

City of Hialeah

Streets Department

900 East 56th Street, Building No. 4

Hialeah, FL 33013

Ph: (305) 687-2611 Fax: (305) 687-2632

www.hialeahfl.gov



Permit Application

Permit # _____

JOB ADDRESS

Unit #: _____

1. Owner Information	Owner: _____	2. Contractor Information	Company: _____
	Address: _____		Qualifier: _____
	City: _____ State: _____ Zip: _____		Address: _____
	Driver's License / ID No.: _____		City: _____ State: _____ Zip: _____
	Email: _____		License #: _____ Phone: _____
	Phone: _____ Cell: _____		Email: _____

3. Permit Type <i>Choose all that apply</i>	<input type="checkbox"/> Aerial Line	<input type="checkbox"/> Concrete Cut	<input type="checkbox"/> Paved Swale Cut	4. Change to an Existing Permit	<input type="checkbox"/> Change Contractor
	<input type="checkbox"/> Asphalt Approach	<input type="checkbox"/> Concrete Pad + Cabinet	<input type="checkbox"/> Soft Dig		<input type="checkbox"/> Time Extension Request
	<input type="checkbox"/> Asphalt Apron	<input type="checkbox"/> Concrete Separator	<input type="checkbox"/> Street Cut		<input type="checkbox"/> Renewal (New Permit) Request
	<input type="checkbox"/> Asphalt Overlay	<input type="checkbox"/> Concrete Sidewalk	<input type="checkbox"/> Trench / Pit		<input type="checkbox"/> Revision
	<input type="checkbox"/> Asphalt Swale	<input type="checkbox"/> Directional Bore	<input type="checkbox"/> Utility Pole		<input type="checkbox"/> Duplicate
	<input type="checkbox"/> Brick Paver Approach	<input type="checkbox"/> Down Wire	<input type="checkbox"/> Violation / Legalization		<input type="checkbox"/> Other, Specify: _____
	<input type="checkbox"/> Concrete Approach	<input type="checkbox"/> Drain	<input type="checkbox"/> Other, Specify: _____		_____
	<input type="checkbox"/> Concrete Apron	<input type="checkbox"/> Luminaire Pole			_____
<input type="checkbox"/> Concrete Curb / Gutter	<input type="checkbox"/> Maintenance of Traffic				

5. Engineer / Architect	Name: _____	6. Legal/Use /Work/Val.	Folio No. _____ # of Units: _____
	Address: _____		Lot: _____ Block: _____
	City: _____ State: _____ Zip: _____		Subdivision: _____ PB/PG: _____
	Reg. #: _____ Discipline: _____		Current use: _____
	Phone: _____ Cell: _____		Work Value: _____

9. Bond	Name: _____	10. Contact Information	Company: _____
	Address: _____		Address: _____
	City: _____ State: _____ Zip: _____		City: _____ State: _____ Zip: _____
	Contact: _____		Contact: _____
	Phone: _____ Fax: _____		Phone: _____ Cell: _____
	Email: _____		Email: _____

NOTICE: Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for work proposed within private property and/or within Miami-Dade County and/or Florida Department of Transportation right-of-ways. In Addition to the requirements of this permit, there may be additional restrictions found in the public records, and there may be additional permits required from other governmental entities such as South Florida Water Management Districts (SFWMD), Miami-Dade County, Florida Department of Environmental Protection (FDEP), or federal agencies. **OWNER AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. **Owner's Electronic Submission Statement:** Under penalty of perjury, I declare that all the information contained in this Streets Permit Application and the representations made in any required disclosure statement are true and correct. **WARNING TO OWNER / CONTRACTOR: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING FINES AND TWICE FOR THE IMPROVEMENTS PERFORMED. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR LENDER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

<p>X _____ Signature of Owner / Authorized Representative</p> <p>Print Name: _____</p> <p>STATE OF FLORIDA, COUNTY OF MIAMI-DADE</p> <p>Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____, by _____</p> <p>X _____ Notary Signature Notary Stamp or Seal</p> <p>Personally Known or I.D.: _____</p>	<p>X _____ Signature of Qualifier</p> <p>Print Name: _____</p> <p>STATE OF FLORIDA, COUNTY OF MIAMI-DADE</p> <p>Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____, by _____</p> <p>X _____ Notary Signature Notary Stamp or Seal</p> <p>Personally Known or I.D.: _____</p>
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Permit Application Document Check List

Utility Installation Permit Applications

- Streets Department Permit Application (Including Permit Application Document Checklist)
- Copy of approved Communications Provider Registration Form or current Franchise Agreement with the City of Hialeah
- Communications Information Packet – Use of Rights-of-Way Form
- Three original sets of plans signed and sealed by a State of Florida Certified Professional Engineer. Plans must contain the following (to scale):
 - Utility Installation Plan containing the following:
 - Details of the utility being installed such as type of material, length, diameter, etc.
 - A minimum of two measurements (one north/south and one east/west) to the proposed utility installation from any fixed Right-of-Way item such as:
 - Center line
 - Curb
 - Edge of pavement
 - Sidewalk
 - Right-of-Way line
 - etc.
 - Right-of-Way Restoration Plan
 - Stormwater Protection Plan
 - Maintenance of Traffic (MOT) Plan
- Electronic copy of the plans (Electronic copy can be submitted in a disk, flash drive, or via email.) Electronic plans must contain the following (to scale):
 - Utility Installation Plan containing the following:
 - Details of the utility being installed such as type of material, length, diameter, etc.
 - A minimum of two measurements (one north/south and one east/west) to the proposed utility installation from any fixed Right-of-Way item such as:
 - Center line
 - Curb
 - Edge of pavement
 - Sidewalk
 - Right-of-Way line
 - etc.
 - Right-of-Way Restoration Plan
 - Stormwater Protection Plan
 - Maintenance of Traffic (MOT) Plan
- Copy of Contractor's License
- Proof of Contractor's Liability Insurance (The City of Hialeah must be named as an additional insured on the policy.)

Note: Plan sheets described above must show all Right-of-Way characteristics such as right-of-way lines, sidewalks, drop sidewalks, swales, approaches, shoulder parking, curbs, drop curbs, edge of pavement, medians, manholes, utilities, utility valves, fire hydrants, light poles, traffic controllers, trees, utility cabinets, utility poles, etc.



Permit Application Document Check List

Site Improvement or Site Development Permit Applications

- Streets Department Permit Application (Including Permit Application Document Checklist)
- Three original sets of plans signed and sealed by a State of Florida Certified Professional Engineer. Plans must contain the following (to scale):
 - Property Survey with elevations
 - Site Plan
 - Paving and Drainage Plan
 - Utility Installation Plan
 - Right-of-Way Restoration Plan
 - Pavement Markings and Signage Plan
 - Stormwater Protection Plan
 - Maintenance of Traffic (MOT) Plan
- Electronic copy of the plans (Electronic copy can be submitted in a disk, flash drive, or via email.) Electronic plans must contain the following (to scale):
 - Property Survey with elevations
 - Site Plan
 - Paving and Drainage Plan
 - Utility Installation Plan
 - Right-of-Way Restoration Plan
 - Pavement Markings and Signage Plan
 - Stormwater Protection Plan
 - Maintenance of Traffic (MOT) Plan
- Copy of Contractor's License
- Proof of Contractor's Liability Insurance (The City of Hialeah must be named as an additional insured on the policy.)

Note: Plan sheets described above must show all Right-of-Way characteristics such as right-of-way lines, sidewalks, drop sidewalks, swales, approaches, shoulder parking, curbs, drop curbs, edge of pavement, medians, manholes, utilities, utility valves, fire hydrants, light poles, traffic controllers, trees, utility cabinets, utility poles, etc.

CITY OF HIALEAH
900 E 56 St Bldg. 4
Hialeah, Florida 33013
Communications Information Packet – Use of Rights-of-Way

A. Your permit will not be processed unless all information requested is provided.

Registration Status: Registered

Not Registered (You must register prior to submitting a permit application.)

Provider's Legal Name: _____

Provider's Address: _____

Contact Person Telephone and Fax Number: _____

Contact Person Email Address: _____

Company Address: _____

Company Telephone and Fax Numbers: _____

B. A permit application to place a new or replace an existing communications facility, utility pole, wireless support structure or other facilities or structure in the public rights-of-way shall include the documents listed in the Streets Department's Permit Application Document Checklist and the following:

1. Approval of Registration Application by City.
2. The location and closest intersection of the proposed communications facility, utility pole, wireless support structure or other facilities or structures, including a description and physical dimensions of the facilities and/or structures to be installed in the public rights-of-way.

3. Engineering documentation demonstrating why an existing utility pole is not better suited or feasible than installation of a new utility pole or wireless support structure for collocation of a small wireless facility.

4. A description of the manner in which the proposed communications facility, utility pole, wireless support structure, equipment facility or other facilities or structure will be installed (i.e. anticipated construction methods or techniques).

5. A maintenance or traffic plan for any disruption of the public rights-of-way, in accordance with the standards promulgated by the Florida Department of Transportation.

6. The ability of the public rights-of-way to accommodate the proposed communications facility, utility pole, wireless support structure, equipment facility or other facility or structure, including information that identifies all above-ground and below ground facilities and structures including, but not limited to, light poles, power poles, equipment boxes, antennas, and underground water, sewer, electric and gas lines currently existing in the public rights-of-way within a 50-foot radius of the proposed location for installation of the communications facility, utility pole, wireless support structure, equipment facility or other facility or structure within the public rights-of-way in accordance with the Underground Facility Damage Prevention and Safety Act set forth in Chapter 56, Florida Statutes, as it may be amended.

7. A timetable for completion of the installation of communications facilities, utility poles, wireless support structures, equipment facilities or other facilities or structures and the areas of the City that will be affected.

8. Whether all or any portion of the proposed communications facilities, utility poles, wireless support structures, equipment facilities or other facilities or structures will be leased from or to any third party and, if so, the identity, and contact information of the third party.

9. If appropriate, given the facility proposed, a certified estimate of the cost of restoration for the public rights-of-way, subject to approval by the City.

C. A permit may be revoked or suspended in the event an applicant fails to comply with the City Code, applicable law and/or the following:

1. Applicant fails to certify that the construction, installation or operation of the communications facility, utility pole, wireless support structure or other equipment will not interfere with existing City of Hialeah Public Safety Telecommunications or other essential services.

Check box: Applicant certifies.

2. If it is determined that applicant is interfering with the City of Hialeah Public Safety Telecommunications of other essential services in any way, applicant pledges to use best efforts and cooperate with the City to eliminate the interference. The City will meet with the applicant to demonstrate the interference. If the interference is not eliminated within 24 hours or a reasonable timeframe as agreed by the City and the applicant, the City shall notify the Mayor who may, in turn, report the interference to the Federal Communications Commission (“FCC”) for resolution. The City may request the FCC provide confirmation of applicant’s compliance with FCC licensing requirements and guidelines.

Applicant Must Complete

Print or Type Name: _____

Title: _____

Signature: _____

State of Florida

County of _____:

THIS IS TO CERTIFY, that on this ____ day of _____, 20____, before me, an officer duly authorized to take acknowledgements in the State and County aforesaid, personally appeared _____, as _____ of _____, who (check one) [] is personally known to me or [] produced _____ as identification.

Notary Public, State of Florida

Print Name: _____

My Commission expires: