the leading end of the first auger section and the leading end of the casing shall be as necessary to maintain a solid plug of spoil material inside the forward portion of the casing. For casing diameters eight (8) inches or greater, the minimum space between the leading end of the auger, or cutting head as allowed below, and the leading end of the casing shall be no less than one-half the casing diameter. However, the setback shall be increased, if necessary, to prevent undue flowback of the spoil material. No setback is required for casing diameters less than eight inches.

Cutting heads may be used only where the subsurface investigation report or other reliable information indicates the likelihood of encountering a very hard soil strata, rock, or other obstruction such as tree stumps; and it is determined prior to beginning work that the area of difficulty may be passed by the use of an appropriate cutting head. The cutting head shall remain inside the casing as outlined above except during the passage of such obstructions.

On large diameter jacked crossings where clean-out of the bore is accomplished by special digging machinery or by hand, the distance between the leading end of the casing and the actual clean-out operation shall be no less than that necessary to ensure that voids will not form around the outside of the casing. The use of tunnel liners will be allowed only where the installation method and soil conditions ensure that voids will not be formed around the outside of the liner during installation.

- (5) Auger size and spacing - The leading auger section used in conjunction with a cutting head must be full-sized having an outside diameter not less than the inside diameter of the casing less the amount needed to provide the minimum working clearance necessary. In no case shall the auger diameter be less than ½ inch smaller than the inside casing



diameter unless some other positive means of restricting the movement of the cutting head as previously required is assured. Less than full-sized augers that are large enough to remove spoil satisfactorily will be allowed when the auger is not used in conjunction with a cutting head and is to remain within the casing at all times, except as follows:

Crossing Conditions	Minimum Length in Feet of Full-Sized Auger from Leading End of Casing
Rock	0
Hard-pan, clay, hard sand-clay (dry)	0*
Hard-pan, clay, hard sand-clay (wet)	20
Stable cohesive soils (dry)	0
Stable cohesive soils (wet)	20
Loose unstable soils (dry)	20
Loose unstable soils (wet)	40
*Full-sized augers are not required if lateral movement of the cutting head has been otherwise restricted in a satisfactory manner.	

Crossings requiring dewatering are to be considered as wet in the above table.

- (6) Steel Shelving - Steel shelving welded inside the casing at the leading end to prevent undue flowback of spoil material, must be approved by the County prior to use.

The casing, auger and cutting head requirements specified for the most restrictive condition to be encountered shall govern the set-up procedure for a particular crossing.

F. Crossing Operation

The actual crossing operation shall be accomplished during daylight hours and shall not begin after the hour pre-established as the latest starting time that will allow completion during daylight hours except as allowed below.

In emergency situations, or where delay would increase the likelihood of a failure, nighttime work will be allowed to complete a properly planned crossing if the County agrees that the delay was caused by reasonably unavoidable circumstances, when such nighttime work is necessary to avoid placing an undue economic hardship on the Utility owner or their contractor.

Planned nighttime work is expressly prohibited and will not be allowed except as allowed in the special conditions of the Use Permit.

Crossing operation requirements under the appropriate method used and subsurface conditions are as follows:

- (1) Driving or jacking, without auger - For casings with outside diameters of three inches or less, at the minimum depth of 36 inches and up to five inches outside diameter for depths of cover exceeding six feet, closed end jacking or driving is permitted.



- (2) Hydraulic or mechanical jacking, with auger - the use of an auger is required by the County on all crossings using casings greater than five inches outside diameter (greater than three inches outside diameter if less than six feet deep) and is intended to prevent a rigid plug of spoil material from forming at the head of the casing.

If a drilling fluid is used to lubricate the outside of the casing, or the auger and cuttings, it shall not be pumped under pressure great enough to cause any jetting action whatsoever, or to otherwise saturate the soil ahead of the casing. External drilling fluid carriers shall be no larger than $\frac{3}{4}$ inch O.D. and must be permanently and securely fastened to the casing with the leading end shielded from damage.

In soils with a high clay content only, plain water may be used to clean the augers as necessary to prevent binding. When plain water is used, it must be hand pumped or gravity fed through a carrier pipe permanently and securely fastened to the casing.

The point at which the water enters the casing shall be no closer to the leading end of the casing than one-half the casing diameter or 12 inches, whichever is less.

G. Equipment Breakdowns or Other Unforeseen Stoppages

If forward motion of the casing is halted at any time other than for reasons planned for in advance (addition of casing and auger sections, etc.) and prevention of voids under paved areas cannot be assured, the casing must be filled with concrete by pressure grouting as soon as possible and abandoned. If removal of the augers from a casing to be abandoned will allow voids to form under paved areas at the casing head, the augers must be abandoned also.

H. Permit on Job Site

A copy of the approved Use Permit and plan sheet(s) shall be kept by the Utility owner or their contractor at the job site at all times. If a subsurface investigation report and/or a dewatering plan is required, they too shall be kept at the job site along with the Use Permit, and shall be shown to the County upon request.

6. Waiver of Requirements

The requirements and recommendations contained in these guidelines are appropriate for the most common crossing situations. Under unusual conditions, not adequately covered herein, these requirements may be altered or waived when their strict adherence would increase the likelihood of a crossing failure. Any such alteration or waiver shall be based on sound engineering judgement and must be fully documented. Any alteration or waiver must be approved by the County.

7. Reporting Procedures

An accurate log shall be kept by the County on all major crossings. The purpose of this log is to record and report the data necessary to isolate and identify all common factors associated with underground crossing failures.

The log shall be filed with the County's copy of the Use Permit, Subsurface Investigation Report, Dewatering Plan (if applicable), Completion Notice, and related correspondence.



The data shall be recorded on the job site during the actual crossing operation.

8. New Techniques

Notwithstanding the provisions of this guide relating to jacking and boring, other methods and techniques for installing utility crossing may be used subject to the approval of the County, on a case-by-case basis.



APPENDIX N: BRIDGE ATTACHMENT STANDARDS – PART A CORROSION CERTIFICATION GUIDELINES



BRIDGE ATTACHMENT STANDARDS

PART A CORROSION CERTIFICATION GUIDELINES

Listed below are guidelines to assist in the proper design of bridge attachments regarding corrosion certification. These basic criteria are used to minimize the amount of corrosion interference resulting from the attachment of utilities to bridge structures.

The use of these guidelines and completion of the attached form “Corrosion Certification Information Form” is required to expedite the handling of the permit request. The Corrosion Certification Information Form must be submitted with the permit request.

BASIC STANDARDS

1. Provide a dielectric barrier between the utility and bridge structure which will insulate them electrically. This can be accomplished by using a non-metallic material for mounting hardware, supporting the pipe on an insulating pipe roller, encasing the utility in non-metallic pipe or providing a coating or wrapping such as neoprene between the utility and the mounting hardware. Additional precautions shall be taken by avoiding contact between metal components in the bridge and metal inserts and anchor bolts. Where pipe or utility is mounted on saddles and guides to allow for movement, additional provisions should be made to compensate for wear. All contact between dissimilar metals should be avoided.
2. The installation of insulating joints in the utility on each end of the bridge structure will help reduce the possibility of corrosion interference. Electrical test leads installed on each side of an insulated point will provide the necessary means for periodic testing.
3. One utility shall not have electrical continuity with another in any of the sections attached to the bridge. Individual isolation will allow for correction of future problems which might occur and will expedite periodic maintenance checks and tests.
4. Where the utility passes through any part of the concrete bridge structure into the soil or water, provisions shall be made to separate the contact area. This can be accomplished by installing a non-metallic sleeve through the concrete or by wrapping the utility with a mastic or neoprene material.
5. Selection of the proper materials is extremely important. Corrosion resistant material, such as stainless steel or galvanizing, for mounting hardware is necessary. It is the responsibility of each Utility to install and maintain its facilities and not create undue maintenance problems for other Utilities or the bridge structure. Such conditions as rust streaks, discoloration and deterioration can be eliminated through proper material selection.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

(Part A, Continued) CORROSION CERTIFICATION INFORMATION FORM

Date: _____ Permit No. _____

Name of Road: _____

SEC: _____ TWP: _____ RGE: _____

County Road No.: _____ Bridge No.: _____

Permittee Name: _____

Address: _____

Utility: Size and Type: _____

Weight Per Foot (in operation): _____

Coating Material: _____

CORROSION CONTROL CHECKLIST:

- (1) Insulated from bridge? Yes__ No__
(2) Insulated from other Utilities? Yes__ No__
(3) Insulating joints both ends? Yes__ No__
(4) Electrical test leads on insulating joints? Yes__ No__
(5) Provided dielectric barrier between utility and concrete? Yes__ No__
(6) Has any form of cathodic protection been planned for the underground portion of the utility? Yes__ No__
(7) Closest cathodic protection system _____ Miles

Comments: _____

Submitted By: _____ Date: _____

Signature and Title



BRIDGE ATTACHMENT

PART B

COATING SYSTEMS FOR STEEL AND CAST

IRON PIPING SYSTEMS ATTACHED TO BRIDGE STRUCTURES

Sections One through Four of the following coating system should be used for potable water mains attached to bridges and bridge appendages. Sections One through Three of the following coating system should be used for gas, sewer or other ferrous piping systems attached to bridges and bridge appendages.

1. SURFACE PREPARATION - Near white metal blast cleaning with silica sand (1.0 to 3.0 mil anchor pattern) according to SSPC-CP 10-63.

2. EXTERIOR METAL SURFACES - (excluding pipe flange face)

PRIMER COAT - 3.0 mils to 5.0 mils (dry mils) of a two-package self-curing alkyl silicate inorganic zinc rich primer (80% to 85% metallic zinc in cured dry film).

INTERMEDIATE COAT - 4.0 mils to 6.0 mils (dry mils) of catalyzed polyamide epoxy (white).

TOPCOAT - 2.0 mils to 4.0 mils (dry mils) of catalyzed aliphatic polyurethane (gray color matching Color No. 36622 of the Federal Standard No. 595a). Color banding should be used at the abutments and at 500 LF spacing along pressure pipe. This band should conform with OSHA color codes according to the material being transmitted. The color band should be six inches wide.

3. PIPE FLANGE FACE

PRIMER COAT - 3.0 mils to 5.0 mils (dry mils) of a two-package self-curing alkyl silicate inorganic zinc rich primer (80% to 85% metallic zinc in cured dry film). No intermediate coat or topcoat would be applied to the pipe flange face.

4. INTERIOR METAL SURFACES - Internal metal surfaces must be lined with cement or other linings. An alternate to lining the pipe would be to coat the surfaces as described below.

PRIMER COAT - 5.0 mils to 8.0 mils (dry mils) of potable water approved catalyzed high build epoxy (gray).

TOP COAT - 5.0 mils to 8.0 mils (dry mils) of potable water approved catalyzed high build epoxy (white).



APPENDIX O: AUTHORIZATION LETTER TO ACT AS AGENT FOR PERMITTEE



[PLACE ON COMPANY LETTERHEAD] AUTHORIZATION LETTER

I, _____, contractor license number _____, hereby authorize the following to act as my agent in obtaining Rights-of-Way use permits from Hillsborough County:

Table with 2 columns: Agent's Name, Driver License Number. Contains 5 rows of blank lines for agent information.

This authorization is to remain in effect indefinitely, unless cancelled by me in writing.

Contractor's Signature

Sworn to and subscribed to before me this _____ day of _____ by _____, who is personally known to me or has produced _____ as identification and who did (did not) take an oath.

Notary Public

My commission expires _____



APPENDIX P: SAMPLE PERFORMANCE AND INDEMNITY BOND



SAMPLE PERFORMANCE AND INDEMNITY BOND

HILLSBOROUGH COUNTY RIGHTS-OF-WAY USE PERMIT INSTALLATION

PRINCIPAL (Second Party to Rights-of-Way Use Agreement)

SURETY

AMOUNT OF BOND

DESCRIPTION OF ENCROACHMENT AGREEMENT:

Route or Highway No.

County

Date of Rights-of-Way Use Agreement

Specific Location of Rights-of-Way Use:

Between _____ & _____

Type of Encroachment _____

(Water, Sewer, Gas, etc.)

KNOW ALL MEN BY THESE PRESENTS, That we the PRINCIPAL and SURETY above named, are held and firmly bound unto the HILLSBOROUGH COUNTY, an subdivision of the State of Florida, hereinafter called the DEPARTMENT, in the amount stated above for the payment for which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the PRINCIPAL entered into a certain Encroachment Agreement with the DEPARTMENT herein above described and incorporated herein by reference;

NOW, THEREFORE, if the PRINCIPAL shall well and truly install the said encroaching facilities in and along the Rights-of-Way in accordance with the "Utility Accommodation Guide And Rights-of-Way Use Procedure Manual" and any supplements thereto and in accordance with the other provisions of the said Encroachment Agreement and shall indemnify the DEPARTMENT for the failure to install the encroachments in accordance with the foregoing manual and provisions of the said Encroachment Agreement, then, this obligation to be void; otherwise to remain in full force and effect.



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Seal of Principal)

Principal (Type Name of Principal)

Attest:

Clerk or Secretary

By: _____
CEO/Principal/Pres./Vice Pres.

(Delete Inappropriate Title)

(Seal of Surety)

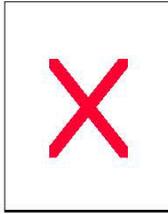
(Name of SURETY)

Attorney-in-Fact

NOTE: Attach Power of Attorney and Certificate of Authority of Attorney-in-Fact.



APPENDIX Q: SAMPLE CERTIFICATION OF COMMUNICATION SERVICE PROVIDER



GENERAL TAX ADMINISTRATION

TALLAHASSEE CENTRAL SERVICE CENTER

Post Office Box 6417
Tallahassee, Florida 32314-6417
Phone (850) 487-3273 FAX (850) 487-0969

General Tax Administration
Child Support Enforcement
Property Tax Administration
Administrative Services
Information Services

Mr. John Q. Manager
Executive Director
June 19, 2013

ABC Telecom, Inc.
Business Partner #:
123 Any Street
Any Town, FL 33000-0000

Federal ID #: _____
Application #: _____

Dear Provider/Vendor:

We have processed your Application for Certification of Communications Services Database (DR-???????) that was received on *Month Date, Year*. Our review of the application and database finds that you passed the 95% accuracy test. Your database was determined to be 97% accurate.

Your certification of this database will expire on *Month Date, Year*. According to Section 202.22(3)(e) of the Florida Statutes, you must apply for recertification before the date listed above. You will be notified 60 days prior to the expiration date. If you have any questions please contact us at 1-850-487-3273. Enclosed you will find your database.

Thank you for your cooperation.

Sincerely,

Jane Q. Employee
Senior Tax Specialist



APPENDIX R: ANNUAL GENERAL USE PERMIT AGREEMENT



ANNUAL GENERAL USE PERMIT AGREEMENT

HILLSBOROUGH COUNTY, a political subdivision of the State of Florida, hereinafter called the COUNTY, hereby grants to UTILITY/COMPANY NAME, hereinafter called the PERMITTEE, a permit to construct, operate, maintain, renew, or remove, on an annual basis, within the HILLSBOROUGH COUNTY RIGHTS-OF-WAY, type of facilities, (i.e. water, power, telecommunications services facilities as further described in Sections 2.8 of this manual and attached Exhibit "A". This permit does NOT cover the installation of power supply boxes and meters in the County rights-of-way. All work is to be done in accordance with the Hillsborough County "Utility Accommodation Guide and Rights-of-Way Use Procedure Manual" and is subject to the following provisions and conditions:

1. This permit creates permissive use only for the placement of facilities upon County rights-of-way or easement within the County, and shall not create or confer any property rights to the PERMITTEE.
2. This permit expires on Annual Date.
3. Construction, operation and maintenance of such utility shall not interfere with property and rights of prior occupant.
4. The construction, operation and maintenance of such utility shall not create obstruction or conditions which are dangerous to the traveling public.
5. The PERMITTEE does hereby agree to indemnify, defend and save harmless the COUNTY and all its officers and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, expenses, attorney's fees and judgments of every nature and description, including claims for property damage and claims for injury to/or death of persons, brought or recovered against it by reason of any act of negligence or omission of the PERMITTEE, its agents, or employees, except only such injury or damage as shall have been occasioned by the sole negligence of the COUNTY.
6. The provisions of all applicable laws, statutes, County ordinances, franchise agreements, and operational standards shall apply to construction, operation, and maintenance pursuant to this general permit.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

- 7. In the event of construction, repair or reconstruction of County-owned facilities, the PERMITTEE shall move or remove said utility installation at no cost to the County, in a timeframe approved by the County.
- 8. This permit may be terminated and/or revoked by the County in the event that the PERMITTEE violates any provisions contained herein. The PERMITTEE must promptly correct such violation, within a reasonable time after such notice, as determined by the County. For more information and detail regarding stop work order refer to sections regarding Failure to Comply with Permit Procedures and Violations and Penalties and exhibit G of the UAG APPENDIX.

This permit shall be governed and PERMITTEE agrees to abide by Hillsborough County Utility Accommodation Guide, Federal State & County Standards and specification and the laws of the State of Florida.

Statement of Agreement – Conditions of Permit Accepted

PERMITTEE	HILLSBOROUGH COUNTY PERMITTER
By _____	By _____
Title _____	Title _____
Date _____	Date _____



APPENDIX S: ANNUAL GENERAL USE PERMIT APPLICATION



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

ANNUAL GENERAL USE PERMIT APPLICATION

**Hillsborough County
RIGHTS-OF-WAY USE
Annual General Use Permit**

BUSINESS INFORMATION	
	Permit # _____
Business Name: _____	
Business Address: _____	
City: _____	
State: _____	
Zip Code: _____	
All work performed under this permit shall be done in accordance with Hillsborough County Ordinance 92-22 and the Utility Accommodation Guide and Rights-of-Way Use Permit as amended.	
The following is a description of the utility service(s) we provide.	
Description of services provided:	
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Wireless Pagers
<input type="checkbox"/> Telephone – Land Lines	<input type="checkbox"/> Gas
<input type="checkbox"/> Telephone – Wireless	<input type="checkbox"/> Electricity/Power
<input type="checkbox"/> Other: _____	Water
	<input type="checkbox"/> Wastewater
	<input type="checkbox"/> Telecommunications
Applicant shall designate a contact individual responsible for providing access to all records, facilities, and processes the department determines are reasonably necessary to review and make a determination regarding the application:	
Name of Contact Individual: _____	
Contact Individual's Phone Number: _____	
Contact Individual's Email Address: _____	
Mobile/Beeper: _____	
Emergency Contact Person (24 Hour Contact)	
Name: _____	
24 Hour Phone Numbers: _____	
Is your company a state "certified" utility contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Certification of "communication services" in the state of Florida #: _____	
Attached is proof of Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
New Construction <input type="checkbox"/>	Maintenance Work <input type="checkbox"/>
Contractor(s) who will be performing the work under this permit:	
Name: _____	
License: _____	
SERVICE AREA INFORMATION	
Total Unincorporated Hillsborough County	<input type="checkbox"/> Service Area Map Attached
Service Area Applying for _____ square miles	



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

AGUP ACTIVITY INFORMATION	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ Unknown at this Time <input type="checkbox"/> _____ _____ Special Requirement/ Comment _____	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ Unknown at this Time <input type="checkbox"/> _____ _____ Special Requirement/ Comment _____	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ Unknown at this Time <input type="checkbox"/> _____ _____ Special Requirement/ Comment _____	
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Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ Unknown at this Time <input type="checkbox"/> _____ _____ Special Requirement/ Comment _____	



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

AGUP ACTIVITY INFORMATION	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ _____ _____	Unknown at this Time <input type="checkbox"/>
Special Requirement/ Comment _____	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ _____ _____	Unknown at this Time <input type="checkbox"/>
Special Requirement/ Comment _____	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ _____ _____	Unknown at this Time <input type="checkbox"/>
Special Requirement/ Comment _____	
Activity _____ New Construction <input type="checkbox"/> Maintenance work <input type="checkbox"/> Pre Construction Meeting <input type="checkbox"/> MOT Index _____ or Attached Plan <input type="checkbox"/> General Corridor Locations _____ _____ _____	Unknown at this Time <input type="checkbox"/>
Special Requirement/ Comment _____	
SPECIAL CONDITIONS (FOR COUNTY USE)	
PERMITTEE By _____ Title _____ Date _____	HILLSBOROUGH COUNTY PERMITTER By _____ Title _____ Date _____



APPENDIX T: EXAMPLE AGUP ACTIVITY NOTIFICATION



EXAMPLE AGUP ACTIVITY NOTIFICATION

Mail To: PWrightofwaymanagement

File Edit View Actions Tools Window Help

Send Cancel Address [Save] [Undo] [Redo] [Print] [Bold] [Italic] [Underline] [Text Color] Spell Check [Lock] [Send] [Print]

Mail Send Options

From: Permittee CC: []

To: PWrightofwaymanagement BC: []

Subject: AGUP Activity on Any Rd.

AGUP Activity No: 10
Location: Any Road
Limits: 200' North of the intersection of Any Road and Another Road
Start Date: 11/12/2006
Duration: 2 Days



APPENDIX U: HILLSBOROUGH COUNTY ORDINANCES



HILLSBOROUGH COUNTY ORDINANCE NO. 92-22



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

FINAL

_____ SMA

ORDINANCE NO. 92-22

AN ORDINANCE ESTABLISHING UNIFORM STANDARDS AND PROCEDURES FOR ALL WORK TO BE PERFORMED WITHIN THE RIGHTS-OF-WAY OF HILLSBOROUGH COUNTY; INCORPORATING THE UTILITY ACCOMMODATION GUIDE AND RIGHTS-OF-WAY USE PROCEDURES MANUAL; PROVIDING FOR TITLE, DEFINITIONS, JURISDICTION, PURPOSE AND SCOPE; PROVIDING FOR ADMINISTRATIVE GUIDELINES AND AUTHORITY; PROVIDING FOR PERMIT REQUIREMENTS, INCLUDING APPLICATION, FEES; PROVIDING FOR RELOCATION; PROVIDING FOR INSPECTION AND ENFORCEMENT; PROVIDING FOR PENALTIES FOR VIOLATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Hillsborough County is given authority pursuant to Chapter 125, Florida Statutes, to carry on County government; and

WHEREAS, the Board of County Commissioners of Hillsborough County is given authority pursuant to Chapter 125, Florida Statutes, to enact regulations to promote the public health, safety, and general welfare of the citizens of Hillsborough County; and

WHEREAS, Section 125.01 (1) (t), Florida Statutes (1990 Supp.), provides that the Board of County Commissioners of Hillsborough County shall have the power to adopt ordinances and resolutions necessary for the exercise of its powers and to impose fines and penalties for the violation of ordinances in accordance with law; and

WHEREAS, the Board of County Commissioners of Hillsborough County is given authority pursuant to Chapter 125, Florida Statutes, to perform any acts not inconsistent with law, which are in the common interest of the people of the County, and to exercise all powers and privileges not specifically prohibited by law; and



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

WHEREAS, the Board of County Commissioners of Hillsborough county is empowered by Sections 125.42 and 337.401, Florida Statutes (1989), to grant permits for the construction, maintenance, repair, operation, and removal of Utilities along County Rights-of-Way; and

WHEREAS, the Board of County Commissioners of Hillsborough County finds that is in the interest of the public health, safety, and welfare that work performed within County Rights-of-Way be carried out in a uniform, proper, and orderly fashion following established procedures and guidelines; and

WHEREAS, the Board of County Commissioners of Hillsborough County finds that a technical manual establishing uniform procedures and guidelines for work performed within County Rights-of-Way will best serve the interests of the citizens of the County; and

WHEREAS, the Board of County Commissioners of Hillsborough County finds that the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual establishes uniform guidelines for all work performed within County Rights-of-Way and, as a result, will promote the public health, safety, and welfare; and

WHEREAS, the Board of County Commissioners of Hillsborough County recognizes that the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual may require revisions from time to time, and mandates that the revisions be made administratively by County staff under the direction of the County Administrator, and that such revisions are not subject to the Board of County Commissioners review and approval.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY THIS 22nd DAY OF JULY, 1992.



SECTION 1. TITLE.

This Ordinance shall be known and cited as the Hillsborough County Utility Accommodation and Rights-of-Way Use Ordinance.

SECTION 2. DEFINITIONS.

For the purpose of this Ordinance, the following definitions shall be used:

- A. "Board" shall mean the Board of County Commissioners of Hillsborough County, Florida.
- B. "County" shall mean Hillsborough County, including both incorporated and unincorporated areas.
- C. "Installation" shall mean any equipment, facility, or appurtenances thereto, barrier, pavement, or structure that is placed within, on, under, or over the Rights-of-Way, and shall also include, but is not limited to, access connections and landscaping work performed within the Rights-of-Way.
- D. "Rights-of-Way" shall mean lands owned by the County that are dedicated, deeded, used, or to be used for road, alley, walkway, boulevard, Utility, drainage facility, access for ingress or egress, or other public purpose.
- E. "Rights-of-Way Use Permit" shall refer to the permit issued by the County for work to be performed within, on, above, or under the Rights-of-Way.
- F. "Utilities" shall mean a community service available to the general public and includes any public or private Utility such as, but not limited to, storm drainage, sanitary sewers, electric



power, water service, gas service, cable television service, or telephone lines, whether underground or overhead.

SECTION 3. APPLICABILITY

The terms, conditions, procedures, guidelines, standards, and restrictions contained in or created pursuant to this ordinance shall constitute the minimum standards applicable to all Installations and Utilities within Rights-of-Way. This Ordinance and any administrative guidelines issued pursuant to this Ordinance are applicable to all existing-Utilities and Installations that are already placed within the Rights-of-Way, or that may be placed within the Rights-of-Way in the future. However, for those existing Utilities and Installations that are completely in place on the date this ordinance becomes effective, no permit is required for their existing locations. Existing Utilities and Installations that require further work at the effective date of this Ordinance are subject to the permit requirement. Existing Utilities and Installations are subject to all other terms of this ordinance and the administrative guidelines.

SECTION 4. PURPOSE AND SCOPE.

It shall be the purpose of this Ordinance to create uniform guidelines, standards, and procedures and to require a permit for work performed within Rights-of-Way in order to protect the public health, safety and general welfare of the residents of the County.

SECTION 5. ADMINISTRATIVE GUIDELINES.

The Board hereby directs the County Administrator to create uniform standards, specifications, guidelines, procedures, conditions, and restrictions to carry out the purpose of this ordinance. The standards, specifications, guidelines, procedures, conditions, and restrictions created by the County Administrator shall be reasonable and clearly set forth in a manual referred to as the



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and shall be utilized, followed, and conformed to whenever work is performed within, on, under, or above the Rights-of-Way of the County.

The County Administrator shall have the authority to approve revisions, modifications, or changes to the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual without Board approval after following the procedures for revision set forth in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual.

Revision of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual shall be accomplished in the following manner. Suggested revisions shall be mailed to registered recipients of the Manual and shall allow for a specific time period for comment. The appropriate County staff shall hold an informal workshop with all interested parties. Recommendations for the revisions shall be presented to the County Administrator, along with Revisions adopted by the County Administrator to the registered recipients, stating with dissenting comments. Revisions shall be mailed to the registered recipients, stating the effective date.

The standards, specifications, guidelines, procedures, conditions, and restrictions created by the county Administrator in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual shall conform to the following standards:

- A. There shall be no conflicts with state or federal laws or statutes.
- B. The terms of the Manual shall be compatible with other Hillsborough County ordinances and technical manuals utilized by the County.



- C. Consideration shall be given to similar technical requirements set forth by other government agencies and any deviations therefrom shall be based on valid and supportable engineering practices.
- D. The Manual shall clearly define and state the requirements and procedures for obtaining a Rights-of-Way Use Permit.
- E. Uniform standards for the location, manner of installation, priority, and adjustment of installations shall be addressed based on reasonable and clearly set forth engineering principles.
- F. All technical criteria to be applied to a particular installation shall be stated in the Manual or the Rights-of-Way Use Permit conditions.
- G. All technical requirements shall be based upon valid engineering practices and principles.

SECTION 6. ADMINISTRATIVE AUTHORITY.

The standards, specifications, guidelines, procedures, conditions, and restrictions contained and referenced in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual shall be utilized, followed, and conformed to whenever work is performed within, on, under, or above the Rights-of-Way.

SECTION 7. RIGHTS-OF-WAY USE PERMIT.

- A. It shall be unlawful for any person, corporation, partnership, association, or other entity to construct, install, remove, relocate, or perform other work activities on Utilities or Installations within, on, under, or above Rights-of-Way without first having obtained a Rights-of-Way Use Permit, unless such activity is specifically exempted by the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual. All work



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

performed within, on, under, or above Rights-of-Way shall conform to the standards established by the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and to the requirements of Sections 337.401 through 337.404, Florida Statutes, or any amendments thereto.

B. Work performed by the County shall be subject to this ordinance and the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, except for the payment of fees as set forth in Section 9 of this ordinance and Section 6 of the Utility Accommodation Guide and Right-of-Way Use Procedures Manual.

C. The application and fee for a Rights-of-Way Use Permit shall be filed with the County and shall contain information as designated in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual.

D. Approval or denial of an application and conditions of the Rights-of-Way Use Permit shall be governed by the provisions of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual.

E. Amendments or changes to the Rights-of-Way Use Permit must be approved in advance by the County.

F. In the event of incorrect or false statements or information in the application on which a Rights-of-Way Use Permit was issued, the permit may be revoked and the fee shall not be refunded.

G. Work for which the Rights-of-Way Use Permit has been issued shall begin within ninety (90) days of the issuance of the permit and shall be completed within one hundred eighty (180) days for access connections or within one (1) year of the date of issue for all other work, unless the permittee is granted an extension of time prior to expiration. Any permit not used within the



prescribed time limit shall become void and future work shall require a new application. If an extension has not been obtained prior to the expiration of the permit, a new application shall be required. The new application shall be governed by the provisions of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual in effect at the time the application is submitted and the fee for the new application shall be based upon the fee schedule in effect at the time the application is submitted, as established by Resolution of the Board.

H. The issuing of a Rights-of-Way Use Permit shall not confer upon the permittee any exclusive privileges, proprietary interests, or vested rights in the location, alignment, or priority of the Utility or Installation within the Rights-of-Way, except as provided for in Section 8C of this ordinance.

I. The issuing of a Rights-of-Way Use Permit under this Ordinance does not abrogate any legal requirement to comply with other County ordinances or with the laws, statutes, or regulations of any other governmental agency, whether local, state, or federal, which may apply.

J. The permitting or inspection by the County of work performed within, on, under, or above the Rights-of-Way shall not be construed as a warranty of the adequacy of performance or of the accuracy of information provided in the permit application by the permittee. The applicant retains full responsibility for information provided and the permittee retains full responsibility for work performed at all times.

SECTION 8. RELOCATION.

A. In the event of any widening, repairs, installation, construction, or reconstruction, by or for the County of any road, bridge, canal, culvert, traffic signal, street light, sidewalk, water distribution system, sewage collection system, storm drainage system, or any County facility



within the Rights-of-Way in which the owner has placed any Utility or Installation, permittee or owner shall move, remove, or relocate such Utility or Installation as may be required for the public convenience as and whenever specified by the County and at the permittee's or owner's own expense.

B. If a Utility or Installation is determined to be unreasonably interfering in any way with the convenience, safe, or continuous use of the Right-of-Way, or with the maintenance, improvement, extension, or expansion of the Right-of-Way, then the Utility or Installation shall be removed or relocated at the expense of the permittee or owner of the Utility or Installation.

C. When relocation is required, County owned and maintained facilities shall be given priority in establishing new Utility and Installation alignments within the Rights-of-Way.

SECTION 9. FEES.

A. A schedule of fees shall be established by Resolution of the Board. No Rights-of-Way Use Permit, or amendment or change thereto, shall be approved until the fee is paid.

B. The fee for a Rights-of-Way Use Permit shall represent the actual cost for reviewing and processing the permit application, inspecting all work performed under the permit, and any other reasonable costs associated with the implementation of this Ordinance. Such fees may be reviewed and updated.

SECTION 10. ENFORCEMENT.

A. The County may conduct inspections to determine compliance with the provisions of this ordinance, the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and the Rights-of-Way Use Permit.



B. The County and/or the Board may have recourse to such remedies in law and equity as may be necessary to ensure compliance with the provisions of this ordinance, the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and the Rights-of-Way Use Permit including, but not limited to, the following:

(1) Prosecution before the Hillsborough County Code Enforcement Board as provided by Chapter 162, Florida Statutes, and Hillsborough County Ordinance 90-12, and any amendments thereto.

(2) Prosecution by the State Attorney's Office in the same manner as misdemeanors: in the name of the state in a court having jurisdiction of misdemeanors by the prosecuting attorney thereof and upon conviction shall be punished by a fine and/or by imprisonment, as provided by Section 125.69, Florida Statutes (1990 Supp.), and any amendments thereto.

(3) Injunctive relief to enjoin and restrain any person from violating the provisions of this ordinance, the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and/or the Rights-of-Way Use Permit.

(4) An action to recover any and all damages that may result from a violation of this Ordinance, the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and/or the Rights-of-Way Use Permit, including an action to recover fines imposed by Florida law or the Code Enforcement Board.

(5) Revocation, suspension, or modification of any Rights-of-Way Use Permit issued under this ordinance.



(6) Withholding the issuance of other Rights-of-Way Use Permits to the same person, firm, corporation, or other legal entity, either individually or through its agents, employees, or independent contractors.

The County may elect any or all of these remedies concurrently, and the pursuance of one shall not preclude the pursuance of another.

C. Code Enforcement Officers are to be designated by the County. These officers' duty is to enforce the provisions of this ordinance, the Utility Accommodation Guide and Fights-of-Way Use Procedures Manual, the Rights-of Way Use Permit, and to initiate enforcement proceedings.

Code Enforcement Officers have the authority to:

- (1) Issue citations in accordance with Section 162.21, Florida Statutes (1989), and Hillsborough County Ordinance 90-12, and any amendments thereto; and
- (2) Issue Stop-Work Orders as described in Subsection D below; and
- (3) Request Board of County Commissioners approval to obtain an injunction or file for damages.

The County Administrator also has the authority to initiate the above actions.

D. Work on any Utility or Installation within the Rights-of-Way that is being done contrary to the provisions of this Ordinance, the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, or the terms and conditions of the Rights-of-Way Use Permit may be ordered to be immediately stopped upon the following conditions:

- (1) In an emergency situation that may have a serious effect on the health or safety of the public or of the environment.



(2) When irreversible or irreparable harm may result in the reasonable opinion of the code Enforcement official, and immediate cessation of the activity is necessary to protect the public, the environment, and/or the Rights-of-Way.

Notice shall be given by the Code Enforcement Officer in writing to the owner, agent, or the person performing the work, and shall state the conditions under which work may be resumed. Verbal notice by the Code Enforcement officer shall be sufficient in emergency situations and shall be followed by written notice.

E. Violations of the provisions of this Ordinance, of the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual, and/or of the Rights-of-Way Use Permit that are discovered after the completion of the work for which the permit was issued shall subject the permittee or owner to those enforcement proceedings available in Section 10, including damages resulting from delay or for correction of the violation.

SECTION 11. SEVERABILITY.

If any part of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional or otherwise legally defective, such holdings shall not be construed to attest the remaining portions of this Ordinance. It is expressly declared by the Board that any such unconstitutional or otherwise legally defective part did not induce the enactment of this Ordinance, and that without such part, the remaining portions have been enacted.

SECTION 12. EFFECTIVE DATE.

This Ordinance shall take effect upon receipt of official acknowledgment from the Secretary of State that said Ordinance has been filed.



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

STATE OF FLORIDA)
COUNTY OF HILLSBOROUGH)

I, RICHARD AKE, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an ordinance adopted by the Board at its regular meeting of July 22, 1992, as the same appears of record in Minute Book 194 of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this 23rd day of July, 1992.

RICHARD AKE, CLERK

By: [Signature] Deputy Clerk

APPROVED BY COUNTY ATTORNEY

By: [Signature] Assistant County Attorney



HILLSBOROUGH COUNTY ORDINANCE NO. 03-29



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**



**STATE OF FLORIDA
DEPARTMENT OF STATE**

JEB BUSH
Governor

GLEND A. HOOD
Secretary of State

October 13, 2003

Honorable Richard Ake
Clerk to Board of Commissioners
Hillsborough County
Post Office Box 1110
Tampa, Florida 33601

Attention: Judith M. Grose, Senior Manager

Dear Mr. Ake:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your letter dated October 9, 2003 and certified copy of Hillsborough County Ordinance No. 03-29, which was filed in this office on October 10, 2003.

Sincerely,


Liz Cloud
Program Administrator

LC/mp

BUREAU OF ADMINISTRATIVE CODE • DIVISION OF ELECTIONS
The Collins Building, Room L43 • 107 W. Gaines Street • Tallahassee, Florida 32399-0250
Telephone: (850) 245-6270 • Facsimile: (850) 245-6282 • WWW: <http://www.dos.state.fl.us>
E-Mail: DivElections@mail.dos.state.fl.us



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

FINAL
10/07/03
OP

ORDINANCE NO. 03-29

AN ORDINANCE AMENDING THE HILLSBOROUGH COUNTY UTILITY ACCOMMODATION AND RIGHTS-OF-WAY USE ORDINANCE; REQUIRING A SUPPLEMENTAL LARGE FACILITIES SITING PERMIT; REQUIRING PUBLIC NOTICE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Hillsborough County (hereinafter the Board) adopted the Hillsborough County Utility Accommodation and Rights-of-Way Use Ordinance (Ordinance No. 92-22); and

WHEREAS, Ordinance No. 92-22 created uniform guidelines, standards, and procedures for work performed within Hillsborough County's rights-of-ways (and required a permit for said work) in order to protect the public health, safety and general welfare of the residents of the County; and

WHEREAS, to better protect the public health, safety and general welfare of the residents of the County, the Board desires to adopt an ordinance amending Ordinance No. 92-22 to require additional provisions applicable to rights-of-way use permits applications which include large facilities.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY THIS _____ DAY OF _____, 2003.

SECTION 1. SUPPLEMENTAL PERMIT REQUIREMENTS

Add new:

SECTION 8. SUPPLEMENTAL PERMIT REQUIREMENTS FOR LARGE



FACILITIES IN THE RIGHTS-OF-WAY.

- A. In addition to the requirements contained herein and in the Utility Accommodation Guide and Rights-of-Way Use Procedures Manual (UAG) the provisions of this section are applicable to all rights-of-way use permit applications which include large facilities. Large facilities are defined as facilities which when installed will exceed seventy-five (75) feet in height or poles greater than twenty-four (24) inches in diameter at the ground line. Facilities include any electric, telephone, broadcast, cable, or other communications or utility services poles, towers or other similar structures, but do not include County traffic-related facilities.
- B. The installation of large facilities will require the application and the granting of a Supplemental Large Facilities Permit (SLF Permit). However, said permit shall not be required:
- (1) When all facilities included in an application will be located adjacent to roadways with four (4) or more lanes as identified in the Metropolitan Planning Organization's most current Hillsborough County 2025 Highway Cost Affordable Number of Lanes Map;
 - (2) When all facilities included in an application will be located adjacent to industrial or commercially zoned or industrial or commercially developed areas;
 - (3) When rights-of-way work only involves maintenance, emergency repair, or replacement of existing facilities provided there are no excavations within the paved roadway area and no increase in height or width of those facilities. This replacement section does not apply to facilities permitted on or after May 19, 2003 (such as Tampa Electric's Juneau Loop Project through the Egypt Lake area), unless such facilities are issued a permit pursuant to this ordinance; or
 - (4) When installation is a temporary response to accommodate a government or utility construction project (temporary installation shall not exceed 60 days beyond completion of the portion of the project requiring the temporary response).
- C. The SLF Permit Application shall include an analysis of alternative routes or locations that



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

document the relative superiority of the proposed route or location with respect to the minimization of the extent of the adverse affects on surrounding residential development, parks, and historic properties. The SLF Permit application fee will be as provided by Board resolution.

D. A SLF Permit Application may only be approved by the Board at a Public Hearing. Approval must be based on:

- (1) Board consideration of an analysis by the Hillsborough County City-County Planning Commission staff as to whether the proposed installation is consistent with the Comprehensive Plan, and
- (2) A finding by the Board that the location, placement, size, scale, and height of the proposed facilities are visually and aesthetically compatible with the established character of surrounding residential development and the adjacent roadway, or
- (3) A finding by the Board that the location or route of the proposed facilities clearly minimizes the extent of the adverse effects on surrounding residential development, parks, and historic properties, in comparison to other potential locations or routes.

E. The SLF Permit applicant shall publicize the Public Hearing(s) by:

- (1) Mailing written notice of the hearing to all residents and owners of property located within two hundred fifty (250) feet of the proposed location of the facilities, at least fourteen (14) days prior to the initial public hearing;
- (2) Mailing written notice of the hearing to all neighborhood associations any portion of the boundaries of which are within one mile of proposed location of the facilities, at least fourteen (14) days prior to each public hearing; and
- (3) Posting a sign at each proposed location of each facility identifying the height, width, type, and the material composition of the proposed facility, and information regarding the public hearing, at least fourteen (14) days prior to the initial public hearing.



SECTION 2. RE-NUMBERING OF SECTIONS.

Re-number current Sections 8 through 12 of Ordinance 92-22 to accommodate new Section 8.

SECTION 3. SEVERABILITY.

If any part of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional or otherwise legally defective, such holdings shall not be construed to affect the remaining portions of this Ordinance. It is expressly declared by the Board that any such unconstitutional or otherwise legally defective part did not induce the enactment of this Ordinance, and that without such part, the remaining portions would have been enacted.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect upon filing with the Florida Department of State.



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Richard Ake, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an ordinance adopted by the Board at its meeting of October 7, 2003, as the same appears of record in Minute Book 329, of the Public Records of Hillsborough County Florida.

WITNESS my hand and official seal this 9th day of October 2003.

RICHARD AKE,
CLERK OF CIRCUIT COURT



By: Julene W. Gregory
Deputy Clerk

APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]
Assistant County Attorney



HILLSBOROUGH COUNTY ORDINANCE NO. 04-36



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

Richard Ake
Clerk of the Circuit Court
Hillsborough County, Florida



P.O. Box 1110
Tampa, Florida 33601
Telephone (813) 276-8100

June 28, 2004

Norma J. Wise, Director
Hillsborough County Law Library
501 E. Kennedy Boulevard Ste. 100
Tampa, Florida 33602-5027

Re: Ordinance #04-36
Amending the Hillsborough County Utility Accommodation & Rights of Way Ordinance 92-22, as amended

Dear Ms. Wise:

Attached please find a copy of Hillsborough County Ordinance #04-36 which was adopted by the Board of County Commissioners on June 16, 2004. We are also forwarding acknowledgment received from the Secretary of State. This ordinance has an effective date of June 23, 2004.

If I can provide additional information or be of further assistance, please do not hesitate to contact me.

Sincerely,

Gail M. Letzring,
Senior Manager, BOCC Records

jg
Attachments

cc: Evelyn Jefferson, Municipal Code Corporation
Ellen Leonard, Legal Advisor, Sheriff's Office
Librarian, State Attorney's Office
Barbara Hutcheson, County Attorney's Office
Orlando Perez, Senior Assistant County Attorney

An Affirmative Action - Equal Opportunity Employer



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual



FLORIDA DEPARTMENT OF STATE
Glenda E. Hood
Secretary of State
DIVISION OF LIBRARY AND INFORMATION SERVICES

June 24, 2004

Honorable Richard Ake
Clerk of the Circuit Court
Hillsborough County
Post Office Box 1110
Tampa, Florida 33601

Attention: Gail M. Letzring, Senior Manager

Dear Mr. Ake:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your letters dated June 21 and 22, 2004 and certified copies of Hillsborough County Ordinance Nos. 04-33 and 04-36, which were filed in this office on June 23, 2004.

Sincerely,

[Handwritten signature: Liz Cloud]

Liz Cloud
Program Administrator

LC/mp

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ORDINANCE NO. 04_36

AN ORDINANCE AMENDING THE HILLSBOROUGH COUNTY UTILITY ACCOMMODATION AND RIGHTS-OF-WAY USE ORDINANCE; REVISING THE AMOUNT OF FEES WHICH SHALL BE IMPOSED; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Hillsborough County (hereinafter the Board) adopted the Hillsborough County Utility Accommodation and Rights-of-Way Use Ordinance (Ordinance No. 92-22); and

WHEREAS, Ordinance No. 92-22 created uniform guidelines, standards, and procedures for work performed within Hillsborough County's rights-of-ways (and required a permit for said work) in order to protect the public health, safety and general welfare of the residents of the County; and

WHEREAS, Ordinance No. 92-22 authorized the establishment of a schedule of fees; and
WHEREAS, the Board adopted Ordinance No. 03-29, requiring additional provisions applicable to rights-of-way use permits applications which include large facilities; and

WHEREAS, said fees shall represent the actual cost associated with processing the permit applications; and

WHEREAS, the Board desires to revise the amount of fees which shall be imposed.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY THIS 16TH DAY OF JUNE, 2004.

SECTION 1. FEES

Section of Ordinance 92-22 entitled, "Fees," originally Section 9, renumbered by Ordinance 0329 as Section 10, is revised to read:

A. A schedule of fees shall be established by Resolution of the Board. No Rights-of-Way Use Permit, or amendment or change thereto, shall be approved until the fee is paid.

B. The fee for a Rights-of-Way Use Permit shall represent an amount up to the actual cost for reviewing and processing the permit application, inspecting all work performed under the permit, and any other reasonable costs associated with the implementation of this Ordinance. Such fees may be reviewed and updated.



SECTION 2. SEVERABILITY.

If any part of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional or otherwise legally defective, such holding shall not be construed to affect the remaining portions of this Ordinance. It is expressly declared by the Board that any such unconstitutional or otherwise legally defective part did not induce the enactment of this Ordinance, and that without such part, the remaining portions would have been enacted.

SECTION 3. EFFECTIVE DATE.

This Ordinance shall take effect upon filing with the Florida Department of State.



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Richard Ake, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an ordinance adopted by the Board at its meeting of June 16, 2004, as the same appears of record in Minute Book 337, of the Public Records of Hillsborough County Florida.

WITNESS my hand and official seal this 22nd day of June 2004.

RICHARD AKE,
CLERK OF CIRCUIT COURT

By: Miguel O. Diaz

Deputy Clerk



APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]

Assistant County Attorney



APPENDIX V: FEE SCHEDULE



FEE SCHEDULE

STANDARD FEES

I.	Base Application Fee	\$50.00
II.	Access Connection Fee	
	A. Type I	\$50.00
	B. Type II	\$75.00
	C. Type III	\$125.00
III.	Permit Fee	
	A. No Roadway Crossings	\$150.00
	B. Open Trench Roadway Encroachment or Crossings	\$250.00
	C. With Trenchless Roadway Crossings 2 inches in diameter and less	\$100.00
	D. With Trenchless Roadway Crossings	\$200.00
	E. Large Facilities (SLFP)	\$1,000.00
IV.	Open Trench Construction Fee (not to exceed \$500.00) \$1.00/LF	

Specialty Fees

V	Special Activity Fee (Full Time Inspection Required)	\$300.00/permit
VI.	Lane Closure Fee (For collectors and arterials)	\$150.00/lane/permit
VII.	Re-Inspection Fee	
	First Re-Inspection Fee	\$150.00
	Second Re-Inspection Fee	\$300.00
	Third Re-Inspection Fee	\$600.00
	Each Additional Re-Inspection Fee	\$900.00

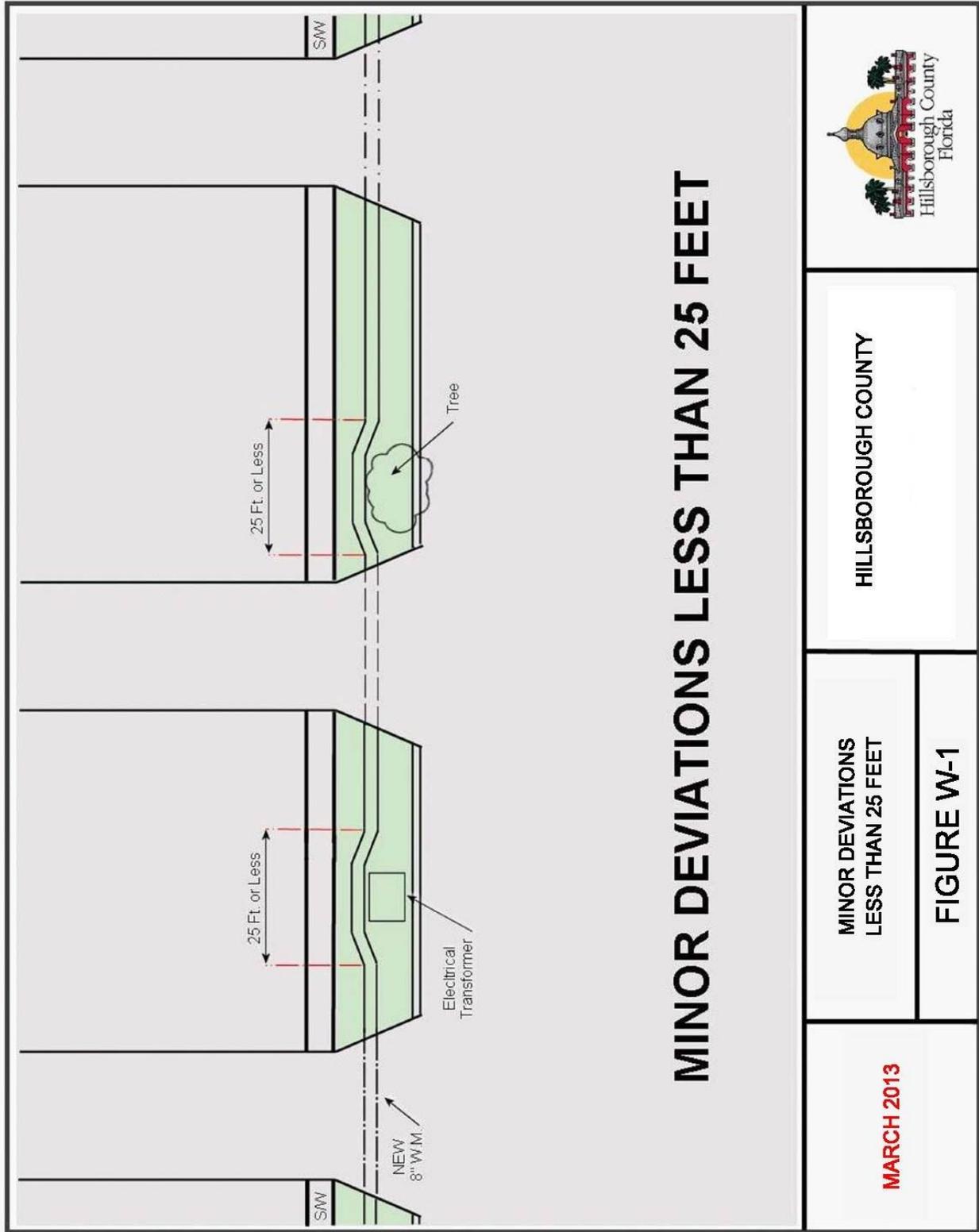
Annual General Use Permit Fee

Per AGUP Permit Fee* – reference Section 6.5.3 of the UAG \$ 27.50/SQ Mile of Service Area

*Maximum Fee of \$25,000 Per Year (subject to change annually)



APPENDIX W: MAJOR VS. MINOR DEVIATIONS

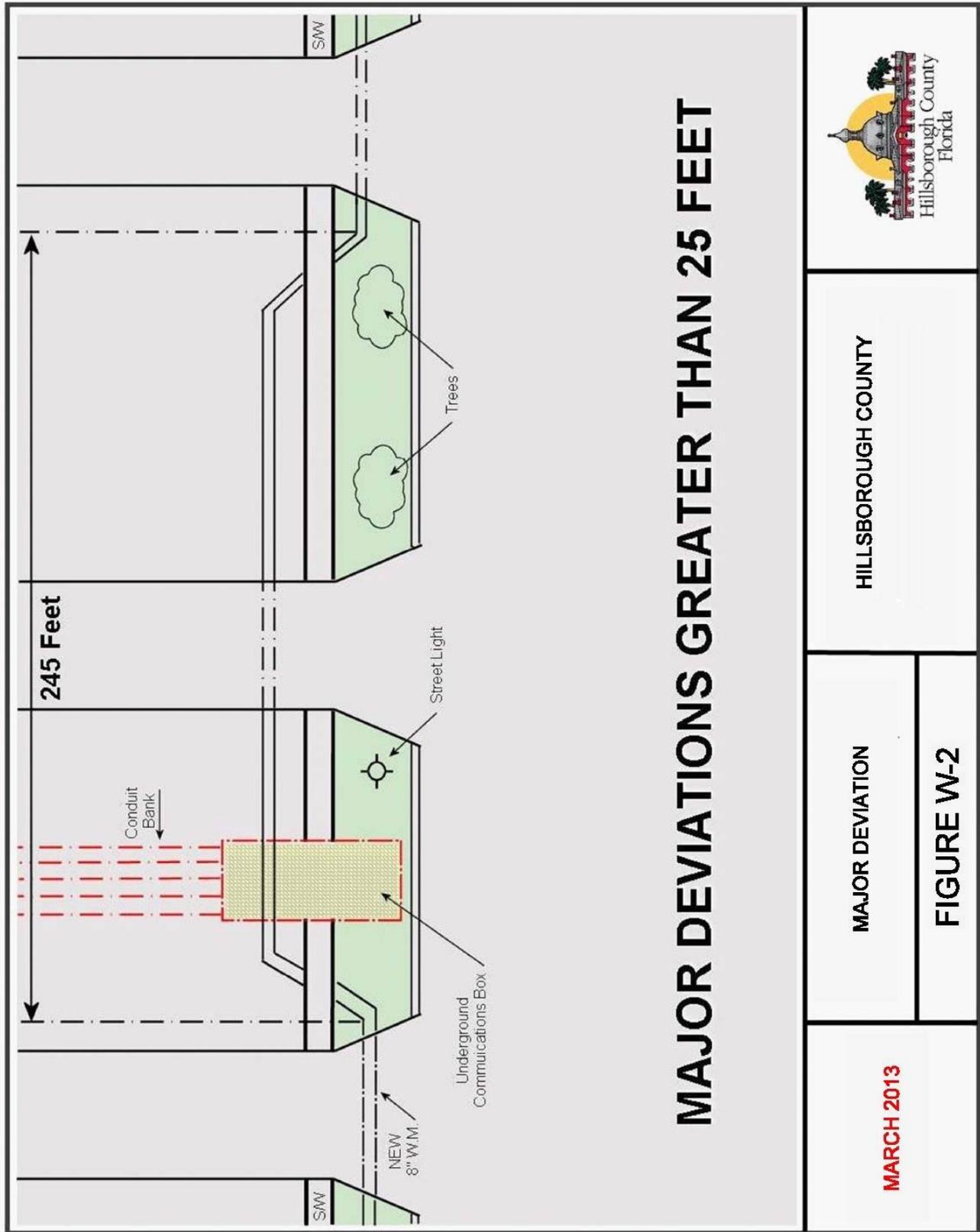


HILLSBOROUGH COUNTY

MINOR DEVIATIONS
LESS THAN 25 FEET

FIGURE W-1

MARCH 2013



HILLSBOROUGH COUNTY

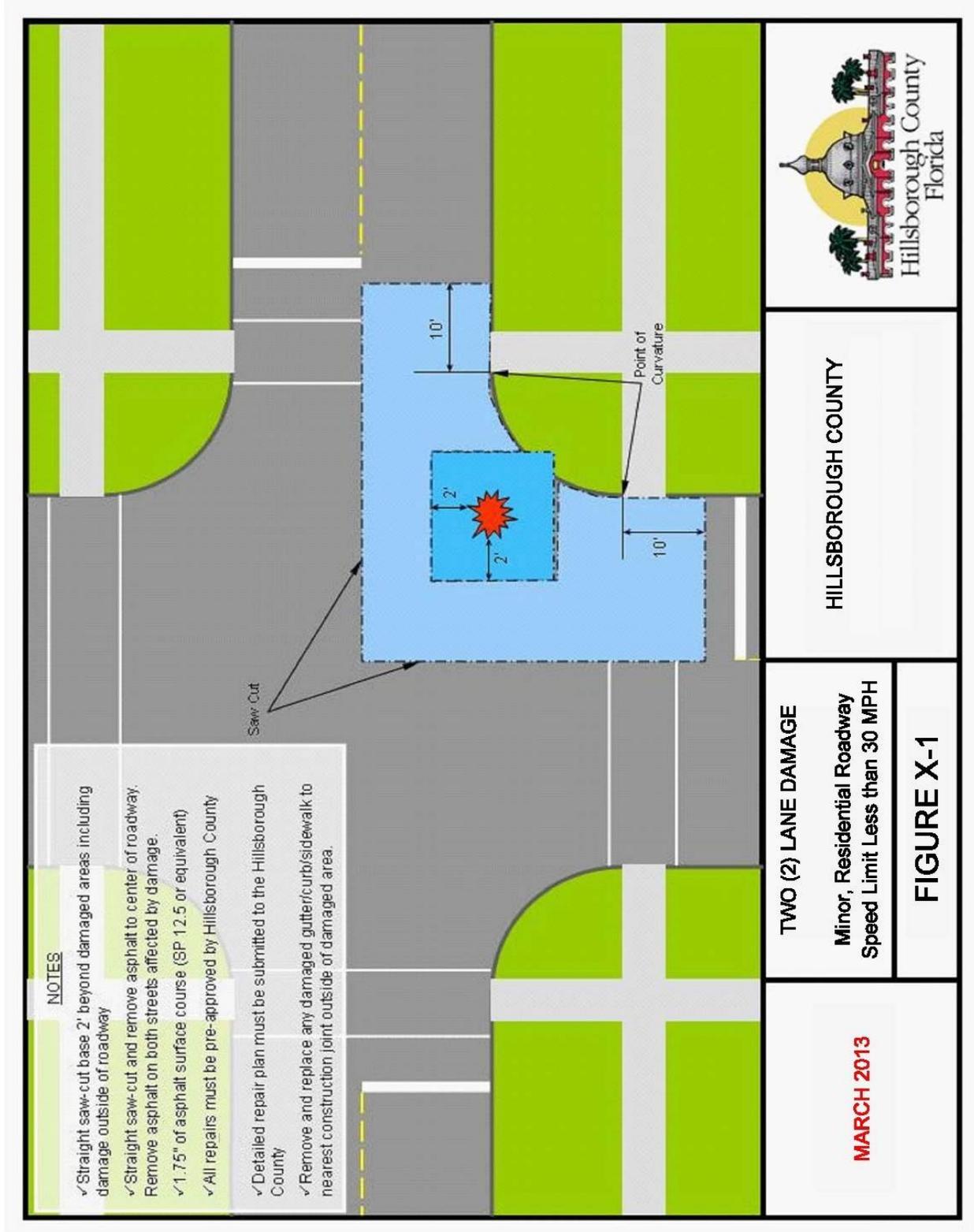
MAJOR DEVIATION

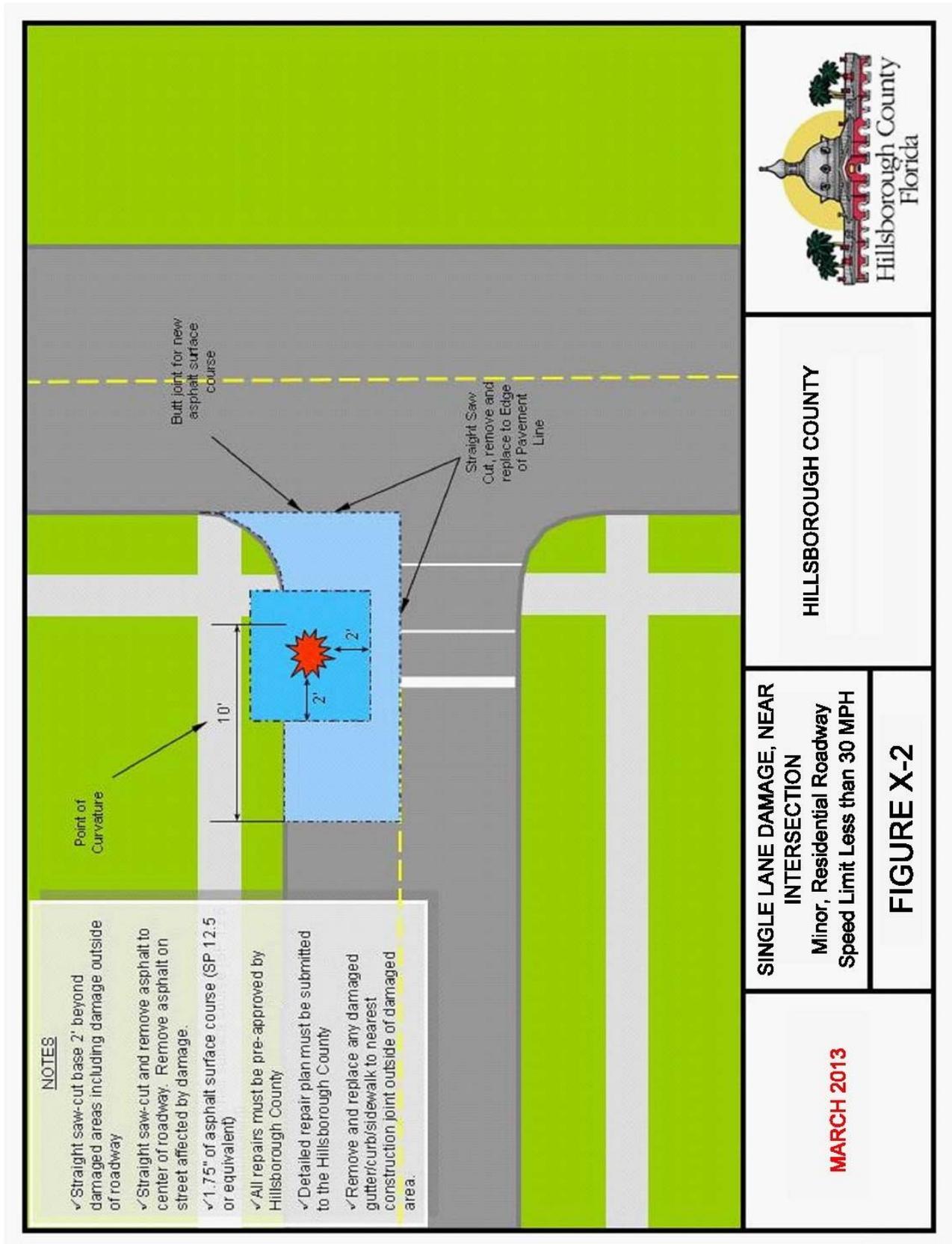
FIGURE W-2

MARCH 2013



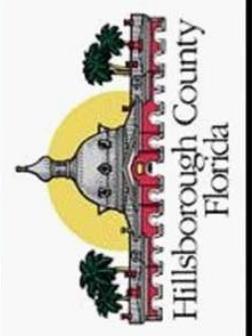
APPENDIX X: SMALL PATCH REPAIRS





NOTES

- ✓ Straight saw-cut base 2' beyond damaged areas including damage outside of roadway
- ✓ Straight saw-cut and remove asphalt to center of roadway. Remove asphalt on street affected by damage.
- ✓ 1.75" of asphalt surface course (SP 12.5 or equivalent)
- ✓ All repairs must be pre-approved by Hillsborough County
- ✓ Detailed repair plan must be submitted to the Hillsborough County
- ✓ Remove and replace any damaged gutter/curb/sidewalk to nearest construction joint outside of damaged area.

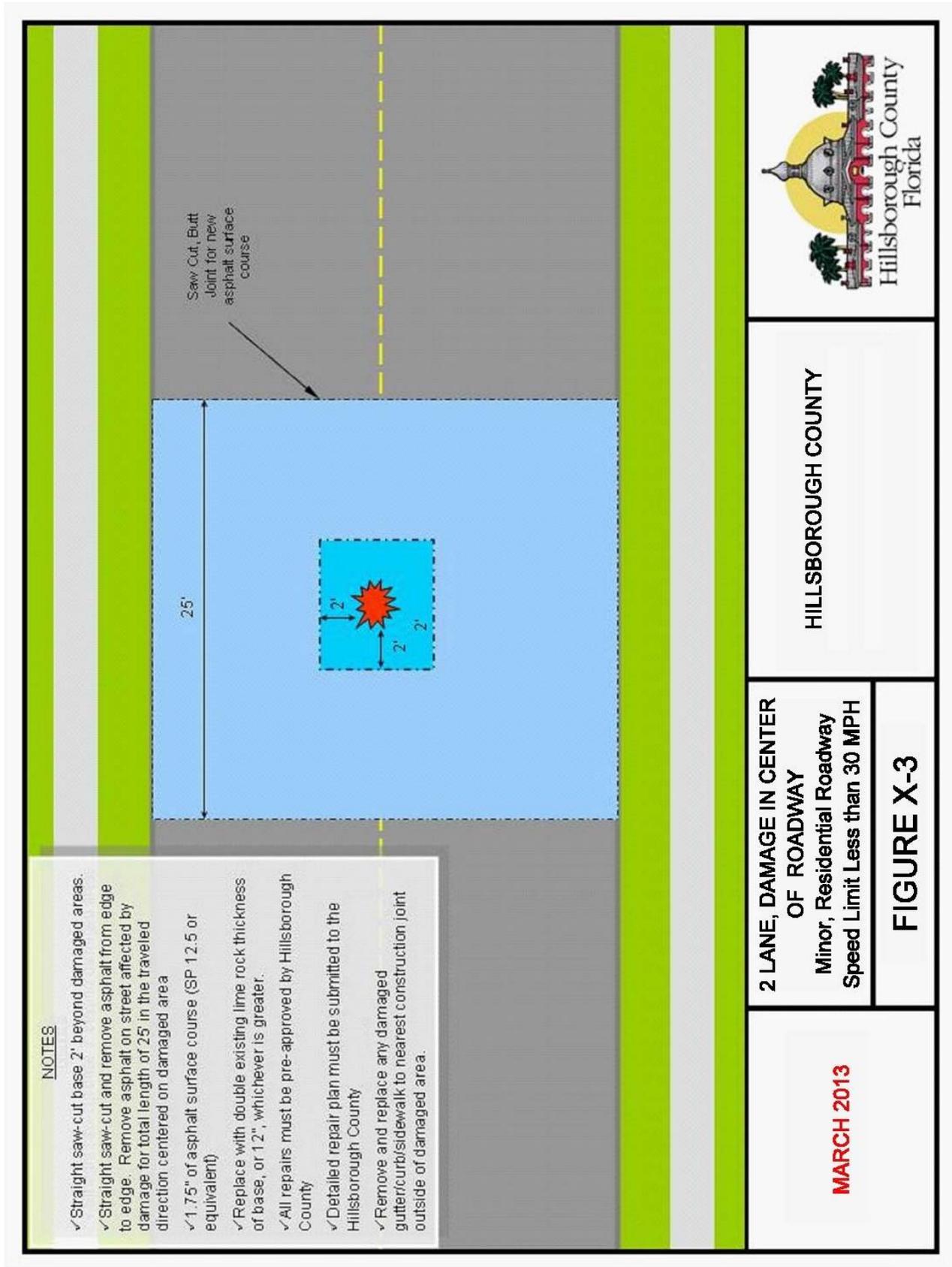


HILLSBOROUGH COUNTY

SINGLE LANE DAMAGE, NEAR INTERSECTION
Minor, Residential Roadway
Speed Limit Less than 30 MPH

FIGURE X-2

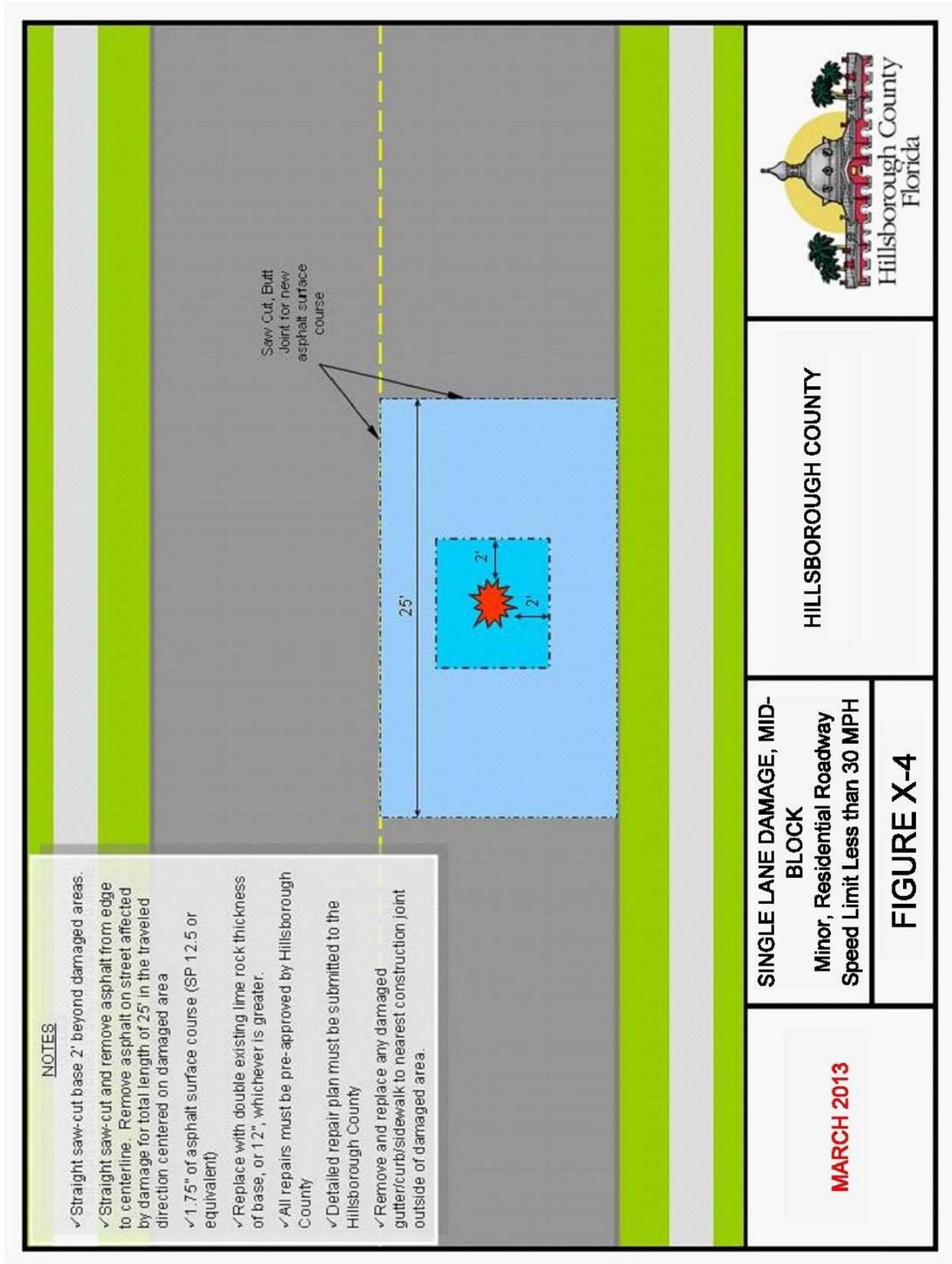
MARCH 2013



NOTES

- ✓ Straight saw-cut base 2' beyond damaged areas.
- ✓ Straight saw-cut and remove asphalt from edge to edge. Remove asphalt on street affected by damage for total length of 25' in the traveled direction centered on damaged area
- ✓ 1.75" of asphalt surface course (SP 12.5 or equivalent)
- ✓ Replace with double existing lime rock thickness of base, or 12", whichever is greater.
- ✓ All repairs must be pre-approved by Hillsborough County
- ✓ Detailed repair plan must be submitted to the Hillsborough County
- ✓ Remove and replace any damaged gutter/curb/sidewalk to nearest construction joint outside of damaged area.

MARCH 2013	HILLSBOROUGH COUNTY	 HILLSBOROUGH COUNTY Florida
2 LANE, DAMAGE IN CENTER OF ROADWAY Minor, Residential Roadway Speed Limit Less than 30 MPH		FIGURE X-3





APPENDIX Y: ACCESS PERMIT APPLICATION



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

DEVELOPMENT SERVICES DEPARTMENT Right Of Way Permitting ACCESS (DRIVEWAY) PERMIT APPLICATION		DRIVEWAY PERMIT NO.
For Hillsborough County Office Use Only		Maintenance Service Unit <input type="text"/>
Fee Charged \$ _____ Fee Paid \$ _____ Payment Date ____/____/____ Payment: ___ Cash ___ Check ___ Credit Card		
Contractor/Organization:	Contact Name:	Date:
Contractor 24-hour Emergency Contact Name:		Contractor License No.:
Contractor 24-hour Phone:		
Contractor Address:		Contractor Phone:
		Contractor Fax:
Client (Owner):		Client (Owner) Phone:
Check preferred method of permit approval notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail:		
Name of Road:	Section:	Township: Range:
Address of Proposed Driveway:		
Nearest Cross Street:		
Driveway Access:	Type I <input type="checkbox"/>	Residential: Average Daily Traffic < 50 Base fee: \$50 + \$50
(Please check the appropriate box)	Type II <input type="checkbox"/>	Commercial: 50 < Average Daily Traffic < 1500 Base fee: \$50 + \$75
	Type III <input type="checkbox"/>	Commercial: Average Daily Traffic > 1500 Base fee: \$50 + \$125

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. All work performed under this permit shall be done in accordance with Ordinance 92-22 and the Utility Accommodation Guide.	
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.	
Signed 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".



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

	<p align="center">DEVELOPMENT SERVICES DEPARTMENT Right Of Way Permitting 601 E. Kennedy Blvd; 19th Floor • Tampa, FL 33601 Main# (813) 274-6500 Fax (813) 307-4443</p>	<p align="center">DRIVEWAY PERMIT NO.</p>
---	--	---

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: _____



APPENDIX Z: SUBMITTAL TRACKING REQUEST FORM



Utility Accommodation Guide and Rights-of-Way Use Procedures Manual

HILLSBOROUGH COUNTY Use Permit Submittal Tracking Request	
Please use this form if you want to <ul style="list-style-type: none"> be notified of assigned Use Permit# prior to completion of permit approval process confirm all permit submittals received and logged in at Hillsborough County 	
For Hillsborough County Office Use Only	
Date received: ___/___/___	Time Received: ___:___ am / pm (circle one)
Given to (name of PRO): _____	

Company/Organization:	Contact Name:	Date:
Submitted by: _____	Phone: _____	
Check preferred method of tracking completion notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail:		

Permittee Reference #	Mod # (if applicable)	Resubmittal / Additional Info Y/N	HC Use Permit #	For Hillsborough County Office Use Only	
				PRO	Date Logged

Comments:

For Hillsborough County Office Use Only	
<input type="checkbox"/> Permittee notified via <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail on _____ [enter date] at _____ a.m. p.m. [circle one] that this sheet is complete.	Permit Reception Officer: _____ Processed: ___/___/___ :___ am/pm
601 E. Kennedy Blvd., 19th Floor • Tampa, FL 33602 Main# (813) 274-6500 Fax# (813) 307-4443	

Rev Apr 2005



APPENDIX AA: RECONSTRUCTION SUBMITTAL FORM



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

 Hillsborough County Florida	HILLSBOROUGH COUNTY Right-of-Way Use Permit RECONSTRUCTION PLAN SUBMITTAL	RIGHT OF WAY USE PERMIT NO.
For Hillsborough County Office Use Only		Maintenance Service Unit: <input type="text"/>
Fee Charged \$ <input type="text"/>	Fee Paid \$ <input type="text"/>	Paid Date / / <input type="text"/>
Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card		

Reconstruction Plan for ROW Use Permit#:		Submittal ID:	Date:
Original Permit Holder:	Contact Name:		Phone:
Original Construction Contractor:	Contact Name:		Phone:
Engineering Firm:	Contact Name:		Phone:
Re-Construction Contractor:	Contact Name:		Phone:
Check preferred method of plan approval notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail:			
Comments:			

I understand that all work performed under this Reconstruction Permit shall be done in accordance with ordinance 92-22 and the Utility Accommodation Guide.

Signature of Permittee X _____

For Hillsborough County Office Use Only		
The following criteria has been	Met	NOT Met
Permit # referenced	___	___
xxx on drawing	___	___
Date on drawing	___	___
Original Permit Approved	___	___
Permit Reception Officer: _____ Processed: ___/___/___ :___ am/pm		
Hillsborough County Approval: This form shall, upon appropriate county signatures or separate approval letter, become the reconstruction plan approval. All work performed under this permit shall be done in accordance with ordinance 92-22 and the Utility Accommodation Guide.		
APPROVED BY: _____		DATE: _____

601 E. Kennedy Blvd., 19th Floor • Tampa, FL 33602
Main# (813) 274-6500 Fax# (813) 307-4443

Effective April 2005

1 of 1



APPENDIX BB: MODIFICATION SUBMITTAL FORM



**Utility Accommodation Guide and
Rights-of-Way Use Procedures Manual**

	DEVELOPMENT SERVICES DEPARTMENT Right Of Way Permitting Right of Way Use Permit MODIFICATION SUBMITTAL FORM	Right of Way Use Permit No. Modification No.
--	--	---

For Hillsborough County Office Use Only		Maintenance Service Unit <input style="width: 50px;" type="text"/>
Fee Charged \$ _____	Fee Paid \$ _____	Payment Date ___/___/___ Payment: ___ Cash ___ Check ___ Credit Card

Contractor/Organization:	Contact Name:	Date:
Contractor Working For:		Their Phone:
Check preferred method of permit approval notification: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail:		
Modification to ROW Use Permit #:	<input style="width: 100%;" type="text"/>	Changes shown on drawing page #:
Modification #:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Scope of change:		

I understand the original permit terms, conditions, and expiration date apply, unless otherwise noted by Hillsborough County.

Signature of Permittee: _____ Name (Print): _____
 Signature of PM: _____ Name (Print): _____

For Hillsborough County Office Use Only		
The following criteria has been	Met	NOT Met
Modification #	_____	_____
Mod. # on drawing	_____	_____
Mod. date on drawing	_____	_____
Scope of change described	_____	_____
Original permit approved	_____	_____
		Permit Reception Officer:
		Processed: ___ / ___ / ___ : ___ am/pm
Hillsborough County Approval: This form shall, upon appropriate county signatures or separate approval letter, become the modification approval. All work performed under this permit shall be done in accordance with Ordinance 92-22 and the Utility Accommodation Guide.		
APPROVED BY: _____		DATE: _____

601 E. Kennedy Blvd., 19th Floor • Tampa, FL 33601
Phone: (813) 274-6500 Fax: (813) 307-4443



APPENDIX CC: NOTIFICATION OF WARRANTY COMMENCEMENT



BOARD OF COUNTY COMMISSIONERS
Brian Blair
Kathy Castor
Ken Hagan
Jim Norman
Thomas Scott
Mark Sharpe
Ronda Stearns

Office of the County Administrator
Patricia G. Bean

Deputy County Administrator
Wally Hill

Assistant County Administrators
Bernardo Garcia
Carl S. Harness
Marius J. O'Donnell

COMPLETION NOTIFICATION for WARRANTY COMMENCEMENT

Date: April 24, 2007

Permit Application Number: ROW00000

Permit Applicant: ABC Utilities and Excavation
1234 Main Boulevard
Tampa, FL 33634

Location of Work: 5701 E. Hillsborough Ave

ATTENTION:

- This acknowledges a closeout inspection of the referenced permit construction site was held and it has been determined that Hillsborough County property and/or right-of-way has been restored as required by the permit. This restoration has met the approval of the County Engineer or their representative.
- The one year warranty period is deemed to commence and expire on the respective dates listed below.
- Nothing contained in this acknowledgement revises or alters the continuing rights of Hillsborough County to remedy of latent defects discovered during the warranty period or otherwise as a result of this permitted work. You are further reminded that, after giving a five (5) day remedy period, Hillsborough County has the right to remedy such defects and back charge the permit applicant for any costs incurred in so doing. In cases of immediate public safety or emergencies, Hillsborough County can waive the 5 day period and proceed immediately with repair at the expense of the applicant.
- Release of Warranty period will end at the expiration date, provided there are no further remediation issues discovered during the final warrantee inspection; which shall take place within 30 days prior to the expiration date. This inspection will be scheduled by the Development Services Department.

Warranty Commencement Date: 03/30/2007

Warranty Expiration Date: 03/30/2008

Hillsborough County Development Services Department

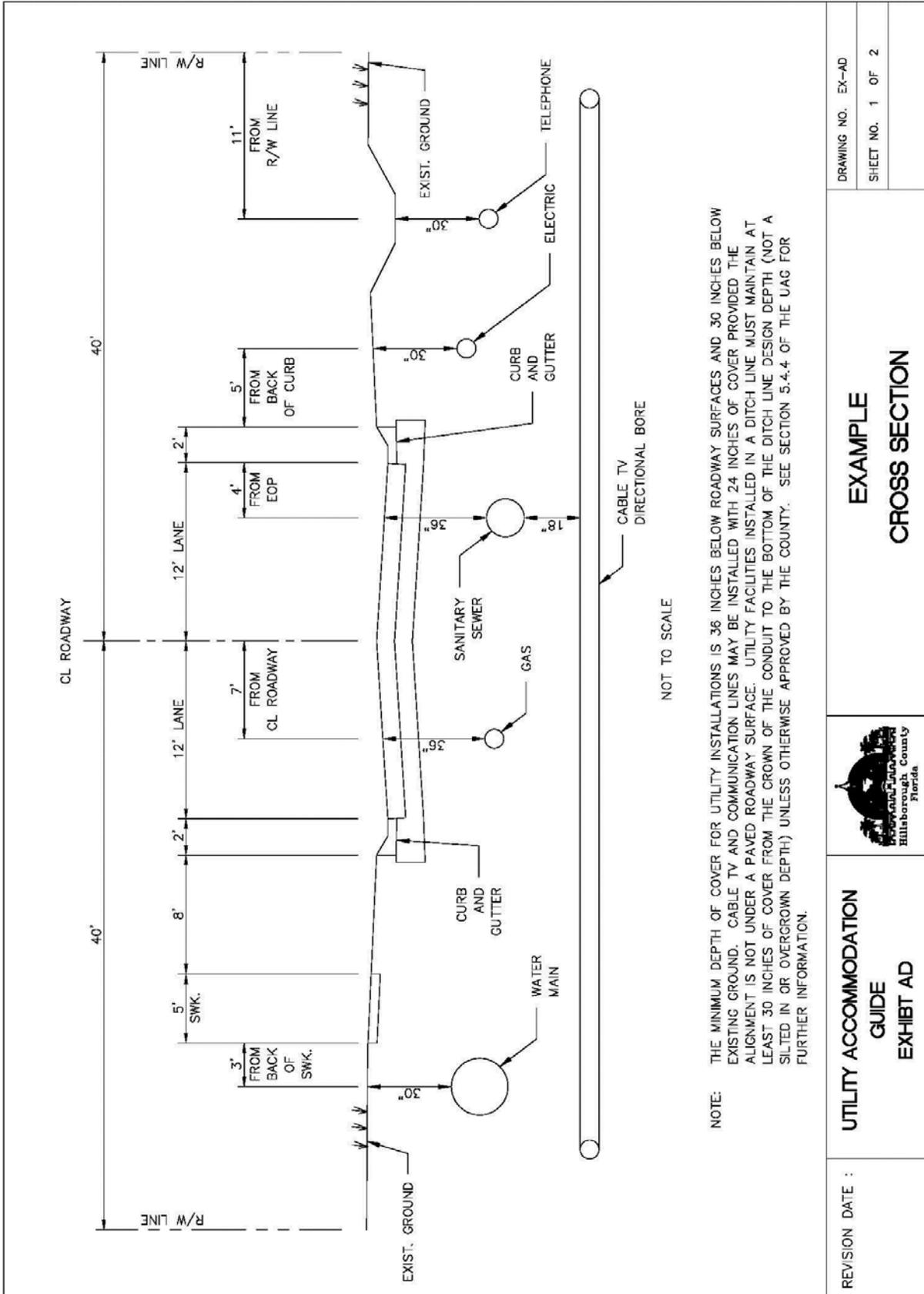
José L. Márquez, Permit Engineer Officer

Attachment: Permit Closure Acceptance

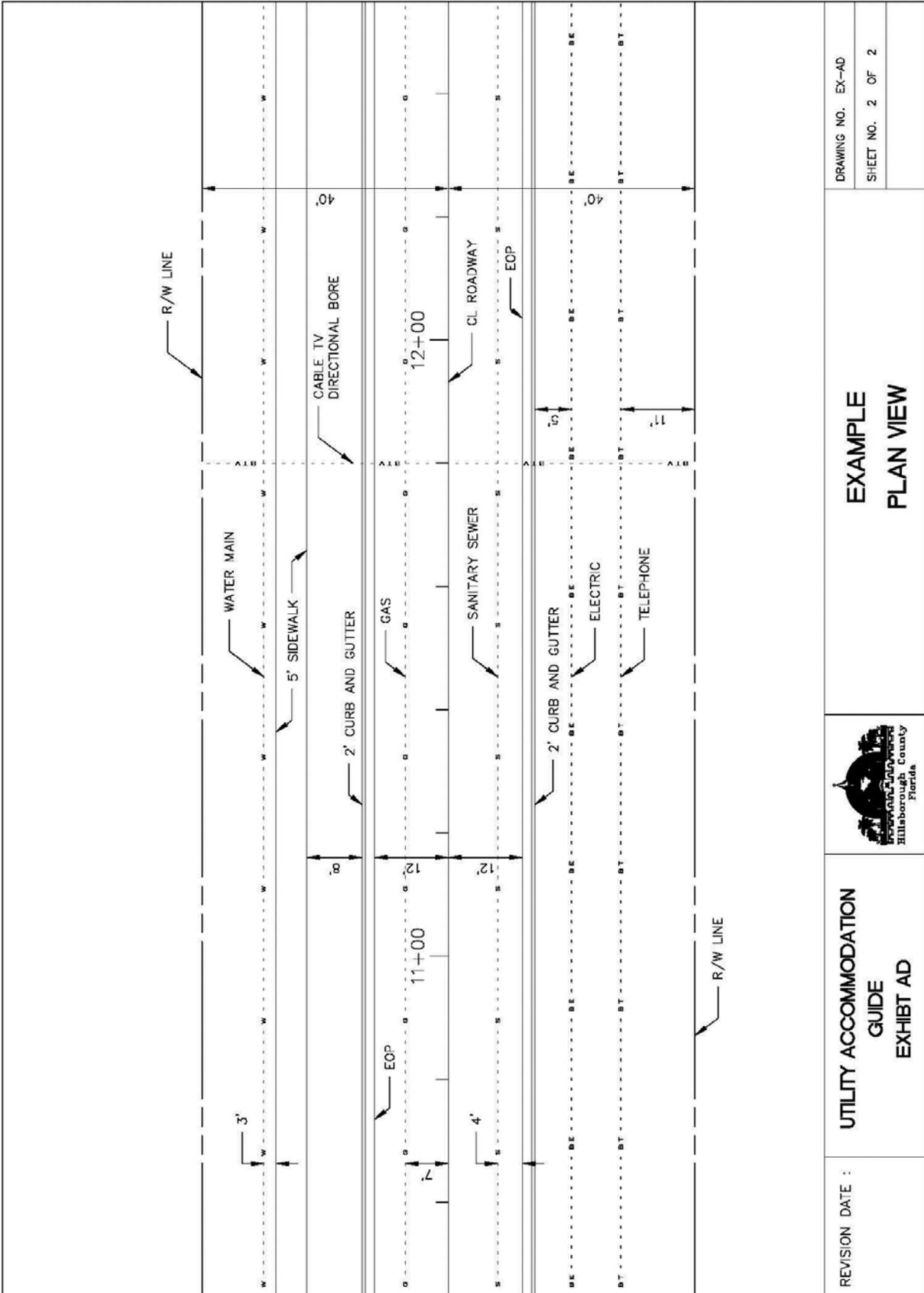
Post Office Box 1110 • Tampa, Florida 33601
Web Site: www.hillsboroughcounty.org
An Affirmative Action/Equal Opportunity Employer



APPENDIX DD: EXAMPLE CROSS SECTION & PLAN VIEW



REVISION DATE : DRAWING NO. EX-AD SHEET NO. 1 OF 2	EXAMPLE CROSS SECTION		UTILITY ACCOMMODATION GUIDE EXHIBIT AD	
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DRAWING NO. EX-AD
SHEET NO. 2 OF 2

**EXAMPLE
PLAN VIEW**



**UTILITY ACCOMMODATION
GUIDE
EXHIBIT AD**

REVISION DATE :