

PUBLIC WORKS PERMIT APPLICATION

Town of Miami Lakes

6601 Main Street Miami Lakes, FL 33014
Office: (305) 827-4015 Fax (305)558-9884
Website:www.miamilakes-fl.gov

OFFICE USE ONLY

PROCESS NO. _____
DATE _____
CLERK _____
DATE ISSUED _____
OWNER PROJECT ID. _____

FACILITY/OWNER INFORMATION

NAME _____
ADDRESS _____
CITY _____ STATE, ZIP _____
PHONE# _____ CELL# _____
EMAIL _____

CONTRACTOR INFORMATION

COMPANY NAME _____
ADDRESS _____
QUALIFIER NAME _____
LICENSE# _____
CITY _____ STATE, ZIP _____
PHONE# _____ CELL# _____
EMAIL _____

ENGINEER INFORMATION

COMPANY NAME _____
ADDRESS _____
LICENSE# _____
CITY _____ STATE, _____
ZIP _____
PHONE# _____ CELL# _____
EMAIL _____

IMPORTANT NOTICES

All projects shall be designed in accordance with the Miami Dade County Public Works Manual and the FDOT Standards specifications. All work requires a permit unless specifically exempted by the PW Department.

1. Work may begin only after receiving a validated permit and permit card. Application alone does not grant the right to begin the construction.
2. Hours of construction are 7:00 a.m. to 5:00 p.m., Monday-Friday. No work permitted on Saturday and Sundays or holidays without prior authorization from the Town except for emergencies.
3. If partial or full road closures required, then construction permitted 9:00 a.m. to 4:00 p.m. only. Lane(s) must be clear of equipment/material before and after these hours. The Town reserves the right to amend or change the hours of construction or road closures, if necessary.

DRAINAGE ONLY

An engineer registered in the State of Florida should prepare all plans specifications and calculations of the proposed design work. Said plans and calculations shall be subject to the review and approval of the Public Works Department. All construction activities are to use best management procedures to prevent sediments from entering adjacent property, stormwater inlets, water bodies, or other areas which may eventually cause them to be washed into adjacent surface water bodies.

LOCATION OF IMPROVEMENTS

PROJECT LOCATION _____
PROJECT DESCRIPTION _____

| <u>TYPE OF WORK</u> | <u>DIMENSIONS</u> |
|---|------------------------------|
| <input type="checkbox"/> DRIVEWAY APPROACH *COMMERCIAL _____ * RESIDENTIAL _____ | Sq. Ft _____ |
| <input type="checkbox"/> SIDEWALK | Sq. Ft _____ |
| <input type="checkbox"/> CURB & GUTTER | LF _____ |
| <input type="checkbox"/> PAVING <input type="checkbox"/> LESS THAN TWO LANES <input type="checkbox"/> MORE THAN TWO LANES | Sq. Ft _____ Sq. Ft _____ |
| <input type="checkbox"/> SEAL COATING ROAD | Sq. Ft _____ |
| <input type="checkbox"/> STORM SEWER (SOLID PIPE) | LF _____ |
| <input type="checkbox"/> STORM SEWER (PERFORATED PIPE) | LF _____ |
| <input type="checkbox"/> WATER LINE ROW NEW ___ REPAIR ___ | LF _____ |
| <input type="checkbox"/> SEWER LINE ROW NEW ___ REPAIR ___ | LF _____ |
| <input type="checkbox"/> GAS MAIN/SERVICE | LF _____ |
| <input type="checkbox"/> MANHOLE | EA _____ |
| <input type="checkbox"/> CABLE TV/TELECOM/UTILITY CONDUIT | LF _____ |
| <input type="checkbox"/> SOIL BORING ___ Percolation ___ Pavement | LF _____ |
| <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> NEW POLE <input type="checkbox"/> POLE REPLACEMENT | EA _____ EA _____ |
| <input type="checkbox"/> ANCHOR | EA _____ |
| <input type="checkbox"/> TRAFFIC SIGN | EA _____ |
| <input type="checkbox"/> NEWSPAPER/SIGN/STORAGE RACK | EA _____ |
| <input type="checkbox"/> OTHER | EA _____ |

ENGINEERING REVIEW

PW ENGINEERING PLANS REVIEW YES NO
Lane Closures & Maintenance of Traffic (M.O.T.)* YES NO

***IF M.O.T IS REQUIRED PLANS MUST BE SUBMITTED WITH PERMIT FOR REVIEW**

RIGHT OF WAY UTILITY PERMITS NOTES AND CONDITIONS

1. Call Sunshine State One Call of Florida, Inc., at 811 or 1-800-432-4770 for locations before digging.
2. Pre-construction meeting with Town Public Works Department required. Call 305-364-6100 Ext. 1180 at least 72 hours prior to Commencement of Work.
3. Notify Public Works Inspector at least 48 hours prior to request inspections to close out permit. Inspections are required, including a final inspection upon completion of the project, in order to close the permit. Failure to do so will result in applicable penalties per Town code and ordinance.

To be done by APPLICANT

1) **APPLICANT** shall provide the following in order to apply for a permit:

1.1 The "**PUBLIC WORKS PERMIT APPLICATION**" form, which has to be completely filled out (except for the "FOR OFFICE USE ONLY" part).

The application form is available at:

1.1.1 Town of Miami Lakes Building Department 6601 Main Street Miami Lakes, FL. 33014.

1.1.2 Online, at the Town of Miami Lakes webpage (www.miamilakes-fl.gov)

2) Two sets of plans, sketches and other documentation that is required to describe the proposed work adequately. Engineering design plans shall be signed and sealed by Professional Engineer.

2.1 Maintenance of Traffic (MOT) plan shall be submitted when there is any impediment to vehicular and/or pedestrian traffic.

3) Documentation that proves that the following are current (copies are acceptable).

3.1 County or State Licenses to perform work.

4) **APPLICANT** shall correct any notified deficiencies in order for TML PWD to continue the review otherwise, the permit may be disapproved.

5) **BEFORE PICTURES (NOTE THAT "AFTER" PICTURES SHALL BE SUBMITTED UPON COMPLETION OF WORK)**

IMPORTANT RIGHT OF WAY PERMITS NOTES AND CONDITIONS

- 1) Contractor must obtain, if applicable, a Tree Permit prior to pruning, removing or disturbing any trees in the right of way.
- 2) Contractor must provide proof (i.e., photos or videos) that the drainage system is not damaged during construction.
- 3) All construction areas must be kept clean, neat and sanitary and be restored to original conditions or better. Rights-of-ways and neighboring properties shall be kept free from dirt and debris and must be protected from damaged by equipment or vehicles.
- 4) Notification letters must be delivered to area residents, as required by the Town. Submit a copy of the notice to the Public Works Department for approval prior to distribution.

Application is hereby made to obtain a Public Works permit to do work and installation as indicated. I, as the responsible party for the work, certify that all work will be performed to meet the standards of all laws regarding construction in the Town of Miami Lakes. There may be additional permits required from other governmental agencies.

Notarized Signature of Responsible Party/Owner/Contractor

Owner Signature

Owner Print Name

Sworn and Subscribed to me this

Month/day/year

Personally known or ID

Type _____

Expiration date _____

Notary Signature

Notary Stamp

OFFICE USE ONLY

CHECKLIST

- Maintenance of Traffic
- Certificate of insurance
- Site Plan
- Signed & Sealed Plans & Calculations
- Survey
- Tree Permit
- NPDES Permit If Applicable
- Contractor License #

FEES

BASE PERMIT \$ _____

Penalty Fees* \$ _____ X 2

Scanning Fee \$ _____

Town Roadway Fee \$ _____

Additional Fees \$ _____

Up-Front Fee \$ _____

BALANCE DUE \$ _____

TOTAL PERMIT FEE \$ _____

COMMENTS:

| | |
|------------------|---|
| DATE / / | PUBLIC WORKS DEPARTMENT APPROVAL |
| SIGNATURE | |
| TITLE | |