City of West Palm Beach

Engineering Services Department
401 Clematis Street
Fourth Floor
West Palm Beach, Florida 33401
561-822-1200 Office
561-494-1116 Fax
www.wpb.org/engineering

ENGINEERING SERVICES DEPARTMENT
STANDARD APPLICATION FOR DEVELOPMENT PERMIT

PROJECT INFORMATION

Name _____ Project Valuation $_____
Location _____
Subdivision _____
Site Address _____

Legal Description (1)_____
CTY _____ RNG _____ TWP _____ SEC _____ SUB _____
BLK _____ LOT _____

Legal Description (2)_____
CTY _____ RNG _____ TWP _____ SEC _____ SUB _____
BLK _____ LOT _____

Legal Description (3)_____
CTY _____ RNG _____ TWP _____ SEC _____ SUB _____
BLK _____ LOT _____

PROJECT DESCRIPTION

Description of Work _____
Plans Prepared By: _____
Company Name: _____
Sealed By: _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____

Anticipated Start Date _____ Anticipated Construction Duration _____Days

PLATS AND EASEMENTS TO BE RECORDED (Check all that apply) (Professional sealed survey must accompany application)

Development Final Plat _____
Boundary Plat _____
Unity of Title _____
Subdivision, Minor _____
Right-of-way Abandonment _____
Utility/Drainage/Access Easement _____
Easement Abandonment _____
Private Utility _____
Subterranean Footer and Aerial Façade Easement _____

APPLICANT INFORMATION (See minimum conditions applicable to permit application)

Applicant Name _____
Address _____
City _____ State _____ Zip _____
Qualifier Name _____ Qualifier # _____
License Type _____ (PE, GC, RLA)
Telephone _____ Fax _____

OWNER INFORMATION (Legal Property Owner) (If more than one owner, provide information for all owners utilizing page 2 of 3)

Owner Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

MINIMUM CONDITIONS APPLICABLE TO PERMIT APPLICATION

1. Owner agrees to maintain the permitted facilities / site, including the surrounding public right-of-way, at their sole expense and, if required by the City of West Palm Beach, to promptly modify, relocate, and/or remove any facility required, at the owner's sole expense. The owner at their sole expense shall restore all portions of the public right-of-way disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.
2. The owner at their sole expense shall restore all portions of the public utility systems disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.
3. All materials, installations and methods of work in the public right-of-way shall be in accordance with the applicable municipal jurisdiction and applicable utility provider jurisdiction latest minimum standards for materials, specifications, and construction.
4. All work in the public right-of-way for the City of West Palm Beach shall be done in strict compliance with the requirements of the City of West Palm Beach Engineering Services, NPDES, FDOT Series 600 MOT Guidelines, MUTCD, and Occupational Safety and Health Administration. Failure to comply shall result in the immediate cessation of operations and the removal of project-related obstructions from the right-of-way until compliance is achieved. Failure may result in revocation of site development permit(s).
5. A minimum of 10 business days prior to commencement of construction within the City of West Palm Beach public right-of-way, the owner / permittee shall contact the Engineering Services Department to schedule a preconstruction meeting. Failure to comply may result in a revocation of site development permit(s).
6. All work or activity within the public right-of-way shall require a valid right-of-way permit. Application shall be made with Traffic Engineering and shall include a maintenance of traffic plan, where applicable.
7. A minimum of forty-eight (48) hour notice must be given to the Engineering Services Department before commencing work on a project site.
8. A minimum of twenty-four (24) hours notice shall be given to the Engineering Services Department for scheduling of all tests and inspections. Scheduling is prioritized on a first come –first served basis and may not be available for the time requested.
9. Original copies of all City of West Palm Beach and regulatory agency permits required for the project shall be maintained on site and subject to inspection without advance notice. Failure to maintain permits may result in the suspension of work, testing, and inspections.
10. A set of plans and all revisions for the project, bearing the Engineering Services Department approval stamp shall be maintained on the job-site when work is in progress. Failure to maintain plans may result in the suspension of all work, testing, and inspections.
11. Permitted work shall not be deemed approved until all installations, tests, and restorations are complete and approved by the Engineering Services Construction Supervisor, all other regulatory agencies: and all test reports, certifications, and record drawings have been submitted and accepted by all agencies requiring record drawing approval.
12. Permittee / owner is solely responsible for any relocation(s) of new or existing facilities required as a result of this permitted construction. Permittee is responsible for notification / coordination with owners of other facilities within the City's right-of-way, easement, property, or utility jurisdictional area.
13. Record drawings and all certification / conveyance documents must be submitted prior to scheduling a final project inspection.
    a. All record drawings shall be submitted in conformance with Engineering Services Department latest minimum record drawing standards.
    b. All record drawings shall be signed and sealed by a Professional Land Surveyor registered in the State of Florida and certified by a Professional Engineer registered in the State of Florida.
    c. A minimum of three (3) sets of complete record drawings shall be submitted in correlation with the approved construction drawings. (Including civil, utilities, irrigation, landscape, roadway, street lighting, electrical, drainage, etc.) Record drawings shall also be submitted in electronic format AutoCAD 2000, or latest version.
14. A Certificate of Construction Completion shall be issued to the permittee / owner, and a minimum one-year warranty period shall commence upon issuance, during which the permittee / owner shall, at their sole expense, repair or cause to be repaired, any defects that may be identified within the warranty period. The Engineering Services Department may require the submission of a warranty bond corresponding to the warranty period and equal to a minimum of thirty-five percent (35 %) of the final cost of construction, as determined by an end of construction audit.
15. This permit applies only to authorization from the City of West Palm Beach Engineering Services Department. It is possible that additional permits may be necessary. Nothing contained herein relieves the permittee / owner from timely complying with applicable laws of other Federal, State, of Local government.
16. It is expressly understood that this permit is for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said permittee / owner.
17. Prior to construction of any improvements within the city jurisdiction, right-of-way, easement, or other property, the permittee / owner shall notify the Sunshine State One-Call of Florida, Inc. For underground facility locations, as set forth in the Underground Facility Damage Prevention and Safety Act of the State of Florida, Chapter 556, Florida Statutes.
18. Permittee / owner hereby indemnifies and holds the City of West Palm Beach harmless for any loss arising from the permittee's / owner's installation or operations under this permit.
19. In the event it becomes necessary, for any reason, to continue work operations beyond the normal hours of operation for the Engineering Services project assigned staff, the permittee / owner whose name appears on the face of this permit acknowledges their commitment to reimburse the City of West Palm Beach for overtime expenses, prior to final inspection and as a condition of issuance of a Certificate of Construction Completion.
20. This permit shall expire under the following circumstances:
    a. If construction of permitted work is not commenced within 180 calendar days of issuance.
    b. If permitted work, once commenced, is suspended or ceased for 90 consecutive calendar days of more, or suspended of ceased for 90 total calendar days or more during a 180 calendar day period.
    c. If plans or materials are changed without the prior approval of the City of West Palm Beach.
    d. Upon the passage of two (2) years from the date of issuance, regardless of status of construction completion. (Permit renewal may be allowed, but may incur additional construction administration fees)
    e. Upon issuance of a Certificate of Construction Completion by the Engineering Services Construction Supervisor.
21. All residual plan review and construction administration fees will be forfeited to the City of West Palm Beach in entirety upon the expiration of this permit, with the sole exception for circumstance Minimum Conditions Applicable to Permit Application 20 (e).
22. Venue for any administrative proceeding or judicial action resulting from this permit, including any action to enforce its terms against the permittee / owner, shall be in Palm Beach County, Florida.
23. The owner acknowledges and understands the City of West Palm Beach reserves the right to lien property associated with this permit for the purpose of collection of outstanding expense reimbursement, fees, repairs costs, and the contracting of services to complete work permitted and not completed by the owner.

Project Name: _____ Permittee Initials: _____

Site Development Permit and Site Plan Approval shall become void if approved plat and/or easement are not officially recorded with the Clerk of the Circuit Court of Palm Beach County within 180 calendar days from the date of approval from the City of West Palm Beach. All submitted fees will be forfeited and a new approval and permitting application will be required.

(I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions of the minimum conditions applicable to permit application, as defined herein. (I) (We) further certify that the above statements and showings made in any paper or plan submitted herewith are true to the best of (my) (our) knowledge and belief. (I) (We) understand that the application and attachments shall become part of official public record and are subject to public disclosure. (I) (We) understand that if one or more deficiencies exist in the application or attachments, (I) (We) will be notified of the deficient items, and the Engineering Services Department shall take no further action on the application until the required information is submitted. (I) (We) understand that misrepresentation of information contained within this application and attachments may be cause to void any development approvals and permits associated with this application.

(I) (We) understand that separate permits may be required from Construction Services, Traffic Engineering, Planning & Zoning, and other regulatory agencies. (I) (We) understand that recording of a notice of commencement is a condition of maintaining the validity of this permit. Failure to record a notice of commencement may result in suspension or revocation of this permit.

_____ _____
Applicant Signature Date

_____ _____
Owner Signature Date

Authorization: Attached and incorporated into this application is a true copy of the written designation, delegation, or other authorization from the Property Owner to the above named Applicant to execute this application as a binding obligation of the Property Owner. The City will not accept any application which does not include the foregoing authorization as an attachment.

Applicant *

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by _____ who has produced _____ as identification and who did (or did not) take an oath.

_____ (SEAL) _____
Notary Signature (For Applicant) Date

_____
Commission Expiration

Owner **

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by _____ who has produced _____ as identification and who did (or did not) take an oath.

_____ (SEAL) _____
Notary Signature (For Owner) Date

_____
Commission Expiration

* Agency Authorization Required. (Agency Authorization Required for each Owner listed on the last recorded Warrant Deed)

** Use separate page for each additional owner.

Project Name: _____