



City of Belle Isle
1600 Nela Avenue, Belle Isle, FL 32809
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Right-of-Way Utilization Permit Application

Steps for Right-of-Way Utilization Permitting in Belle Isle

- 1- Applicant (property owner or contractor) brings completed application, \$250.00 review fee, 3 sets of engineering drawings, and maintenance of traffic plan to City Hall.
- 2- Application and all documents delivered to Excel Engineering.
- 3- Excel reviews documents submitted. A letter is issued indicating zoning compliance with the Code or other documentation that is needed for compliance.
- 4- Packet is returned to City of Belle Isle General Services Coordinator.
- 5- If the application meets criteria for zoning compliance then the applicant is called to pick up the approved application. The City keeps one complete set of drawings, a copy of the application and the engineering review letter.
- 6- If the application does not meet the criteria for zoning compliance because of missing documentation, the applicant is faxed a copy of Excel's engineering review letter and is instructed to bring the additional documentation to City Hall for further review. The additional information is forwarded to Excel Engineering on the next regular delivery day. Once the application meets criteria for zoning compliance then the applicant is called to pick up the approved application. The City keeps one complete set of drawings, a copy of the application and the engineering review letter. The applicant then takes the approved application and the packet of materials to Orange County.
- 7- If the application does not meet the criteria for zoning compliance, the applicant has the option of applying for a variance from the City of Belle Isle Planning and Zoning Board and is given information on the variance request process.