



**Town of Highland Beach
Public Works, Permit Section**

3616 South Ocean Boulevard
Highland Beach FL 33487
Phone: (561) 278-4548 Fax: (561) 278-2606

Right of Way Permit Application

**email completed form to sgonzalez@highlandbeach.us*

Project Information

Project Name _____

Project Location _____

Road Name/Description _____

PCN _____ - _____ - _____ - _____ - _____ - _____

Permittee Information

Permittee _____

Contact _____

Address _____

Phone () _____

City _____

Fax () _____

State _____ Zip Code _____

email _____

Filer Information Same as Permittee

Contact _____

Company _____

Address _____

City _____

State _____ Zip Code _____

Phone/Fax () _____

Email _____

Engineer Information Same as Filer

Engineer of Record _____

Engineering Firm _____

Address _____

City _____

State _____ Zip Code _____

Phone/Fax () _____

Email _____

Is a street drainage connection or acceptance of street drainage proposed?

Yes ___ Provide drainage calculations No ___

Is a Temporary Driveway Connection proposed?

Yes ___ No ___

Is this a single family home driveway?

Yes _____ No _____

Is this a Non-Thoroughfare connection?

____ Less than 50 ADT ____ between 50-200 ADT ____ Greater than 200 ADT ____ Not applicable

Is this a Bridge Widening/Replacement?

Yes _____ No _____

Is this a turn lane addition?

Yes _____ No _____

Is this a through lane addition?

Yes _____ No _____

Documents Required

1. Paving and Drainage Plans 4 Paper Sets or a File (Submitted Electronically)

Only submit the sheets directly related to the Right of Way Improvements *

2. Compliance w/ Zoning Conditions

1 Paper Set or a File

3. Latest Approved Site Plan

1 Paper Set or a File (County or Municipality project)

4. Drainage Calculations

5. Cost Estimate for R/W

1 Paper Set or a File **(Only for Projects with Drainage Connections)
(If More Than a driveway connection is Proposed)**

- Plans, Calculations, and Cost Estimates need to be signed and sealed by a Florida Registered Professional Engineer.
- Maximum plan size is 24"x 36", folded in eighths. Submittals with more than 12 - 24" x 36" size sheets in each set and sheets that are Sizes 8-1/2" x 11" and 8-1/2" x 14", do not require folding.
- A copy of the approved permit(s) from all applicable government agencies are required to be submitted before this permit can be released (SFWMD, LWDD, FDOT etc.)