

**PASCO COUNTY
PLANNING AND ECONOMIC GROWTH DEPARTMENT
CONTENT CHECKLIST RIGHT-OF-WAY (ROW) - COMMERCIAL**

PROJECT NAME: _____

DATE: _____

A plan/survey submitted under the provisions of the Land Development Code (LDC), Section 406.5, Right-Of-Way Use Permit, shall include the information listed below. Additional information may be required based on the technical review.

PARCEL ID NO(S). (Right-Of-Way): _____

APPLICANT'S NAME: _____

PERMITTEE ADDRESS: _____

LOCATION ADDRESS: _____

SUBMITTAL:

- _____ 1. **Site Map** - Map is needed of the property boundary with lots and roadways. The labeling should consist of street names, no geometry or additional labeling, please.
- _____ 2. **Plans PDF (To Include MOT)**
- _____ 3. **Narrative – Detailed** (A description of the overall proposed activities including the scope, the location, and the nature of the proposed work. The narrative shall include an estimated duration of any construction activity during which the right-of-way will be affected)
- _____ 4. **Submittal application - Signed** (LDC, Section 406.5).
- _____ 5. **Review fee.**
- _____ 6. **Agent of Record letter.**

GENERAL INFORMATION:

- _____ 7. **Road Name**
- _____ 8. **Road Location**
- _____ 9. **Publicly or Private Maintained Road**
- _____ 10. **Road Type: Collector, Arterial, Residential**

Detailed Drawings: The application shall include a detailed drawing(s) showing the details and location of the proposed use, including:

- _____ 11. **Location Map – An aerial or survey shall be required for proposed uses involving the installation or removal of structures**
- _____ 12. **Proposed work to be done in the right-of-way (to scale or accurately dimensioned)**
- _____ 13. **Location of any proposed open cuts shall be clearly marked on the plans**
- _____ 14. **Location of any tree(s) five inched dbh that is/are proposed for removal from the right-of-way**
- _____ 15. **Location requirements for bus stop benches (See LDC, Section 406.5.4.e & Section 406.5.4.f)**
- _____ 16. **Traffic Signing and Marking Plans where applicable (See LDC, Section 406.5.4.g)**

OTHER REQUIRED APPROVALS: The following approvals also may be required to be obtained in addition to a Right-of-Way Use Permit:

- _____ 17. **Uses where dewatering into the right-of-way is proposed must be accompanied by a plan to insure there is no sediment transfer and that pumped water is uncontaminated, and which is approved by the County Administrator or designee**

- _____ 18. Any proposed work requiring interruption of vehicular or pedestrian traffic shall require a maintenance of traffic plan approved by the County Administrator or designee
- _____ 19. Proposed work requiring a road closure shall require Board of County Commissioners (BCC) approval
- _____ 20. License and Maintenance Agreements in an approved form may be required for installation of signage, landscaping, irrigation or other facilities or structures within the right-of-way
- _____ 21. Tree location survey and tree plan for projects larger than one single-family dwelling
- _____ 22. Traffic Impact Study and substandard Roadway Analysis or, if completed, the applicable approval statement
- _____ 23. Access management application or, if completed, the applicable approval statement
- _____ 24. An indemnity agreement in an approved form may be required
- _____ 25. An insurance policy in an approved form may be required
- _____ 26. For each bench to be installed within the County right-of-way or on a State road in the unincorporated areas of the County, the following additional approvals are required:
 - (1) Applicant/permittee must be an individual, firm, partnership, corporation, or combination thereof that has a current valid contract, in a form approved by the County Attorney, signed by the BCC, to provide benches at authorized bus stops
 - (2) Obtain from the County Administrator or designee an exclusive identification number for display on the bench. Identification numbers will not be given for benches placed prior to obtaining the required Right-of-Way Use Permit
- _____ 27. Any other items required by the County Administrator or designee that are necessary for review prior to a final decision of the construction plans for the subject development.
- _____ 28. When deemed necessary, the County Administrator or designee may require the submission of engineering calculations in support of any of the proposed construction plans and specifications under this Code.

For all other specific Right-of-Way requirement or submittal details:

https://library.municode.com/fl/pasco_county/codes/land_development_code?nodeId=CH400PETYAP_S406M_IPE_406.5RI-WUSPE