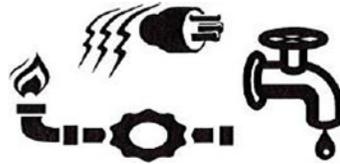




# Bay County

## Utility Accommodation

### Guide



**Board of County Commissioners**  
**Bay County, Florida**

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# Bay County Utility Accommodation Guide

## Chapter 1 - Introduction

### 1.1 - Purpose:

- A. The Utility Accommodation Guide is to regulate the location, manner, installation and adjustment of utility facilities along, across or on any transportation facility under the jurisdiction of the Bay County Board of County Commissioners hereby known as Bay County. While this guide governs on matters concerning future location, manner and methods for the installation and maintenance of utilities in the Bay County Right-of-Way, it does not alter current regulations pertaining to the authority for their installation, nor the determination of financial responsibilities for the placement or maintenance thereof. If there is a conflict, F.D.O.T. Design Standards will supersede the Utility Accommodation Guide.
- B. Since all the utility owned facilities on Bay County Right-of-Ways must be authorized by a Construction in Right-of-Way Permit and/or a Bay County Commercial Driveway, Drainage, or Residential Driveway Permit, all utility design work to the extent allowed by Bay County Regulations and the Florida Statutes must comply with the requirements herein.

### 1.2 - Stipulations

- A. It is expressly stipulated, and the permit holder agrees, that the permit is a license for a permissive use only and that the placing of facilities upon public property does not create or vest any property right in the holder thereof. Permit holder agrees that said permit may be revoked by the Bay County Public Works Director or his designee if the conditions of the permit are not being followed.
- B. The right and privileges herein 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 applicant and the applicant will at all times assume all risks of and defend Bay County from and against any and all loss, damage, cost or expense arising in any manner on account of the direct exercise by the applicant.
- C. The construction and/or maintenance of a utility shall not interfere or encroach upon the property and rights of a prior occupant.
- D. In the event that Bay County finds it necessary to widen, repair or improve any right-of-way including but not limited to installation of pavement, drainage structures or sidewalks the permittee shall upon reasonable notice by the Bay County Public Works Director, relocate or protect its facilities to clear such construction at no cost to Bay County.

### 1.3 - Supporting Regulations

A. When applicable the provisions of the following references shall apply:

1. Bay County Fee Schedule (Most Current Resolution)
    - a. Public Utilities are exempt from fees
    - b. Utilities and Telecommunications Act <sup>(3)</sup> are exempt from fees.
    - c. If the public utility is required to relocate their utilities due to a Bay County Improvement Project a fee is not required.
  2. Bay County Land Development Regulation (Most Current Version)
  3. Bay County Manual of Standards and Specifications for Wastewater and Watermain Construction
  4. F.D.O.T. Standard Specifications for Road and Bridge Construction (Latest Edition)
  5. Regulations for the Transportation of Natural and Other Gas by Pipelines (Parts 191 and 192, Title 49 of the Code of Federal Regulations)
  6. Manual of Traffic Controls and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations, F. D.O.T.
  7. F.D.O.T. Utility Accommodation Guide
  8. Manual of Uniform Traffic Control Devices for Street and Highways (MUTCD)
  9. Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Current Edition), as published by the F.D.O.T.
  10. National Electrical Safety Code
- B. In the event of a conflict between the provisions of the regulations and specifications referred to in "A" above and this Utility Accommodation Guide, whichever is more restrictive, shall apply.

### 1.4 - General

- A. The presence of existing above ground and underground facilities in the Bay County Right-of-Way will be presumed to be properly permitted in accordance with the existing guidelines in the effect at the time of their installations; whether or not documentation to that effect exists. The permittee will relocate or adjust existing utilities to comply with the current utility accommodation guide:
1. When Bay County improvement projects necessitate relocation.
  2. Determination of crash evidence (physical or recorded) indicates a need to relocate the utility facility.
  3. Exceptions shall be considered by Bay County on a case by case basis

### 1.5 - Distribution

The Utility Accommodation Guide is issued by the Bay County Public Works Director and is furnished to Bay County Departments, municipalities in Bay County and public and private utilities at no charge upon request. For persons external to Bay County and the local municipalities acquisition must be obtained by purchase \$10.00 at the following address:

Bay County Engineering Division  
840 W. 11th Street  
Panama City, Florida 32401  
Phone: (850) 248-8301  
email: [engineering@baycountyfl.gov](mailto:engineering@baycountyfl.gov)

The Utility Accommodation Guide may be viewed or printed at no cost using the engineering division link:

<https://www.co.bay.fl.us/186/Engineering>

### 1.6 - Revisions

The Bay County Public Works Director will coordinate a periodic review of the Utility Accommodation Guide by affected parties, including the utility industry, for continued need and updating. Users of the Utility Accommodation Guide may submit any suggestions for improvement or modifications at any time to the Bay County Public Works Director. Suggestions must be submitted in writing to the address below:

Bay County Public Works Director  
Bay County Engineering Division  
840 W. 11th Street  
Panama City, Florida 32401

### 1.7 - Forms

The Construction in Right-of-Way Permit, Commercial Driveway Permit and Drainage Permit may be obtained from the Bay County Engineering Division or at using the engineering division link:

<https://www.co.bay.fl.us/186/Engineering>

### 1.8 - Training

No special training is required to use the Utility Accommodation Guide.

## **Chapter 2 — Utility Permits**

### 2.1 — Utility Permits

A. Bay County's Construction in Right-of-Way Permit Application must be submitted by the utility owner. An engineer or contractor may prepare or process the permit application for a utility owner but shall not be identified as the permittee.

- A. The permittee is responsible for obtaining all federal and state permits, and submitting a copy of permits or permit applications to Bay County Public Works Engineering Division. The permits will not be issued until all copies of permits or letters of exemption are submitted to the Engineering office.
- B. A permit must be reviewed and approved by Bay County before any utility is installed in the Bay County Right-of-Way. It is the responsibility of the permittee or his designee to notify the Bay County Engineering Office 48 hours prior to commencement of any work in the right-of-way. If the public utility is required to relocate their utilities due to a Bay County Improvement Project, a permit is not required.

## 2.2 — Permit Application

Each copy of the Bay County Construction in Right-of-Way Permit Application shall contain the following:

- A. Schematic set of plans (not necessarily to scale) showing the beginning and ending project limits.
- B. The horizontal offset from a well-defined feature of the right-of-way to the proposed utility installation, and to the maximum extent possible, all proposed utilities are to be placed within seven (7) feet of the right-of-way. To accommodate for future road widening with the addition of paved shoulders the underground utility will be placed a minimum of eighteen (18) feet off the edge of travel lane. Any variance will be under the discretion of the Bay County Public Works Director or his designee. Where right-of-way allows, above ground utilities in rural areas will be placed a minimum of twenty-six (26) feet from the edge of travel lane (14 feet for clear zone plus 12-foot-wide expansion zone).
- C. Right-of-way limits from centerline of the road to the back of the right-of-way.
- D. Pavement width and distance from the edge of pavement to proposed utility.
- E. All existing utility poles or other above ground and or underground utilities must be shown on the plans.
- F. The permittee shall list all utility owners in installation area and notify each of them by copy of the permit drawing whether they are known to be impacted or not.
- G. The permit application package must include a traffic control plan.
- H. The utility owner's signature must be on the permit. All signatures must be original; no photo copies will be accepted. The names and titles of person or persons signing the permit application must be typed or printed legibly to the left or below their signatures.
- I. Unless the permittee is exempt (as explained in Chapter 1.3, Section A. 1, sub-sections a, b, and c), a check to the Bay County Board of County Commissioners must be submitted with the permit package.

If any of the items above are omitted the permit package will be deemed incomplete and may be returned.

### 2.3 — Permit Processing

- A. The applicant shall submit two (2) sets of original plans signed and sealed by a Florida Professional Engineer along with the permit signed by the permittee. The County will require signed and sealed plans for major underground utility installations. Utility companies who do not have a Florida Professional Engineer are exempt from signing and sealing of their utility plans.
- B. The review and approval of permit applications will be conducted by the Bay County Public Works Director or his designee. Upon approval, the approved permits will be distributed to the applicant, Permit Inspector and the Bay County Engineering Division's file.
- C. Each permit shall be processed in an expeditious manner, but may take ten (10) days if more information is required. The Bay County Public Works Director or his designee will notify the applicant if more information is required and permit processing is expected to exceed ten (10) days. Permits will be approved and issued if all requirements in this chapter are met.
- D. The permittee will notify the Bay County Public Works Director or his designee upon completion of the utility construction so as the County Inspector can perform a final inspection of the work site.
- E. The Bay County Public Works Director requires the utility owner to comply with the permitting requirements of other government entities where otherwise required by law.
- F. A Drainage Connection Permit is required for any connection to a County drainage system. The Drainage Connection Permit is to be submitted with the Construction in Right-of-Way and Commercial Driveway Permits as necessary.

### 2.4 — Signing and Sealing Utility Plans

- A. When F.D.O.T. Traffic Control Plan Standards must be compromised and a true alternate traffic control plan is required it must be prepared, signed and sealed by an individual holding a FDOT Advanced Traffic Control in Workplace Certificate.
- B. Any installation which requires a structural modification to a Bay County facility must be signed and sealed by a Florida Licensed Engineer. An example of this would be a request to hang a utility from an existing bridge.

### 2.5 — Installations not Requiring Permits

- A. Permits are not required for placing new poles within an existing permitted pole line unless noted otherwise in Section 2.6 of this guide. The fact that no permit is required does not eliminate the requirement to restore the right-of-way to as like or better conditions before construction and provide for traffic

control in the work zone. Where timeliness of the installation is essential, the utility may install the pole at their own risk.

- B. Permits are not required for the placement of service drops or span guys emanating from or attached to poles located within the right of way and covered by an existing permit.
- C. Permits are not required for underground service connections provided that they do not cross or begin in the pavement and trenching is at a right angle to the pavement. However, notice will be given to the Bay County Public Works Director or his designee prior to construction and the utility will notify all known underground utility owners of the pending excavation.
- D. Permits are not required for temporary utility work approved by the Bay County Public Works Director during County improvement projects.
- E. Permits are not required for maintenance or placement of existing aerial facilities or inserting a utility into an existing conduit or pipeline, provided there is no pavement cutting or boring.

#### 2.6 — Installations Requiring Permits

- A. Permits are required for all underground installations and all overhead lines and crossings except where noted in section 2.5.
- B. Permits are required for all additional facilities that meet the criteria below:
  - (1) It is necessary to place a pole within the right-of-way where there is not an existing pole line.
  - (2) It is necessary to place a pole adjacent to a buried cable where the existing permit does not include a pole line.
  - (3) It is necessary to extend an existing above ground utility beyond an existing approved pole line.
- C. Permits are required for all above ground facilities placed in connection with underground installations when not included in the original permit. Permits are required for marker poles and riser poles including pole mounted telephone closures for test or splice purposes.
- D. Permits are required when installing a lighting system, including installation on existing poles, where existing poles are there by virtue of a permit.
- E. Permits are required if any pavement is to be cut including driveways or sidewalks on Bay County Right-of-Ways.
- F. Hand holes that will be within the clear zone six (6) feet local roads and/or fourteen (14) feet for collector roads will require a Construction in Right-of-Way Permit.
- G. When major maintenance (replacement greater than 1,000 feet) of existing facilities is required.

## 2.7 — Additional Permit Requirements

- A. For any excavation, construction, maintenance activities performed by or on the behalf of Bay County, within its right-of-way, the permittee may be required to perform the following activities with respect to a permittee's facilities: Physically expose or direct the exposure of underground facilities, provide and necessary support to facilities and/or cover aerial facilities as deemed necessary.
- B. Whenever any road on the County Roadway System is repaired, reconstructed or otherwise altered in a manner which necessitates the closing of one or more traveled lanes of the roadway for a period exceeding two (2) hours, the party performing such work shall give notice to local law enforcement agencies, within whose jurisdiction the roadway is located, prior to commencing work. The requirement of prior notification shall be waived only when the closing of one or more lanes is required for emergency conditions. This Utility Accommodation Guide rule requires that the Bay County Public Works Director be notified, except in emergencies, a minimum of forty-eight (48) hours in advance of lane closure to allow sufficient time for public service announcements. All road closures require a minimum of 10 working days advanced notice to County staff and County Manager approval. Road closure requests shall include a Traffic Control Plan showing how traffic will be detoured around the road closure, and needs to be submitted and approved by the Bay County Public Works Director.

## 2.8 — Permit Non-Compliance

- A. When the permittee fails to complete all requirements contained in the Utility Accommodation Guide or installations as specified in the permit and Bay County determines that such non-compliance is interfering in any way with the safe, or continuous use, or the maintenance, improvement, expansion of the public roadway, the following course of action shall be implemented in accordance with Sections 1 through 2.
  - (1) If work is being done in County Right-of-Way without a permit, the work shall be stopped and the Bay County Code Enforcement Division shall give written notice by certified mail with return receipt to the utility owner or his agent advising of the specific violations and requesting compliance with the permit conditions within thirty (30) days.
  - (2) If work is not being done in compliance with an approved permit: the Bay County Code Enforcement Division shall give written notice by certified mail with return receipt to the utility advising of specific deficiencies and/or violations and requesting compliance with the permit provisions within thirty (30) days.

## 2.9 - Permit Fees

The Bay County Board of County Commissioners sets county fees annually. The Construction in Right-of-Way, Commercial Driveway and Drainage Connection Permit fees should be the most current approved fee schedule.

## 2.10 - Notification to Other Agencies

The applicant shall notify, in writing, all known involved utility agencies using the right-of-way at the location of the proposed construction. This notification shall state the applicant's intentions in order determine any objections caused by the proposed construction. Any objections to the applicants proposed construction by affected utility agencies must be made in writing and forwarded to both the applicant and to the Bay County Engineer within ten (10) days of the applicant's notification letter. The applicant must adjust permit plans as required to deal with other utility agency concerns.

## 2.11 — When a Utility Damages a County Infrastructure

- A. When a public road is damaged or impaired in any way because of the installation, inspection or repair of a utility located on such road the owner of the utility shall, at his or her own expense, restore the road to its original or better condition before such damage. If the owner fails to make such restoration the County, who has authority, is authorized to do so and charge the cost thereof against the utility owner.
- B. Pavement Removal and Replacing
  - (1) Pavement shall be mechanically sawed.
  - (2) The replacement asphalt shall match the existing structural and friction course for type and thickness.
  - (3) The new base materials shall be the same type as materials removed or equal or greater structural adequacy (see F.D.O.T. Design Standards Index No. 514).
  - (4) Testing of base shall be according to F.D.O.T. Specifications
- C. Backfill
  - (1) Backfill material shall be placed in accordance with Section 125 of the F.D.O.T. Standard Specifications.
  - (2) Construct compacted fill to the bottom of the base with the upper 12" receiving Type B Stabilization. In lieu of Type B Stabilization, the contractor may use Optional Base Group 4.
- D. Flowable Fill Option (excavatable)
  - (1) If compaction can not be achieved through normal mechanical methods, then excavatable flowable fill may be used.
  - (2) Flowable fill is to be placed in accordance with Section 121 of the Specifications, as approved by the County Engineer.
  - (3) Flowable fill will be placed to the bottom of the existing base course.

## Chapter 3 — Accommodation Standards

### 3.1 - Basic Requirements

In situations where underground and above ground utilities occupy the same side of the transportation facility, the overhead facility should normally be placed on the outside of the underground facility and as close to the right-of-way line as practical, to provide as much clear zone or horizontal clearance as possible. New longitudinal underground installations shall not be placed within five (5) feet of the right-of-way line so as to allow space for above ground facilities that must comply with clear zone and horizontal clearance. In cases where no other place exists to place an underground facility, placement within five (5) feet of the right-of-way line is acceptable.

The permittee is responsible for following minimum cover requirements: Thirty-six (36) inches under all roadways and within the County right of way.

### 3.2 — Crossings

A. Crossings under existing pavement will usually be made without cutting the pavement. The proposed means of placing the pipe shall be stated on the permit. Conditions that are unsuitable for pipeline crossings should be avoided.

- (1) The minimum cover shall be thirty-six (36") inches from the top of the pipe to the existing and/or proposed surface unless otherwise directed by the Bay county Public Works Director or his designee.
- (2) Any deviation from approved materials, location or operation shall be grounds for stopping work, directing the plugging of the line with concrete and restoring the area at no cost to Bay County.
- (3) Jetting, tunneling and missile boring is prohibited.
- (4) Directional bores will be a minimum of forty-eight (48) inches below all ditch bottoms and all drainage structures.

#### B. Crossing (Aerial)

Aerial crossings are permitted and will have a minimum of eighteen (18) feet vertical clearance over the roadway. Where provided by law, other governmental agencies, rail facilities, and state, local and federal codes may require a greater clearance. The greater clearance required prevails as the rule.

### 3.3 — Attachment to Structures

#### A. Criteria

Bay County highly discourages the structural attachment of any utilities except where attachments are permitted. The following criteria must be met as conditions of issuing the permit.

Designs for Utility attachments shall be in compliance with all applicable federal, State and local regulations, rules and codes.

- No construction or maintenance will be accomplished upon a structure without written approval from the Bay County Public Works Director or his designee. In emergencies, repairs may proceed after verbal approval from the Bay County Public Works Director or his designee.
- Utilities attached to bridge structures shall maintain a vertical clearance at least equal to that of the structure.
- Metallic portions of the attachment hardware (hangers, bolts, etc.) shall be fabricated from stainless steel, or other equal material.
- Utility cables or conductors shall be encased in conduit so that maintenance can be performed from either end of the structure.
- All installation shall allow for boat navigational access if applicable.

B. Responsibility

The Utility owner is totally responsible for the design, safety, inspection, and maintenance of its facilities and supporting hardware attached to County bridge structures. If the County determines that the Utility may be accommodated, the permittee's Engineer has the responsibility to determine that the structure will support the Utility in addition to other loads, in a safe manner and will not significantly reduce the live load capacity of the bridge. The Utility owner is advised to determine if an existing bridge will be replaced, rehabilitated, or widened.

C. Generally, if any of the following conditions below are created by the attachment to a structure, the attachment will not be approved.

- An obvious hazard to Public.
- The integrity of structure will be affected.
- Inspection and maintenance operations will be unreasonably hindered.
- Aesthetics of structures, that are located in aesthetically sensitive environments, will be adversely affected.

During utility companies review of new projects design utility companies representatives should suggest best practices for attachment of utilities to structures to include fabrication of joint attachments. Details of utility attachments including loads, attachment positions, detail dimensions, material type, plans, specifications, and corrosion certification will be submitted by a Professional Structural Engineer, registered in the State of Florida, to the Bay County Public Works Director. These plans and specifications shall be signed and sealed by the Engineer of record for Development of Construction plans for the accommodation of Utilities onto structures to be constructed shall be the responsibility of the permittee.

### 3.5 — Pavement Cutting/Trenching of a Transportation Facility

- A. In any request for open cutting or trenching, primary considerations will be given to the safety and convenience of the public. The applicant shall provide written justification for approval of the open cut.
- B. Open cutting of existing pavement, and side roads, less than five (5) years old, will only be considered with written justification to include an analysis of factors demonstrating that means other than open cutting would not be feasible. The factors shall include but not limited to conditions such as subsurface obstructions, limited space for jack and bore/ directional bore, high water table, or substandard roadway surface.
- C. Open cutting of existing paved driveway connections will be permitted, provided the users are notified by the permittee seven (7) days in advance, access to the property is maintained for the users, and pavement is restored to the greater or equal to existing condition as before. Notification may be accomplished by the use of a door hanger type notice, or on site signs, as approved by Bay County.
- D. Where open cutting has been permitted, replacement of fill, base, and subsurface will be in accordance with the details in Appendix B, and any special provisions of the permit.

### 3.6 — Casings

Unless otherwise approved by the County casing material is defined as pipe or conduit that becomes the installed product. Material standards for directional jack and bore can be found under sections 555 and 556 of The FDOT Standard Specifications for Road and Bridges Construction (current edition) with the exception that only steel pipe casing is allowed under County roads. Casing thickness shall be as shown in Appendix B.

## **Chapter 4 - Special Requirements for Installation, Restoration of Right-of-Way and Maintenance of a Utility**

- A. Erosion and sediment controls, if required shall be installed before any work begins, and in accordance with local, state and federal requirements.
- B. Chapter 556 of the Florida Statutes requires the permittee, prior to any excavation or demolition to notify Sunshine State One Call. This is to be done not less than two (2) or more than five (5) business days before beginning excavation.
- C. Shoring will be required to conform to the provisions of Sections 553.60 - 553.64, F.S. the "Trench Safety Act", to protect existing pavement, structures and foundations.
- D. Excavated material in excess of the quantity required for backfill in Bay County's right-of-ways shall be removed by the permittee.

- E. At such locations where Bay County signs and reflectors will interfere with the proposed utility installation, the permittee will notify the Bay County Traffic Engineering office a minimum of forty-eight (48) hours on advance of starting work. All signs and reflectors that require relocation or replacement as a result of the permittee's work will be relocated or replaced by the permittee.
- F. Sodding, grassing and mulch operations shall begin no later than five (5) days after the utility is installed, except where ditches and swales are concerned, restorations shall be done immediately. Any Bay County right-of-way that has a grass mat will be resodded with like sod. The permittee shall maintain a portion of the right-of-way affected by the utility installation until vegetation is established.

## **Chapter 5 — Maintenance of Traffic (MOT)**

### **5.1 — Purpose**

Part six (6) of the MUTCD is the national standard for all traffic control devices and methods used during construction, maintenance and utility activities.

### **5.2 — Traffic Control Plan (TCP)**

When a permit for a utility installation, adjustment or maintenance activity is required, a proposed TCP shall be submitted with the permit package. The TCP should be designed and submitted based on actual field conditions.

Almost all Traffic Control Plans can be designed by using the typical applications in the 600 Series of the FDOT Design Standards. However, if the standards must be significantly compromised, an alternate TCP is required and must be prepared, signed and sealed by a licensed Florida Professional Engineer holding an FDOT Advanced Maintenance of Traffic Certificate. If the utility elects to use portions of the FDOT Indexes as its TCP, the permit or plans must include the specific indexes and sections used.

### **5.3 — Job Control**

The permittee shall provide an individual who is responsible for initiating, installing and maintaining all traffic control devices. This individual shall have in his/her possession a valid (no more than four years old) wallet card verifying the completion of the Intermediate Maintenance of Traffic Certificate as approved by the FDOT.

The permittee shall provide trained flaggers to direct traffic where one-way operations in a single lane is in effect and in other situations as required.

#### 5.4 — Training

The permittee is responsible for ensuring that individuals responsible for utility work zone traffic control planning design, implementation, inspection and/or for supervising the selection, placement or maintenance of traffic control devices in work zones that have proper training as prescribed by the FDOT.

#### 5.5 — Non—Compliance

Upon notification by Bay County of any deficiencies in the TCP or other matters involving traffic safety, the permittee shall immediately make improvements as directed by Bay County. Should Bay County deem conditions to be such that imminent danger is present, all work shall cease immediately and shall not resume until the conditions are corrected.

### **Chapter 6 — Inspections**

- A. The permittee shall notify the Bay County Engineering Section at least Forty-Eight (48) hours prior to beginning work, and prior to commencing any subterranean road crossing, whether by open cutting, boring, jacking or any combination of these. The date, time and location regarding these scheduled subterranean crossings must be given at the time of notification. The Engineering Inspector will normally visit the site when the work is to start.
- B. Cable facilities need not be left exposed when buried by direct burial process after approval to proceed from the County Inspector. The County may require exposure of any installation to verify correct depth of cover.
- C. Backfill, pavement cuts, restoration and testing will be inspected, including exposure to verify permitted conditions if the County Inspector has not pre-approved back filling.
- D. Failure of the permittee to obtain the appropriate inspections prior to proceeding with work shall not relieve the permittee from re-excavation or other measures necessary for the inspection of work.
- E. Any and/or all items found not to be in compliance with this guide will be immediately corrected by the permittee.
- F. The permit shall be available at the site at all times during placement operations and the County Inspector shall date and initial the permit during inspection visits.

APPENDIX A  
Permit Application Forms



**BAY COUNTY BOARD OF COUNTY COMMISSIONERS  
PUBLIC WORKS DEPARTMENT**

**RIGHT-OF-WAY CONSTRUCTION PERMIT**  
850-248-8301 [engineering@baycountyfl.gov](mailto:engineering@baycountyfl.gov)

Permit Fee: \$200

For construction within County road rights-of-ways requiring this permit in accordance with the provisions of the Bay County Land Development Code, and the Bay County Utility Accommodation Guide 2016.

- Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Contact Name (Printed) \_\_\_\_\_  
Emergency Contact Number: \_\_\_\_\_  
Contractor License Number: \_\_\_\_\_

- Proposed construction (Check the appropriate box and provide the required information.)
  - A. **Utilities** Type \_\_\_\_\_  
Location \_\_\_\_\_
  - B. **Other** Describe \_\_\_\_\_  
Location \_\_\_\_\_

3. *I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE CONDITIONS ATTACHED TO THE PERMIT, INCLUDING THE STATED SPECIAL AND GENERAL CONDITIONS ATTACHED HERETO.*

CALL 850-248-8301 – 48 hours in advance of work within the County Right Of Way.



Date: \_\_\_\_\_ Signature of Applicant: (Required) \_\_\_\_\_

**FOR BAY COUNTY OFFICE USE ONLY**

Permission for the above-described construction is granted subject to these addition requirements:

EFFECTIVE DATE OF PERMIT: \_\_\_\_\_ EXPIRATION DATE OF PERMIT: \_\_\_\_\_

Final Inspection: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ Extension Fee: \$ \_\_\_\_\_

Check # \_\_\_\_\_  CC transaction date \_\_\_\_\_

**SPECIAL CONDITIONS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Land Development Code: <https://www.co.bay.fl.us/276/Planning-Zoning> (chapters 24 - 27)
- Bay County Utility Accommodation Guide: <https://www.co.bay.fl.us/189/Construction-in-Right-of-Way>

## General Conditions

1. All authorized work shall be completed in accordance with this approved application, the provisions of the Bay County Land Development Code, Bay County Utility Accommodation Guide, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set forth in the Americans With Disabilities Act of 1990, Title II and Title III.
2. Public safety shall be maintained at all times during construction in accordance with the Provisions of Part VI, Work Zone Traffic Control, in the Manual on Uniform Traffic Control Devices. Maintenance of Traffic plans are required with the application submittal package prior to approval. In general, no lane closures will be permitted between the hours of 7:00 and 9:00 A.M. and 3:30 and 6:30 P.M.
3. **LOCATE REQUIREMENTS:** In order to reduce the disruption and cost of utility damages occurring in the County's rights of way and easements, the permit holder shall prevent damages to existing utilities caused by his work through field verification of the existing utilities. In the case of open excavation, verification may be performed during the permit holder's work. In the case of directional drilling, verification shall take place prior to mobilization of the drilling equipment. The permit holder shall verify the location of existing utilities as needed to avoid conflict. Existing utilities shall be exposed using detection equipment or other acceptable means. Such methods may include but shall not be limited to "soft dig" equipment and ground penetrating radar (GPR). The excavator shall be held liable for damages caused to the County's infrastructure and the existing facilities of other utility companies
4. The permittee is responsible for following minimum cover requirements: 36" under roadways and within the County right of way. Water main and sewer horizontal and vertical separation shall be per current Florida Department of Environmental Protection regulations.
5. Bay County requires all utilities be located within back 7 feet of right of way. It is the permittees sole responsibility to locate and flag the right of way line.
6. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present the approved permit upon demand shall result in immediate shutdown of any and all construction activities as determined by the Bay County Inspector.**
7. 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 vest any property rights to said holder.
8. In consideration for the granting of this permit, the permittee agrees that if the County determines that it is necessary to relocate the permitted utility, the permittee will relocate said utility at its sole expense within sixty (60) days upon receipt of written notification from the County.
9. All materials, equipment and workmanship shall be subject to inspection by the Bay County Engineering Division, phone (850) 248-8301 for all inspections. The Contractor is required to notify Bay County at least 48 hours prior to beginning of construction within County Right of Way. No work shall be done at night or on weekends or on County holidays (New Year's Day, Martin Luther King Jr. Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day,

Christmas Eve, Christmas Day). No Directional Boring or Jack and Bore is allowed on Fridays or County observed holidays.

10. All Bay County rights-of-ways shall be restored to its original or better condition, within five days, in keeping with Bay County specifications, and in a manner satisfactory to the Public Works Department. All disturbed ditches shall be sodded and pinned according to Bay County Utility Accommodation Guide requirements
11. All installations shall conform to the Bay County Utility Accommodation Guide and where applicable, to the FDOT Utility Accommodation Guide.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Division within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. **A set of stamped drawings signed and sealed by a Florida Registered Engineer may be required with the submittal drawings as determined by the Engineering Division Manager**
13. **In case of noncompliance with any Bay County requirements, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way immediately at no cost to Bay County. Bay County reserves the right to withhold issuance of current or future permits to the applicant for failing to comply with Bay County Engineering Division requests, General Conditions, Ordinances, permit request, Resolutions, or ANY part of the Bay County Land Development Code.**
14. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgment, action, cost, or expense incurred, or brought against Bay County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
15. **IMPORTANT WARRANTY INFORMATION:** All work performed within Bay County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the Bay County Engineering Division prior to final inspection.
16. Jetting of utilities under roadways is **PROHIBITED** within any and all rights-of-ways of Bay County.
17. It is the sole responsibility of the applicant to video and / or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicant's interest in the event of disputes between residents, subcontractors, County inspectors, etc. In the event of a dispute the applicant will provide Bay County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better condition.

18. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as- builts, etc. It is not the responsibility of the Bay County Engineering Division to ensure the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.
19. 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 penalty, or fines such as suspension, revocation of permit, and/or back charge as a result of damages.
20. Contractor must have a valid State Certified license for the work being performed in the County's rights-of-way.
21. In the event it becomes necessary, for any reason, to continue work operations beyond Bay County's normal hours of operation, the Contractor whose name appears on the face of this Permit acknowledges their commitment to pay the associated County Inspector overtime expenses, prior to requesting a final inspection on the project. Bay County reserves the right to withhold issuance of future permits to the applicant for failing to pay County overtime expenses.
22. Projects of significant length and land size may require a complete right-of-way survey.
23. If above ground utilities are being replaced, the old utilities and utility appurtenances must be removed from County right-of-way within 30 days after new utilities are installed.
24. Open cuts of roads will not be allowed unless specifically authorized by Bay County.
25. A performance bond shall be required of the applicant for all directional drilling within the County right of way or in the event the work covered by the right-of-way utilization permit has the potential to significantly damage the right-of-way. The amount of the performance bond shall be 110% of the estimated cost to repair such damage, as determined by Bay County.

### **EXEMPTIONS**

Utilities performing emergency maintenance or emergency repair work do not require a right of way permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (850) 248-8301 to inform the Bay County Engineering Division inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.** In addition should any damage occur to the roadway system, drainage system, etc. due to the maintenance or emergency repair work a Right- of-Way permit will be required and a fee will be accessed.

**SIGN HERE** 

Permittee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BAY COUNTY BOARD OF COUNTY COMMISSIONERS  
PUBLIC WORKS DEPARTMENT  
RIGHT-OF-WAY CONSTRUCTION PERMIT  
850-248-8301 [engineering@baycountyfl.gov](mailto:engineering@baycountyfl.gov)  
Permit Fee: \$200**

For construction within County road rights-of-ways requiring this permit in accordance with the provisions of the Bay County Land Development Code, and the Bay County Utility Accommodation Guide 2016.

- 1. Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Contact Name (Printed) \_\_\_\_\_  
Emergency Contact Number: \_\_\_\_\_  
Contractor License Number: \_\_\_\_\_

- 2. Proposed construction (Check the appropriate box and provide the required information.)  
 A. **Utilities** Type \_\_\_\_\_  
Location \_\_\_\_\_  
 B. **Other** Describe \_\_\_\_\_  
Location \_\_\_\_\_

3. *I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE CONDITIONS ATTACHED TO THE PERMIT, INCLUDING THE STATED SPECIAL AND GENERAL CONDITIONS ATTACHED HERETO.*

CALL 850-248-8301 – 48 hours in advance of work within the County Right Of Way.



Date: \_\_\_\_\_ Signature of Applicant: (Required) \_\_\_\_\_

**FOR BAY COUNTY OFFICE USE ONLY**

Permission for the above-described construction is granted subject to these addition requirements:

EFFECTIVE DATE OF PERMIT: \_\_\_\_\_ EXPIRATION DATE OF PERMIT: \_\_\_\_\_

Final Inspection: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ Extension Fee: \$ \_\_\_\_\_

Check # \_\_\_\_\_  CC transaction date \_\_\_\_\_

**SPECIAL CONDITIONS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

- Land Development Code: <https://www.co.bay.fl.us/276/Planning-Zoning> chapters 24-27
- Bay County Utility Accommodation Guide: <https://www.co.bay.fl.us/189/Construction-in-Right-of-Way>

## General Conditions

1. All authorized work shall be completed in accordance with this approved application, the provisions of the Bay County Land Development Code, Bay County Utility Accommodation Guide, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set forth in the Americans With Disabilities Act of 1990, Title II and Title III.
2. Public safety shall be maintained at all times during construction in accordance with the Provisions of Part VI, Work Zone Traffic Control, in the Manual on Uniform Traffic Control Devices. Maintenance of Traffic plans are required with the application submittal package prior to approval. In general, no lane closures will be permitted between the hours of 7:00 and 9:00 A.M. and 3:30 and 6:30 P.M.
3. **LOCATE REQUIREMENTS:** In order to reduce the disruption and cost of utility damages occurring in the County's rights of way and easements, the permit holder shall prevent damages to existing utilities caused by his work through field verification of the existing utilities. In the case of open excavation, verification may be performed during the permit holder's work. In the case of directional drilling, verification shall take place prior to mobilization of the drilling equipment. The permit holder shall verify the location of existing utilities as needed to avoid conflict. Existing utilities shall be exposed using detection equipment or other acceptable means. Such methods may include but shall not be limited to "soft dig" equipment and ground penetrating radar (GPR). The excavator shall be held liable for damages caused to the County's infrastructure and the existing facilities of other utility companies
4. The permittee is responsible for following minimum cover requirements: 36" under roadways and within the County right of way. Water main and sewer horizontal and vertical separation shall be per current Florida Department of Environmental Protection regulations.
5. Bay County requires all utilities be located within back 7 feet of right of way. It is the permittees sole responsibility to locate and flag the right of way line.
6. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present the approved permit upon demand shall result in immediate shutdown of any and all construction activities as determined by the Bay County Inspector.**
7. 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 vest any property rights to said holder.
8. In consideration for the granting of this permit, the permittee agrees that if the County determines that it is necessary to relocate the permitted utility, the permittee will relocate said utility at its sole expense within sixty (60) days upon receipt of written notification from the County.
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Christmas Eve, Christmas Day). No Directional Boring or Jack and Bore is allowed on Fridays or County observed holidays.

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14. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgment, action, cost, or expense incurred, or brought against Bay County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
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23. If above ground utilities are being replaced, the old utilities and utility appurtenances must be removed from County right-of-way within 30 days after new utilities are installed.
24. Open cuts of roads will not be allowed unless specifically authorized by Bay County.
25. A performance bond shall be required of the applicant for all directional drilling within the County right of way or in the event the work covered by the right-of-way utilization permit has the potential to significantly damage the right-of-way. The amount of the performance bond shall be 110% of the estimated cost to repair such damage, as determined by Bay County.

### **EXEMPTIONS**

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**SIGN HERE** 

Permittee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT NUMBER: \_\_\_\_\_**  
**BAY COUNTY FLORIDA**  
**ACCESS CONNECTION FOR**  
**COMMERCIAL DEVELOPMENT AND SUBDIVISIONS**

**Instructions to Applicant**

- If applying for a new road intersection, provide distances from all intersecting roads and median openings as follows:

Service Area	Type Road	Posted Speed	Distance either side of proposed connection
Rural	Arterial	All	¼ Mile
Other	Arterial	45 mph +	660 feet
Other	Arterial	<45 mph	330 feet
Rural	Collector	All	¼ Mile
Other	Collector	35-45 mph	445 feet
Other	Collector	10-30 mph	245 feet
Rural	Local	All	445 feet

- New road names must be assigned or approved by Bay County Addressing.
- If for a commercial driveway, distances should extend 300 feet on either side of the driveway centerline
- Show all objects over 18 inches above the edge of pavement that may encroach on the sight distance triangle per FDOT Index 546.
- Provide Application Fee of \$150.00.
- Provide a drawing of the plan view and cross-section connection detail that shows pavement layers, shoulders, and how roadside drainage flows past the driveway.
- Drawings must be legible, to scale, and on a maximum 24" x 36" size.
- Provide federal/state stormwater and dredge and fill permit application or letter of exemption from permitting agencies.
- **NOTICES:**
  - Any future maintenance or repairs on the driveway are the sole responsibility of the **PROPERTY OWNER**.
  - Driveway construction must commence within two (2) years of permit issuance. This permit will expire two (2) years from the date of issue if the driveway's construction has not yet started.

**APPLICANT: Please Print or Type**

**Check one:**

- Owner                       Designated Agent (Must provide notarized letter of authorization with permit)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project \_\_\_\_\_

**LAND OWNER: (if not applicant)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel ID (RE number) \_\_\_\_\_

**INFORMATION ABOUT THE ROAD CONNECTING TO**

Name of Road: \_\_\_\_\_

Functional Classification of Road: \_\_\_\_\_

Posted speed limit at proposed connection: \_\_\_\_\_

Service Area (check one):     Rural     Other

Provide an estimate of the daily traffic volume anticipated for the entire property at build-out.

Daily Traffic Estimate: \_\_\_\_\_

(Use the latest Institute of Transportation (ITE) Trip Generation Report)

Please provide the ITE Trip Generation Report, the land use code, the independent variable, and the corresponding reference page number below:

ITE Land Use Code	Independent Variable	ITE Report page number reference

For commercial driveway corner clearance to the nearest road intersection >125 feet  YES  NO

**Notes to Applicant:**

Permittee is responsible for the maintenance of traffic (MOT) in work zones that comply with the MUTCD and FDOT Indexes.

Pavement Type:

Flexible – Pavement thickness \_\_\_\_\_ inches.  Rigid – Pavement thickness \_\_\_\_\_ inches.

Drainage Type:

Culvert Size \_\_\_\_\_

Pipe cover measured from bottom of base to top of pipe \_\_\_\_\_

Note: Minimum cover required \_\_\_\_\_ (reference FDOT Index 205)

Pipe Material Type (check one:  RCP  Hardie Pipe  BCCMP

Swaled: change pavement in slope \_\_\_\_\_ (cannot exceed 12 percent)

Driveway centered at the drainage break.

Other \_\_\_\_\_

Other requirements (show on plans)

Driveway has a minimum of 5-foot shoulder.

Road shoulder slope and width per FDOT Design Standards

30-32 inch sod strip

All disturbed areas in the right of way restored and sodded or seeded per the following:

Up to 1:4 (V: H) slope seed or sod, >1:4<1:3 sod, >1:3<1:2 sod lapped and pinned, >1:2 not allowed.

Any future maintenance and/or repairs on the driveway are the sole responsibility of the property owner. By signing this application, the applicant certifies that all necessary state, federal, and local permits for this work shall be obtained before the start of construction activities authorized by this permit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved: \_\_\_\_\_  
(Date)

BAY COUNTY PUBLIC WORKS DIVISION

BY: \_\_\_\_\_

Connection system inspected and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Bay County, Florida  
Commercial Driveway Permit  
(Information Sheet)*

Permit Fee \$150.00. Fee not required if application is submitted as part of a development order application

A permit is required for all new driveways or roads serving commercial establishments, including, but not limited to, businesses, subdivisions, townhomes, condominiums, religious establishments, public places of assembly, mobile home parks, and other similar uses. Driveways must be designed in accordance with the Florida Department of Transportation Standard Specifications for Roads and Bridges, and Design Standards for Design, Construction, Maintenance, and Utility Operations on the State Highway System, Drainage Manual (latest editions), and the Bay County Land Development Regulations. Submit a plan view that shows a minimum 25-foot turning radius, a minimum 24-foot wide opening (22 feet for named roads), a five-foot minimum shoulder, sodded edge treatment, and note that all disturbed areas in the county right-of-way should be sodded or seeded per Florida DOT index 105. The plan view should show the next upstream and downstream existing pipe inverts and ditch bottom elevations along the applicant's property. Driveways must be installed to maintain the existing roadside drainage flow. Also submit a cross section that shows invert elevations, pipe cover per Florida DOT index 205, mitered end sections per Florida DOT Index 273, 12 inches stabilized subgrade (LBR 40 minimum), optional base group 1 minimum, and 1½ inches thick of FDOT Type S-1 asphaltic concrete or Superpave equivalent. If PCC driveway, show 6 inches minimum thickness of Florida DOT Class I pavement over 12 inches stabilized subgrade (LBR 40 minimum) and base as required. Concrete to be reinforced with WWM or fibers and jointed as necessary for crack control. Drawings submitted on 8½ × 11 or 11 × 17 sheets are preferred. New roads will require a drawing showing distances to adjacent intersections. A Florida licensed professional engineer should design driveways. The County allows swaled driveways, slotted driveways with grates, and piped driveways using RCP and BCCMP.

BAY COUNTY FLORIDA  
DRAINAGE CONNECTION PERMIT APPLICATION

**INSTRUCTIONS TO APPLICANT:**

**The project must be in compliance with Bay County Land Development Regulations, Chapter 24 - Drainage / Stormwater Management Requirements.**

The application must be submitted with all the following items:

- Location Map
- Grading Plan & Site Plan with existing, proposed contours and flood zones shown.
- NPDES Stormwater Pollution Prevention Plans for Sites greater than one (1) acre.
- Seasonal water table/percolation determination.
- Stormwater report and calculation signed and sealed by a Professional Engineer.
- Topographic Survey with boundary lines signed and sealed by a Professional Surveyor.
- Application Fee of \$150.00
- Federal/State stormwater and dredge & fill applications or letters of exemption from permitting agencies.

Note: Drawings must be legible, to scale, and have a maximum size of 24" x 36".

Please print or type

**APPLICANT:**

**Check one:**

- Owner
- Designated Agent (Must provide notarized letter of authorization with permit)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt # \_\_\_\_\_

Email: \_\_\_\_\_

**Person or entity that owns the discharge facility: (if not applicant)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt # \_\_\_\_\_

Email: \_\_\_\_\_

**PERMIT NUMBER**

**INFORMATION ON ROAD/DRAINAGE SYSTEM CONNECTING TO:**

Project Name: \_\_\_\_\_

Development Order # (If applicable) \_\_\_\_\_ Agency (If applicable) \_\_\_\_\_

Parcel ID (RE number) \_\_\_\_\_

Location: \_\_\_\_\_

Brief Description of Activity Proposed: \_\_\_\_\_

By signing this application, the applicant certifies that all state, federal, and local permits for this work shall be obtained prior to the start of construction activities authorized by this permit.

Applicant Name (Printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT BY PERSON RESPONSIBLE FOR MAINTENANCE:**

The undersigned agrees to maintain and operate the discharge facilities as permitted. Responsibility for maintenance and operation may be transferred to another entity upon written notice to the County from the undersigned and from the entity assuming responsibility.

\_\_\_\_\_  
Signature of the person responsible for maintenance  
(may also be the applicant)

\_\_\_\_\_  
Name and title (Please type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERMIT APPROVED:**

BAY COUNTY PUBLIC WORKS DIVISION

By: \_\_\_\_\_ Date: \_\_\_\_\_

Drainage system inspected and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

BAY COUNTY FLORIDA  
**AS-BUILT STORMWATER CERTIFICATION**

**INFORMATION ON ROAD/DRAINAGE SYSTEM CONNECTING TO:**

Project Name: \_\_\_\_\_

Development Order # (If applicable) \_\_\_\_\_ Agency (If applicable) \_\_\_\_\_

Parcel ID (RE number) \_\_\_\_\_

Location: \_\_\_\_\_

I hereby certify that this stormwater discharge facility has been built substantially in accordance with the certified design plans, and that any substantial deviations (noted below) will not prevent the facility from functioning in compliance with the requirements of the Bay County Land Development Regulations, when properly maintained and operated. These determinations have been based upon on-site observation of construction, scheduled and conducted by me or by a project representative under my direct supervision.

Signature of Engineer	Name (Please type)	Florida Reg. No.
	Company name	
	Company address	
(AFFIX SEAL)	Date: _____	Phone: _____

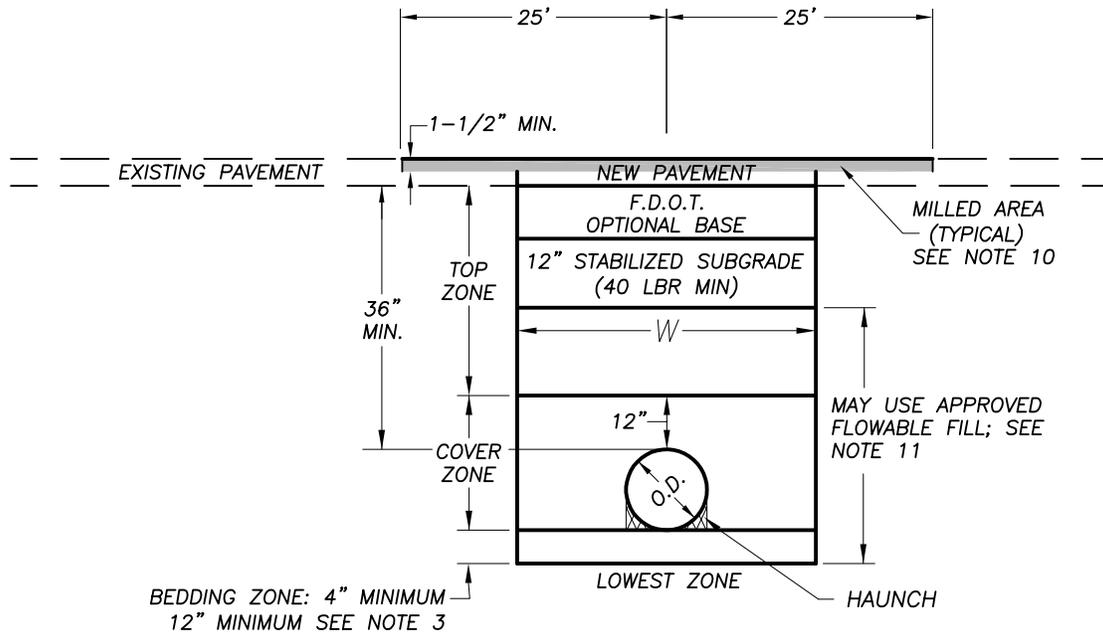
Substantial deviations from the approved plans and specifications (attach additional sheets if required)


**RETURN TO:**

Bay County Public Works  
 840 W. 11<sup>th</sup> Street  
 Panama City, Florida 32401

**AND** if associated with a Development Order, forward a **COPY** to the applicable agency.

APPENDIX B  
Construction in Right-of-Way  
Details



**NOTES:**

1.  $W$  (MAXIMUM TRENCH WIDTH) = PIPE O.D. + 30" FOR LESS THAN 24"  $\phi$   
 $W$  (MAXIMUM TRENCH WIDTH) = PIPE O.D. + 48" FOR 24"  $\phi$  OR GREATER.
2. TRENCH BOXES REQUIRED FOR ALL PIPE AND STRUCTURE INSTALLATIONS FOR STABILITY (IN ACCORDANCE TO OSHA).
3. LOWEST ZONE – REMOVE SOIL UNSUITABLE FOR BACKFILL TO A DEPTH OF 4" MINIMUM (12" MINIMUM IN ROCK) BELOW BOTTOM OF PIPE. REMOVE MUCK OR OTHER MATERIAL TO A DEPTH NECESSARY TO ESTABLISH A FIRM FOUNDATION. BACKFILL UNDER BEDDING ZONE WITH COARSE SAND OR OTHER SUITABLE GRANULAR MATERIAL. COMPACT TO MATCH DENSITY OF SOIL IN WHICH THE TRENCH WAS CUT.
4. BEDDING ZONE – USE A-1, A-2 OR A-3 MATERIAL (A-4 MAY BE USED WITH R.C.P.). COMPACT TO 100% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99, METHOD C, IN LIFTS NOT TO EXCEED 6 INCHES. WHEN PLACING PIPE, LOOSEN SOIL OR BEDDING MATERIAL IMMEDIATELY BELOW THE MIDDLE THIRD OF THE O.D. OF PIPE, THEN HAND TAMP MATERIAL BELOW HAUNCH THAT CANNOT BE REACHED BY MECHANICAL TAMPING.
5. COVER ZONE – USE A-1, A-2 OR A-3 MATERIAL (A-4 MAY BE USED WITH R.C.P.). COMPACT TO 100% OF MAXIMUM DENSITY FOR R.C.P. OR 95% OF MAXIMUM DENSITY FOR METAL OR PLASTIC PIPE AS DETERMINED BY AASHTO T-99, METHOD C, IN LIFTS NOT TO EXCEED 6 INCHES.
6. TOP ZONE – USE A-1, A-2, A-3 AND A-4 MATERIAL PER F.D.O.T. INDEX 505. COMPACT TO 100% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99, METHOD C, IN LIFTS NOT TO EXCEED 12 INCHES OR GREATER.
7. ONLY UNPRESSURIZED AND SOIL TIGHT PIPE OR WATERTIGHT SANITARY SEWER PIPE ALLOWED UNDER PAVEMENT.
8. COMPACTION REQUIREMENTS FROM F.D.O.T. SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 125.
9. MILL AND OVERLAY 1-1/2" MINIMUM DEPTH AND 25 FEET HORIZONTAL TO BOTH SIDES OF CUT UNLESS OTHERWISE APPROVED BY COUNTY ENGINEERING.
10. MILLING AND OVERLAY TO COVER ALL TRAVEL LANES UNLESS SEPARATED BY A MEDIAN OR CURB.
11. FLOWABLE FILL MIX DESIGN TO BE IN ACCORDANCE WITH FDOT SPECIFICATION SECTION 121 FOR EXCAVATABLE FILL. MIX DESIGN MUST BE APPROVED BY THE COUNTY ENGINEER.
12. COMPLIES WITH FDOT SPECIFICATIONS AND DESIGN STANDARDS.

## TRENCHING UNDER ROADWAY PAVEMENT AREA