

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

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. Aerial Project Location Map (Uploaded as a Plan)
- \_\_\_\_\_ 2. Site Plan or survey with accurate dimensions showing the property boundaries and proposed scope of work in the right-of-way
- \_\_\_\_\_ 3. Street Level Photo of the existing driveway apron in the right-of-way (Uploaded as a Plan)
- \_\_\_\_\_ 4. Paver Manufacturer's Details and Specifications for the paver installation, if applicable (Upload as a Plan)
- \_\_\_\_\_ 5. Submittal application - Signed (LDC, Section 406.5)
- \_\_\_\_\_ 6. Review fee.
- \_\_\_\_\_ 7. Agent of Record letter.

**GENERAL INFORMATION:**

- \_\_\_\_\_ 8. Road Name
- \_\_\_\_\_ 9. Road Location
- \_\_\_\_\_ 10. Publicly or Private Maintained Road
- \_\_\_\_\_ 11. 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:

- \_\_\_\_\_ 12. Location Map – An aerial or survey shall be required for proposed uses involving the installation or removal of structures
- \_\_\_\_\_ 13. Proposed work to be done in the right-of-way (to scale or accurately dimensioned)
- \_\_\_\_\_ 14. Location of any proposed open cuts shall be clearly marked on the plans
- \_\_\_\_\_ 15. Location of any tree(s) five inched dbh that is/are proposed for removal from the right-of-way
- \_\_\_\_\_ 16. Location requirements for bus stop benches (See LDC, Section 406.5.4.e & Section 406.5.4.f)
- \_\_\_\_\_ 17. 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:

- \_\_\_\_\_ 18. 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
- \_\_\_\_\_ 19. Any proposed work requiring interruption of vehicular or pedestrian traffic shall require a maintenance of traffic plan approved by the County Administrator or designee
- \_\_\_\_\_ 20. Proposed work requiring a road closure shall require Board of County Commissioners (BCC) approval
- \_\_\_\_\_ 21. 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
- \_\_\_\_\_ 22. Tree location survey and tree plan for projects larger than one single-family dwelling
- \_\_\_\_\_ 23. Traffic Impact Study and substandard Roadway Analysis or, if completed, the applicable approval statement
- \_\_\_\_\_ 24. Access management application or, if completed, the applicable approval statement
- \_\_\_\_\_ 25. An indemnity agreement in an approved form may be required
- \_\_\_\_\_ 26. An insurance policy in an approved form may be required
- \_\_\_\_\_ 27. 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
- \_\_\_\_\_ 28. 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.
- \_\_\_\_\_ 29. 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](https://library.municode.com/fl/pasco_county/codes/land_development_code?nodeId=CH400PETYAP_S406M_IPE_406.5RI-WUSPE)