

License To Use City Right-Of-Way

Residential License To Use
 Application Fee: \$500.00
 Rehearing/Rescheduling Fee: \$100.00
 Annual Fee: N/A
 Insurance Coverage: \$300,000.00

Commercial License To Use
 Application Fee: (Minor) \$500.00
 (Major) \$1,000.00
 Rehearing/Rescheduling Fee: \$100.00
 Annual Fee: (Minor) \$500.00
 (Major) \$1,000.00
 Insurance Coverage: \$1,000,000.00

Pensacola Neighborhood Challenge Grant
 Application Fee: N/A

Applicant: _____

Applicant's Address: _____

Email: _____ Phone: _____

I, the undersigned applicant, understand that submittal of this application does not entitle me to approval of this License to use. I have received a copy of the applicable regulations and understand that I must be present on the date of the Planning Board and City Council meetings. In the case of the Pensacola Neighborhood Challenge Grant applications, I understand that this application will be considered during the execution of the contract and does not require further review from the Planning Board or City Council. If applicable, I understand a City Right-of-Way permit must be acquired from the City Engineering Department prior to any work commencing within the right-of-way.

Applicant's Signature: _____ Date: _____

** If License Agreement is for business use or a Pensacola Neighborhood Challenge Grant application, please see the reverse side for additional information **

Property Information

Property Owner: _____ Phone: _____

Location Address: _____

Parcel ID # _____ - _____ - _____ - _____ - _____ - _____

Purpose of Use of City Right-Of-Way: _____

Please attach a map indicating the actual dimensions of the requested license.

<u>For Office Use Only</u>		
District: _____	Case Number: _____	Zoning: _____
Date Received: _____	Recommendation: _____	Annual Fee: _____
Planning Board date: _____	Council Action: _____	Amount of Insurance Coverage: _____
City Council date: _____		

License To Use City Right-Of-Way

Sec. 12-12-7. License to use right-of-way.

- (A) Application.
- (1) An application for license to use right-of-way must be submitted to the Planning Department at least twenty-one (21) days prior to the regularly scheduled meeting of the Planning Board.
 - (2) The application shall be scheduled for hearing only upon determination that the application complies with all applicable submission requirements.
 - (3) No application shall be considered complete until all of the following has been submitted:
 - (a) The application shall be submitted on a form provided by the Board Secretary.
 - (b) Each application shall be accompanied by the following information and such other information as may be reasonably requested to support the application:
 1. Accurate site plan drawn to scale;
 2. Reason for license to use request.
 - (4) The applicant shall be required to pay an application fee according to the current schedule of fees established by the City Council for the particular category of application. This fee shall be nonrefundable irrespective of the final disposition.
 - (5) Any party may appear in person, by agent, or by attorney.
 - (6) Any application may be withdrawn prior to action of the Planning Board or City Council at the discretion of the applicant initiating the request upon written notice to the Board secretary.
- (B) Planning Board review and recommendation. The community development department will distribute copies of the request for a license to use right-of-way to the appropriate city departments and public agencies for review and comment. Said departments shall submit written recommendations of approval, disapproval or suggested revisions, and reasons therefore, to the community development department. The Planning Board shall review the license to use right-of-way request and make a recommendation to the City Council.
- (1) Public Notice for license to use right-of-way.
 - (a) The community development department shall notify addresses within a three hundred-foot radius, as identified by the current Escambia County tax roll maps, of the right-of-way proposed to be licensed with a public notice by post card at least five (5) days prior to the Board meeting. The public notice shall state the date, time, and place of the Board meeting.
- (C) City Council review and action. The Planning Board recommendation shall be forwarded to the City Council for review and action.
- (1) Notice and hearing. The community development department shall notify addresses within a three hundred-foot radius, as identified on the Escambia County tax roll maps, of the right-of-way proposed to be licensed with a public notice by post card at least five (5) days prior to the Council meeting. The public notice shall state the date, time, and place of the Council meeting.
 - (2) Action. The City Council shall approve, approve with modifications, or deny the license to use right-of-way request. If the request is approved by City Council, a license to use agreement will be drawn, at which time the license becomes effective upon execution by the applicant and the City and payment by the applicant of any required fee.

Additional Information Required for Corporations and LLCs: If approved, this information will be used as part of the legal agreement. Must be licensed to do business within the State of Florida.

Corporation:

Full legal name of the Corporation: _____

Official Corporate Address: _____

President or Vice-President:
Name & Title – _____

Corporate Secretary: Name – _____

Limited Liability Company (LLC):
Full legal name of company: _____

Official Address: _____

Managing Member or member:
Name & Title – _____

Planning Services
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