



## FRANCHISE UTILITY PERMIT APPLICATION CHECKLIST

Date:

Applicant's Name:

Project Number:

***Please check the following items, as applicable, to affirm that the permit application and accompanying documents demonstrate compliance with the following requirements. Select "N/A" if not relevant to your project. Include this completed checklist with the Engineering Permit Application.***

- Letter of Transmittal.
- Electronic Permit Application.
- In accordance with F.S. 471.025, plans must be signed and sealed by a Professional Engineer registered in the State of Florida.
  - If the designer believes (s)he qualifies for an exemption under F.S. 471.003(2)(d), the designer shall be identified on the plans, and submittal shall be accompanied by sufficient evidence that the designer is a regular full-time employee of a public utility or other entity subject to regulation by the Florida Public Service Commission, Federal Energy Regulatory Commission, or Federal Communications Commission.
- Electronically transmitted plans in Florida are required to contain the date it was signed and sealed.
- Electronically transmitted plans are required to include a statement clearly indicating that the document has been electronically signed and sealed and that printed copies of the document are not considered signed and sealed. (F.A.C. 61G15-23)
- Plans must be legible and drawn to scale.
- Plans must be landscape orientation.
- Plans must have a 2" W x 3" H blank space with 1/5" offset from the right and 1/5" offset from the top in the upper right-hand corner of EVERY page reserved for the electronic Engineering Approval stamp.
- Plans with multiple pages must be submitted as a separate file for each page.
- Plans must include the following:
  - North arrow
  - Numerical Scale
  - Graphic scale
  - Legend identifying all symbols in the drawing
  - All structures, such as poles and cabinets, are labeled and identified as new or existing
  - No permanent structures shall be placed on or above existing water and sewer systems
  - All roadways are labeled, and the roadway owner agency (City of Margate, Broward County, or F.D.O.T.) is identified.
- Copy of signed permits/approvals from ancillary agencies (FDOT, BCHCED, SFWMD, ACOE, FDEP, etc.) if any portion of proposed work falls under another jurisdiction.
- Limits of the work shall be clearly shown and labeled on the plan view. Stationing is acceptable.
- All existing utilities' horizontal and vertical locations are accurately shown and identified in both plan view and profile view. Submit GPR or Soft Digging information of the City Utility conflicts with the construction plans. (Soft digging works via vacuuming or use of hand tools only.)
- All proposed utilities shall be shown in bold print, and existing shall be displayed in grayscale.



## FRANCHISE UTILITY PERMIT APPLICATION CHECKLIST

- Plans clearly demonstrate that acceptable horizontal and vertical clearance has been provided between proposed and existing utilities and that existing utilities in the vicinity of the proposed work will not be disturbed.
- Provide the data for the vertical and horizontal locations of existing utilities. Contact [gis@margatefl.com](mailto:gis@margatefl.com) to request GIS and as-built information for the City of Margate's Water, Sewer, and Stormwater facilities.
- Plans shall demonstrate compliance with the following minimum burial depth requirements:
  - Beneath paved travel ways: 36" (min) utility cover.
  - Beneath all other grade conditions: 30" (min) utility cover.
- Plans shall demonstrate compliance with the following minimum vertical clearance separations:
  - Where crossing existing utilities with directional bore conduit: 24" (min) vertical separation.
  - Where crossing existing utilities with open-cut trench conduit and 18" (min) vertical separation.
- Plans shall demonstrate compliance with the requirement for minimum horizontal separation of 6' (feet) between water and sewer utility systems.
- New construction, including new poles, down guy anchors, cabinets, pedestals, etc., shall comply with current **FDOT Florida Greenbook** criteria.
- Proposed poles, down guys, anchors, etc., shall not conflict with existing driveway access to City R-O-W and maintain ADA accessibility.
  - New pole installations:
    - a. No taller than the tallest existing pole with a 500' radius.
    - b. If no poles exist, then new pole not to exceed 50' max height.
    - c. Poles to be located within side setbacks of right-of-way.
    - d. Shall not conflict with existing driveway access to City R/W and shall maintain ADA accessibility.
  - Proposed poles shall be installed no closer to adjacent roadway edge of traveled way (ETW) than existing poles.
  - The clearance distance to the nearest edge of the traveled way (ETW) is clearly dimensioned and labeled.
  - Dimensions (H x L x W) of proposed at-grade obstructions, including cabinets, pedestals, and similar components, are clearly labeled.
  - Proposed below ground hand holes, manholes, junction boxes, pull boxes, accessible vault structures, valve boxes, splice boxes, etc., to be installed within City R-O-W limits shall be labeled and identified as traffic load-rated per AASHTO H-20/HS-20 specifications.
  - Plans shall demonstrate that all structures, such as cabinets, pedestals, transformers, etc., must be fully encompassed within an easement or within the R-O-W limits.
  - Size, length, material, and installation method (i.e., trenching, boring, aerial, underground, etc.) for proposed conduits, conductors, cables, wires, and similar facilities are clearly labeled and identified in plan view and profile view.
  - Show and label typical directional bore reamer cross-section detail (i.e., for multiple conduits). Unless authorized by the City Engineer, streets within City R-O-W shall be directional bored rather than open cut. Open cut trenching of existing pavement requires milling and repaving the final asphalt course for the entire width of the affected lane(s), 25' in each direction (centered on the utility).
  - Bore pits are clearly shown and labeled in all plan views and profile views, connecting the proposed directional bore conduit to existing poles and at 90 degree turns (if required).



## FRANCHISE UTILITY PERMIT APPLICATION CHECKLIST

- Plans show typical bore pit size, offset to adjacent roadway ETW, type of surface restoration, and distance to nearest cross-street.
- Demonstrate that Florida Building Code (Building Risk Category IV, Structures, Chapter 16 Section 1620 – 1621, High-Velocity Hurricane Zone Area) has been satisfied.
- Submit an applicable M.O.T. design plan and/or a Typical Application figure from the Manual On Uniform Traffic Control Devices (MUTCD), representing the roadway characteristics and project conditions.
- As-Built Drawings to be submitted following construction completion.

***The following notes must be noted on drawings under General Notes:***

- Call Sunshine State One Call of Florida, Inc. at 1-800-432-4770 to request a locate of any underground facilities at your excavation site.
- Contractor to provide a recorded notice of commencement to the permitting agency, Engineering Department, 24 hours prior to beginning construction.
- It is required that a pre-construction meeting be held at the job site prior to the start of construction. The pre-construction photos or video must be provided during the meeting.
- It is recommended that hand digging, soft digging, vacuum excavation, etc., be used in the 24" tolerance zone to expose the underground facilities.
- Maintain 18" vertical clearance, 6' horizontal clearance between existing utilities, and a min of 30" of cover (Sec. 39-4. - Construction requirements).
- The city of Margate has a noise ordinance that prohibits a sound or noise source to exceed the maximum noise levels as set forth in Sec. 33-82.
- All sidewalk closures require a sidewalk M.O.T., providing a temporary pedestrian bypass. For sidewalk repairs, refer to the City of Margate standard detail for sidewalks. The entire flag must be replaced joint to joint. (Section 32.4. - Sidewalks.)
- Notification to the residents affected by construction will be necessary 48 hours prior to the start of any activity.

Engineering permits shall have a concurrency time limit of one hundred eighty (180) days as long as construction and inspections continue. (Sec. 31-47. - Concurrency monitoring system.)

Please be sure that prior to completion of work that a final inspection is set up so that the project can be evaluated appropriately by the City Inspector and the permit can be closed. Failure to call for a final inspection(s) may result in delays for future permit submittals.

To schedule the pre-construction meeting send an email to [engineering@margatefl.com](mailto:engineering@margatefl.com); please have the Sunshine 811 Locate Ticket Number when scheduling the pre-construction meeting. The contractor is required to white line the work area prior to calling for utility locates.

To schedule the final inspection, call 954-972-0828 or send an email to [deesadmin@margatefl.com](mailto:deesadmin@margatefl.com), 48 hours in advance; please refer to the Engineering Permit Number.

Signature: