

INSTRUCTIONS

FOR HILLSBOROUGH COUNTY RIGHT OF WAY MANAGEMENT OFFICE PERMIT APPLICATIONS

Ensure that the address for your proposed project lies in unincorporated Hillsborough County. Projects within the municipalities of Tampa, Plant City or Temple Terrace are not permitted by this office.

Ensure that the permit application being used corresponds to the type project being proposed. The Right of Way Management Office issues separate permits for ROW construction, Access or Driveway connections, and Temporary Traffic Control measures.

Fill out all applications completely. Incomplete applications significantly delay processing times and are sometimes rejected.

All permit applications must be signed by an authorized representative of the permit applicant.

Contractors must state who they are working for. Several entities that operate within Hillsborough County are exempt from permitting fees under certain conditions. Failure to provide this information can lead to incorrectly applied charges and undue processing delays.

Fees must be paid at time of application. Mailed or faxed in permit applications for which a fee is due must include checks or credit card authorization forms in the exact amounts of applicable fees. Each permit requires a separate fee. Do not mail in cash.

Specific Instructions for ROW Use Permits

Permit applicants should provide at least 4 copies of their applications including sketches and plans.

Permit applicants whose project involves a Hillsborough County Capital Improvement Project should provide at least 6 copies of their applications including sketches and plans.

Permit applicants whose project will ultimately be dedicated to Hillsborough County should provide at least 14 copies of their applications including sketches and plans.

Contractors should produce proof of insurance and certification with their permit applications. Contractors who are frequently involved in permitted activity in Hillsborough County may submit this information once and request that it be kept on file.

Annual General Use Permits cover specific types of repetitive maintenance work throughout the county. Most non-maintenance work will require a new permit and fee. Permit applicants must check the appropriate box to indicate whether their project falls under an existing AGUP.

Specific Instructions for Access (Driveway) Permits

Permit applicants should provide, at minimum, a sketch of the proposed driveway showing the applicable location. Including the property survey will significantly aid the permit review process.

Private citizens or contractors who are unsure about required construction standards should consult with a ROW Management Office engineer.

Multiple driveways require separate permits.

Specific Instructions for Temporary Traffic Control Permits

Permit applicants must provide start and stop dates and times for traffic control measures.

Permit applicants should provide, at minimum, a sketch of the proposed traffic control measure, showing the applicable location.

