

# **CHECKLIST**

**For**

## **Right of Way Utilization and Underground Utility Pipeline Construction Permit Application**

- **Completed Application**
    - Be sure to fill in all required information
    - Do not write “see attached” in any field.
    - Applicant must sign for the permit. If the applicant will be hiring a subcontractor, that subcontractor’s name and signature must also be included on the application.
    - Indicate the **number** of road crossings if applicable. Do not write “X”. Do not count crossings under private driveways or private roads.
  - **Copy of Contractor’s License**
    - Include a copy of the appropriate applicant and/or subcontractor’s licenses if not already on file in our office.
  - **Plans**
    - Submit a location key map with plans.
    - Plans must show:
      - Right of way width, pavement width, the distance from the edge of pavement to the proposed utility, sidewalks, locations of all other utilities within the work area, one or more cross sections, as required, to adequately reflect the location of the utility, and the vertical clearance above or below the pavement.
    - Submit three (3) signed and sealed copies of the plans in cases where an Orange County Building Permit is not required; otherwise submit one (1) copy of Orange County approved plans.
  - **Itemized Cost Breakdown**
    - Submit a detailed cost breakdown for work to be permitted (materials and labor) which exceeds \$5000.00. Separate the cost for work in the right of way from work on-site.
  - **Fees**
    - \$33.00 plus 1.8% of the construction cost for the work to be permitted.
    - \$63.00 for each directional bore or jack and bore location.
    - \$63.00 for each unpaved open cut unless proposed work will be done prior to paving.
    - \$63.00 for each paved open cut.
  - **Approved Maintenance of Traffic (MOT) Plan**
    - If proposed work is within fifteen (15) feet of the edge of pavement, an MOT plan must be submitted to the Traffic Engineering Division for approval. The processing cost is \$128.00. The Right of Way Utilization and Underground Utility Pipeline Construction Permit will not be issued until the MOT is approved.
- \* Open cuts will only be allowed under special circumstances on a case-by-case basis.