

**Highlands County Engineering Department**  
**General Utility Application/Permit Checklist**  
**For Online Submittal**

- Y    N  
E   N /  
S   O   A
1. Original Utility Application/Permit? 12.14.304
  2. **Drawings:** Schematic installation drawings of the proposed installation, to scale unless otherwise approved by the county engineer, shall accompany the utility permit application? 12.14.305
  3. North arrow? 12.14.305, A-1
  4. Road name? 12.14.305, A-2
  5. Offset from the centerline of the roadway to the proposed utility installation? 12.04.305, A-3
  6. Right-of-way limits? 12.04.305, A-4
  7. Pavement width? 12.04.305, A-5
  8. Distance from edge of pavement and ROW to utility installation? 12.04.305, A-6
  9. Distance from nearest major intersection, town, railroad crossing, and/or other physical features? 12.04.305, A-7
  10. Materials to be used, pipe or conduit size, use of the facility (power with voltage, gas with maximum allowable operating pressure, etc.) and other pertinent details? 12.04.305, A-9
  11. One or more cross sections as required to adequately reflect the proposed location of the utility? 12.04.305, A-10
  12. The minimum vertical clearance above or below the pavement? 12.04.305, A-11
  13. A statement that all disturbed area in the county right-of-way shall be restored to its original configuration? 12.04.305, A-12
  14. All other utilities in the proposed installation area shown on the plans with offset from edge of pavement and right of way? 12.14.305, A-13
  15. Is the utility construction within the vicinity of existing gas pipelines? 12.14.305, B

- Y    N  
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16. Certification by the UAO with an original signature?
- Application contains the following certification by UAO?**
17. The permittee certifies that he has complied with the provisions of F.S. § 553.851(2)(a), as amended, concerning requesting gas pipeline location information and will comply with the provisions of paragraphs (2)(c) and (2)(f) of the same section concerning notifying pipeline owners 48 hours prior to any excavation. 12.14.305, B
  18. Copies of notification letters to other right-of-way users? 12.14.305, C
  19. Plans and drawings not prepared by employees of the UAO or persons under contract to the UAO must be signed and sealed by a registered professional engineer and approved by the UAO? 12.14.305, D
  20. M.O.T. Traffic Control Plan? 12.14.305, E and 12.14.317, B
  21. Permittee is a corporation or a public body? If yes, please check the applicable box below:
    - The permit has a corporate seal or is attested to by the corporation secretary or by the empowered public official? 12.14.305, G
    - A current waiver of corporate seal and attestation by the secretary or by the empowered public official is on file with the State Utility Office, State of Florida, Tallahassee, and so noted on the permit? 12.14.305, G
  22. Proprietorship requirement? When the applicant/permittee is the owner of the utility, which is not a corporation, then his signature must be witnessed by two persons whose signatures must likewise be on the permit. All signatures must be digital.
  23. Crossings under existing pavement? If yes, crossing must be completed by directional bore. The proposed means of placing the pipe shall be stated on the permit application? 12.14.311, B-1