



Indian Trail Improvement District

13476 61st Street North, West Palm Beach, FL 33412
Phone: 561-793-0874 Fax: 561-793-3716
Email: info@indiantrail.com

Office Use Only
Date Recvd:
Permit No.
SP. -UT
Fee Recvd:

SPECIAL PERMIT APPLICATION – UTILITIES/TELECOMMUNICATIONS (UT)
(PLEASE TYPE OR PRINT ALL APPLICABLE INFORMATION)

\*Indicates Required Field

I: PROJECT INFORMATION

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

Project Description\*: (ex. Install 8-inch watermain along...) \_\_\_\_\_

GPS\*\*:\_ (fill out attached table)\_\_\_\_\_
Road(s)\*: (fill out attached table)\_\_\_\_\_ (N / S / W / E side of road)
Cross Road\*: (fill out attached table)\_ linear feet (N / S / W / E) of \_\_\_\_\_
Total length Open Trench Restoration (LF): \_\_\_\_\_
Proposed Start Date\*: \_\_\_\_\_ Est. Completion Date\*: \_\_\_\_\_
Improvement(s) to be dedicated to District: ( Y / N )

OWNER/PERMITTEE\* ( ) Responsible for invoices (pick one)

NAME PHONE FAX
COMPANY E-Mail
MAILING ADDRESS PROJECT ADDRESS (IF NOT MAILING ADDRESS)
CITY, STATE, ZIP CITY, STATE, ZIP

APPLICANT (if different from Owner) ( ) Responsible for invoices

NAME PHONE
COMPANY FAX
MAILING ADDRESS E-MAIL
CITY, STATE, ZIP SECONDARY CONTACT NUMBER

ENGINEER/OTHER PROFESSIONAL (if Required)

NAME PHONE
COMPANY FAX
MAILING ADDRESS E-MAIL
CITY, STATE, ZIP SECONDARY CONTACT NUMBER

(If there is another consultant closely involved with this project please enter their name and contact information in one of the above sections with notation.)

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**Check all that apply\***

**Water Utilities**

- Fire Hydrants; Number \_\_\_\_\_
- Automatic Flushing Devices; Number \_\_\_\_\_
- Other above-grade Appurtenances; Number \_\_\_\_\_

**Directional Bores/Jack and Bore**

- Number \_\_\_\_\_

**Open Trench**

- Linear Feet of Open Trench to be Restored \_\_\_\_\_

**II. APPLICATION DETAILS**

Review and processing of an Application will not begin until the Application is complete, as provided herein. Unless otherwise agreed in writing by the District, incomplete submittals will be held for a maximum of 120 days or until all required items are received, whichever first occurs.

**Complete Submittal Includes (please check off as complete)\*:**

- One complete Special Permit Application in proper form;
- A check or cash for the full amount of Submittal/Compliance Fee (see Fee Schedule);
- A check or cash for the full amount of the Engineering/Legal Review and Engineering Inspection Fee Deposit (see Fee Schedule);
- Completed Table of Utility Runs by Road (Table "A")
- One (1) complete set of plans/specifications (signed & sealed by a Professional Engineer Licensed in the State of Florida) with one (1) scanned copy on a thumb drive;  
Plans shall contain the following information, at a minimum:  
Base plan showing District Right-of-Way lines, property lines, edge of pavement, all above-grade improvements. Additional requirements may be identified during the technical review.

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**Does any of the following apply\*?**

- (Y / N) Installation of an above-grade obstruction other than an appurtenant utility structure?
- (Y / N) Installation of a culvert?
- (Y / N) Installation of any electrical handholes?

If the answer to any of the above is yes, you will need to apply for a separate Right-of-Way/Drainage (RW) Special Permit.

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**Does any of the following apply\*?**

- (Y / N) Installation of a utility pole?

If the answer to any of the above is yes, you will need to apply for a separate Overhead/Poles (OH) Special Permit. Note that each pole requires a separate permit.

**III: PERMITTING PROCESS**

**Application Phase:**

Permit Application, plans, fees and any required backup information shall be submitted directly to the District's Administrative Building: Indian Trail Improvement District c/o Special Permits, 13476 61<sup>st</sup> Street North, West Palm Beach, FL 33412.

**Review Phase:**

Upon submittal, the application package will undergo a preliminary review for completeness which includes confirmation that all fees have been paid. If the Application is complete, it will be processed for technical review. Technical comments on the Application will be forwarded in writing to the Permittee and/or Engineer of Record, as appropriate. Upon receipt of written responses to the initial technical comments, the Application will be subject to a second review that will determine if the response is sufficient. All responses shall be submitted to the District, accompanied by one (1) copy of any revised plans, signed and sealed by a Professional Engineer registered in the State of Florida, if applicable. This iterative process of comment/re-submittal will continue until the District Engineer is satisfied that all technical issues have been adequately addressed. At any time after the second Technical Review, the Applicant may appeal a request of the District Engineer to the Board of Supervisors if it feels that the review process or any recommended condition of approval is unfair or inappropriate.

**Approval Phase:**

At this point, a recommended Permit will be prepared and the Applicant asked to confirm its consent to any conditions of approval by executing this instrument. Upon receipt of the recommended Special Permit accepted by the Applicant, it will be scheduled for review by the Board of Supervisors. The Board of Supervisors may approve the Permit as recommended by Staff, approve the permit with revised conditions, or deny the permit. The District will notify you of the date of the meeting when the application is scheduled for review by the Board. The applicant is strongly advised to attend the Board of Supervisors’ meeting to address any questions that may arise. If the recommended permit is denied, the District will send written notification to the Applicant.

**Work Phase:**

At this point the permit moves into the work and inspection phase. Notification shall be given by the Permittee to the District forty-eight (48) District business hours prior to commencement of construction. The District Engineer shall establish points of construction that require inspection, if any.

**Closeout:**

When the work is deemed completed, a final inspection shall be held by the District Engineer in the presence of a representative of the Permittee.

\_\_\_\_\_ \* Initial to acknowledge process has been reviewed by Owner/Permittee.

**ALL ASPECTS OF THE PERMITTING PROCESS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**IV: CERTIFICATION**

The undersigned, as or on behalf of the Applicant, does hereby and, where applicable, agree as follows: (i) that the information contained herein is true and correct to the best of their knowledge and belief, (ii) to provide entry to the project site for the District’s representatives or consultants (with proper identification as such) for the purpose of making an inspection or analysis of the project site, (iv) to pay any and all Permit submittal and issuance fees and costs in accordance with the attached Fee Schedule, and (v) if signing as an agent for the Applicant, that the undersigned is authorized, pursuant to the attached written document, to execute this Permit Application for and on behalf of said Applicant. If not properly authorized, Permit and Application will be invalid.

\_\_\_\_\_  
**OWNER/PERMITTEE SIGNATURE\***

\_\_\_\_\_  
**DATE\***

\_\_\_\_\_  
**PRINT NAME\***

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

**V: SPECIAL PERMIT FEE SCHEDULE**

All fees shall be paid prior to the permit being placed on the Board of Supervisors Agenda.

**Submittal/Compliance Fee (non-refundable)**

Overhead Utility Permit: \$500

Utilities Permit: \$1,000 for first 1,000 LF of open trench and \$500 for each additional 1,000 LF open trench.

Right-of-Way/Easement Permit: \$1,000

**Engineering and/or Legal Review and Engineering Inspection Fee Deposit**

Overhead Utility Permit: Submit a \$2,000 refundable initial deposit towards engineering and/or legal review and engineering inspection fees.

Utilities Permit: Submit a \$2,000 refundable initial deposit towards engineering and/or legal review and engineering inspection fees.

Right-of-Way/Easement Permit: Submit a \$2,000 refundable initial deposit towards engineering and/or legal review and engineering inspection fees.

Right-of-Way/Easement Permit (projects greater than 10 acres or road and/or canal frontage greater than 500 linear feet): Submit a \$10,000 refundable deposit towards engineering and/or legal review and engineering inspection fees.

The final fee shall be based on actual engineering and/or legal costs associated with the special permit review process and inspections. If during the review process, the review fees exceed the initial deposit, an interim invoice will be issued to the permittee to request an additional deposit, in increments of \$1,000, based on the anticipated review and inspection effort remaining.

When actual engineering and/or legal costs are less than the total fees received, the remaining balance will be returned to the Permittee either after the permit has been closed by the District or it is determined by the District that an expired permit shall not require additional inspections. Please allow 4 to 6 weeks from the time of closure for delivery of the check.

**Resubmittal and/or Modification Fee**

A resubmittal and/or modification fee (non-refundable) of \$250 shall apply.

Permit resubmittal and/or modification requests may require additional Engineering and/or Legal Fee deposits.

Resubmittal and/or Modification Fees shall be paid prior to the permit being placed on the BOS agenda.

**Expired Permit Fee**

Permits that have expired shall be assessed an additional \$500 Compliance Fee, which shall be deducted from any remaining deposit.

**PLEASE NOTE THAT TECHNICAL REVIEW WILL NOT BE STARTED UNTIL FULL PAYMENT OF FEES IS RECEIVED. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**Table A – Utility Runs by Road**

