

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



UTILITY PLACEMENT PERMIT

Placement in County Right of Way

Applicant Name: _____
Address: _____ City: _____ State: _____
Telephone Numbers – Office: _____ Mobile: _____

Type of Construction: _____

Contractor Name: _____
Address: _____ City: _____ State: _____
Telephone Numbers – Office: _____ Mobile: _____

Name of Road: _____ Number of sites if more than one: _____
Location of proposed Construction in R/W: _____

9.16.4. UTILITY PLACEMENT PERMIT IN COUNTY ROAD RIGHT OF WAY

A Utility Placement Permit is required prior to the commencement of construction of any type of above-ground or below-ground utilities within a county road right of way.

- A. The contractor shall submit construction plans, a construction schedule, and contact information to the Planning Department. The contractor shall be responsible for the repairs or replacement of any damaged infrastructure including, but not limited to, driveways, mailboxes, fences, drainage structures, or existing utilities within the rights of way
- B. The Planning Department shall send copies of the plans to the County Road Superintendent for review and approval by the Utility Coordinating Committee.
- C. A tree permit shall be required for trimming or removal of any trees within the rights of way. The County Road Superintendent shall sign off on any tree removal permit to ensure any proposed tree removal will not undermine road integrity.
- D. When the permit is for construction on a canopy road, the contractor shall comply with the following:
 1. The Planning Official shall arrange an initial field meeting with the contractor, the County Forester, the County Road Superintendent, the County Engineer, and the Planning Official to ride the length of the construction area to determine construction methods with maximum preservation of canopy trees and the general areas where ditching or boring will be utilized.
 2. Prior to commencement of actual construction, the contractor shall flag the begin/end points of ditching and boring, notify the Planning Department and at least two of the above-named officials shall inspect and approve the construction plan.
 3. Upon Utility Coordinating Committee review and County Road Superintendent approval, The Planning Official shall issue the Utility Placement Permit and construction can begin.