



**PUBLIC WORKS DEPARTMENT: DEVELOPMENT ENGINEERING DIVISION**

4200 South John Young Parkway ▪ Orlando, Florida 32839-9205

**Phone:** 407-836-7920      **Email:** SiteWork\_Help@ocfl.net

FastTrack Site: [www.ocfl.net/Fasttrack](http://www.ocfl.net/Fasttrack)

# **RIGHT OF WAY/UNDERGROUND UTILITY (ROW)**

## **ONLINE APPLICATION SUBMITTAL GUIDE**

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# 1 User Guide

## 1.1 Registering and Logging in

In order to submit ROW permit application, you will need to become a registered user of FastTrack Member Services [www.ocfl.net/FastTrack](http://www.ocfl.net/FastTrack). Any licensed Contractor or unlicensed Non-Contractor can now apply for a FastTrack Account. Detailed instructions for user registration are located under Contractor Services (My Services/Log In) section of the FastTrack Home Page. (Figure 1, below)

### 1.1.1 Registration

#### 1.1.1.1 Account types

- **Non-License Holders (*non- Orange County registered building contractor*)**

This type of account does not have access to begin permit applications but does have the ability to upload Electronic Plans for existing permit applications, pay fees for existing permit applications and has access to the entire suite of search and research tools. To get started with registering a non-license holder account, you may register electronically, using [the online form](#).

## Fast Track Member Services - Login

If you are experiencing problems using FastTrack, [please clean out your browser history](#) before logging in to our My Services area. If you have a problem logging in, contact us at 407-836-5522.

LOGON (EXISTING USER)

USERNAME

PASSWORD

example:  
johnsmith@msn.com

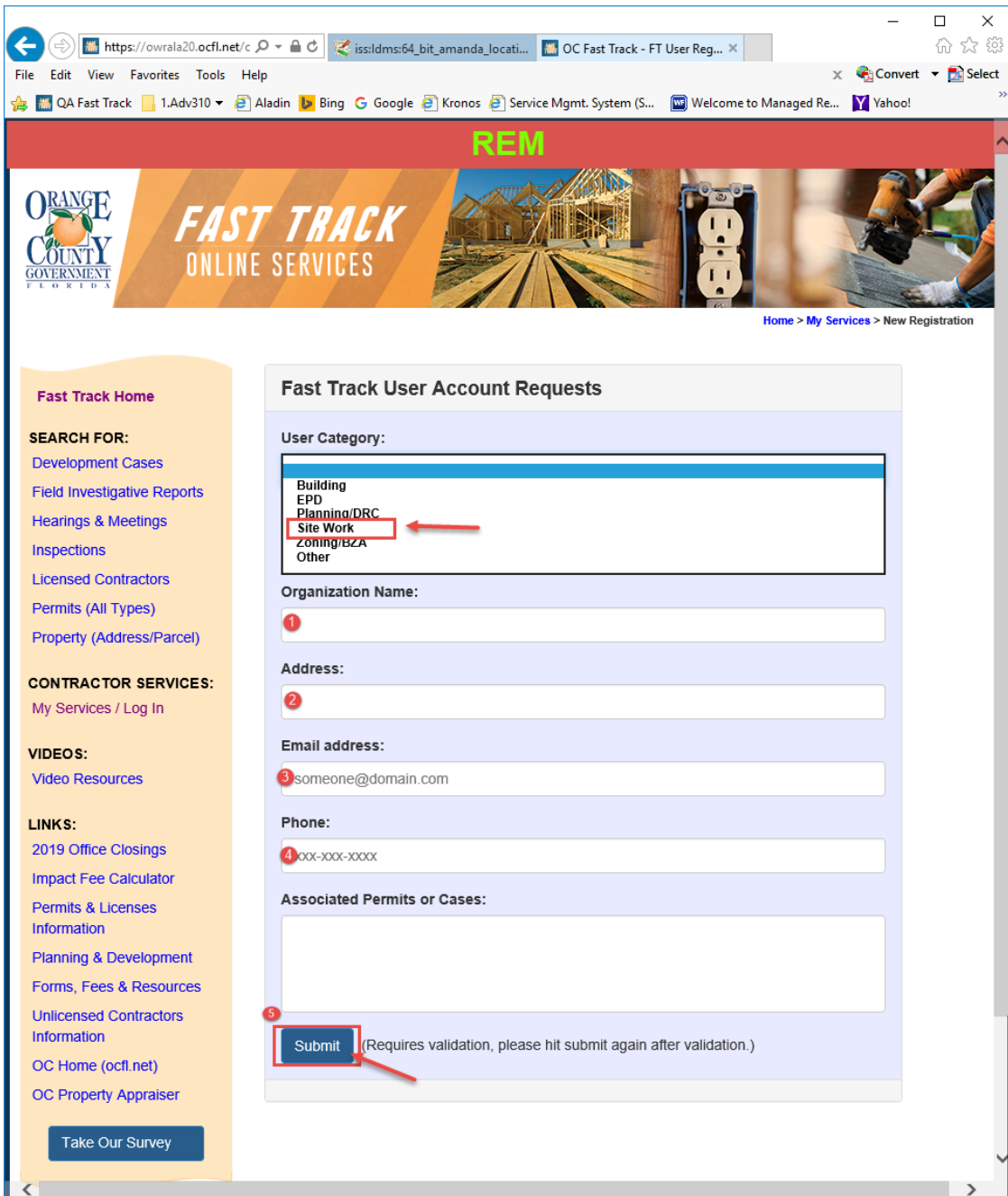
[Forgot Password?](#)

Login

REGISTER AS A NEW USER

- Licensed Building Contractors – [View instructions and obtain necessary forms](#)
- Non-Contractors – [Request a \(non-contractor\) Fast Track account](#)

Figure 1 – The Login page displays links to register both account types.



### 1.1.2 Logging in

Once you receive your Login information for Fast Track Member Services, you will access the My Services/Log In link under Contractor Services in the sidebar, or the orange Login button on the homepage. Once you are on the Fast Track Member Services - Login page, you will enter your Username and Password information to login.

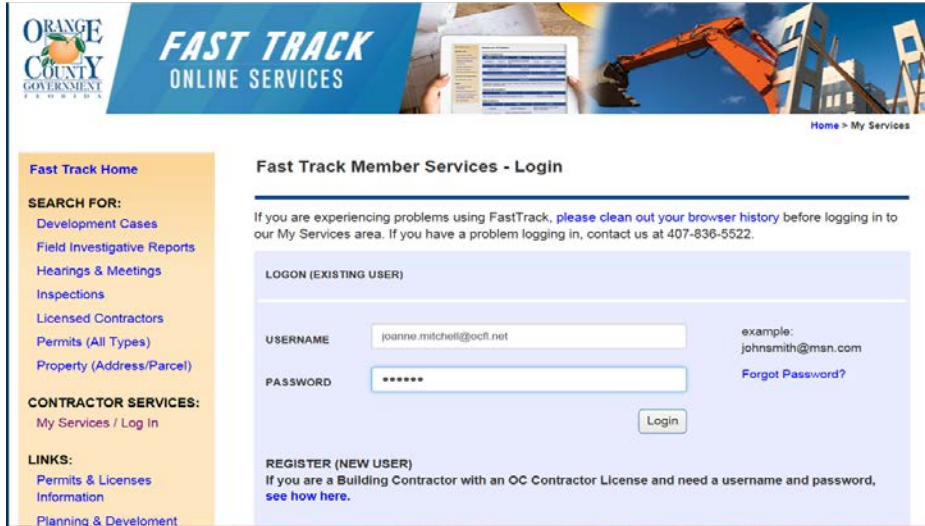


Figure 2 - My Services / Log In link shown in sidebar

### 1.1.3 My Services Home Page

Once logged into the system, your My Services home page will display a list of permit applications attached to your account. It displays the Permit #, Application Date, Permit Type, Address, Status & Fees Due (if applicable). This list includes permits in every stage, from recently started applications to permits that have been issued and/or completed. The status column will show the current status. There is an option to change your view from “Last 6 months - All Permits” to “Last 6 Months - Active Permits”. In this view, the system will only display the permits that are in any status except Complete.

#### My Permits

[View Escrow Statement](#)  
Escrow Balance = \$2.77

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permits Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after seven (7) calendar days. For questions, contact us via email: [FastTrack@ocfl.net](mailto:FastTrack@ocfl.net) or by phone at (407) 836-5550.

Last 6 Months - All Permits

SEARCH RESULTS: Click [PERMIT#](#) (below) to see complete detail for this case.

Search:

Show  entries

PERMIT # ^	APP. DT v	TYPE v	ADDRESS v	STATUS v	FEEES DUE v
<a href="#">T18020086</a>	04/19/2018	Roof Permit	11906 Nahanni Ct	Internet Incomplete <a href="#">Edit / Delete</a>	\$0.00
<a href="#">T18020087</a>	04/19/2018	Roof Permit	11900 Nahanni Ct	Internet Pending	\$0.00
<a href="#">T18020091</a>	04/19/2018	Roof Permit	1634 Baxter Ave	Internet Incomplete <a href="#">Edit / Delete</a>	\$178.35 <a href="#">Pay Now</a> <a href="#">Add to Cart</a>
<a href="#">B18906703</a> Sub Permits	04/18/2018	Commercial Permit	2115 Henderson Dr	Review	\$0.00
<a href="#">B18906704</a>	04/18/2018	Commercial Permit	2115 Henderson Dr	Review	\$0.00
<a href="#">B18906705</a>	04/18/2018	Commercial Permit	2115 Henderson Dr	Review	\$0.00

Figure 3 - My Services home page shown with list of permit applications attached your account

## 1.2 Electronic ROW Permit Application

The process begins when you select the Menu dropdown and click Apply for a Permit.

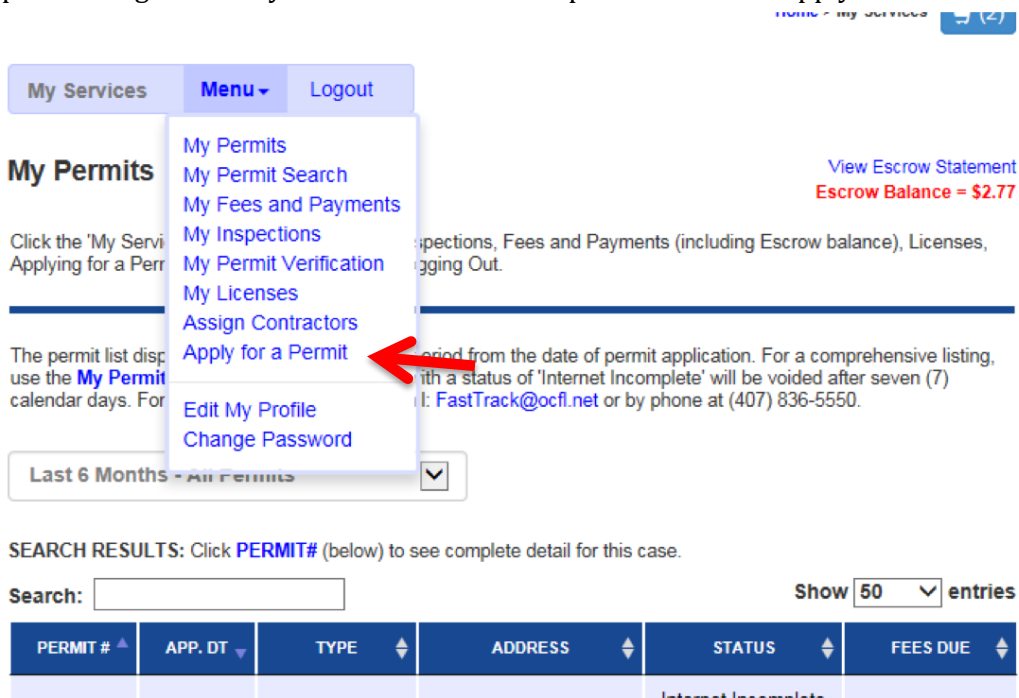


Figure 4 - To begin a permit application, select "Apply for a Permit" from the 'Menu' dropdown

The "Apply for a Permit (Choose Type)" page will load. You will now pick Right of Way/Underground Utility (ROW) from the list.

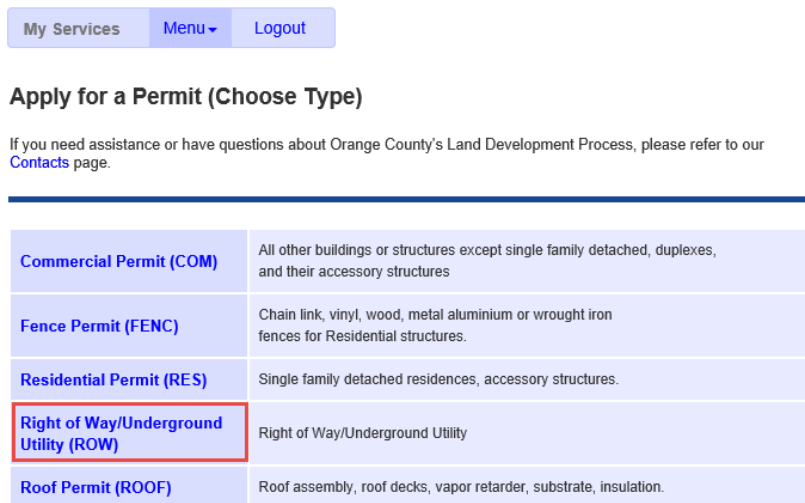


Figure 5 – Apply for a Permit (Choose Type) page

### 1.2.1 ROW Application

You have now reached the beginning of the permit application. This portion is specific to the Right of Way/Underground Utility Permit application.

The pages within Fast Track Member Services are numbered with Steps from this point on.

1. Step 1 of the Right of Way/Underground Utility Permit process, you will choose whether the address exists, a description of the address location or an address is requested from zoning for an assessor's parcel number (known as an APN).

#### Apply for a Right of Way/Underground Utility (ROW) - [Step 1]

If you need assistance in applying for a Right of Way/Underground Utility permit, please contact the Public Works Engineering at [SiteWork\\_Help@ocfil.net](mailto:SiteWork_Help@ocfil.net).

The screenshot shows a web form titled "Describe Location" with a blue header. At the top, there are two radio button options: "Choose Address" and "Describe a Permit Location". The "Describe a Permit Location" option is selected. Red arrows point from text labels to these options: "Option 1. Choose an existing Address" points to "Choose Address", and "Option 2. Describe a permit location and, also request an address from Zoning (if needed)" points to "Describe a Permit Location". Below the options is a checkbox labeled "Request an Address From Zoning (For Small Cell Antenna Only)". Underneath is a "STREET \*" section with a text input field, a "Street Type" dropdown menu, and a "Street Search" button. A large empty text area follows. Below that is a "DESCRIBE LOCATION \*" section with a "Location Description" text input field. At the bottom right is a "Continue" button.

- In Step 2 you will select your type of permit from the “Type” dropdown menu and select your work type from the “Work Type” dropdown menu. When done click “Continue”

[My Services](#) [Menu](#) [Logout](#)

### Apply for a Right of Way/Underground Utility (ROW) - [Step 2]

If you need assistance in applying for a Right of Way/Underground Utility permit, please contact the Public Works Engineering at [SiteWork\\_Help@ocfl.net](mailto:SiteWork_Help@ocfl.net).

**ADDRESS / LOCATION**

ADDRESS: 12288 S John Young PKWY Orlando

**CHOOSE ADDITIONAL TYPES**

<b>TYPE</b>	<b>WORK TYPE</b>
<input type="text"/>	<input type="text"/>
<b>Right of Way Utilization</b> - Right of Way Utilization	<b>Not Applicable</b> - Not Applicable ( <b>All Others</b> )
<b>UG Utility Pipeline Construction</b> - UG Utility Pipeline Construction	<b>Small Cell Antenna</b> - Small Cell Antenna
<b>Both</b> - Both	



3. In Step 3 you will have to fill out all the permit information. Please note that all the fields with the red asterisk are mandatory and need to be filled out in order to move forward. We have placed numbers next to them on the diagram below to draw your attention to the fields. When done click “Continue”

PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Right of Way/Underground Utility	Right of Way Utilization	Not Applicable	19-R-0772	12288 S John Young Pkwy	04/14/2019

Description of Work \* 1

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**PERMIT INFO**

**Application Info**

Who is doing the work?  \* 2

Contractor License Number

Name of License Holder

Contact Phone Number  \* 3

Contact Email Address  \* 4

**Application Information**

Number of Open Cut (Paved)  \* 5

Number of Open Cut (Unpaved)  \* 6

Number of Jack and bore or Directional Drill  \* 7

811 Locate Ticket Call Date

811 Locate Ticket No.

OC Approved Plans?  Yes  No

Approved Permit No.

Construction Cost  \* 8

MOT permit No.

Irrigation/Landscaping/Pavers?  Yes  No

Installation/Modification of Driveway?  Yes  No

Use Agreement Required?  Yes  No

(Note: You are not done with this permit application until you submit it at the end of the process.)

- In Step 4 you will need to upload your site plan and any other documents depending on your permit type (**see note 4a for files larger than 18MB**). Please pay special attention to the yellow box below for the naming convention. **If your documents are not named properly you will not get the “Continue” button in order to move forward**

### Apply for a Right of Way/Underground Utility (ROW) - [Step 4]

If you need assistance in applying for a Right of Way/Underground Utility permit, please contact the Public Works Engineering at [SiteWork\\_Help@ocfl.net](mailto:SiteWork_Help@ocfl.net).

PERMIT DETAILS					
PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Right of Way/Underground Utility	Right of Way Utilization	Not Applicable	19-R-0772	12288 S John Young Pkwy	04/14/2019

#### Plan Upload - Important:

- Electronic plan files and related ePlan documentation **must follow all the requirements** to be accepted by Orange County. [View our electronic plan rules and requirements.](#)
  - Permit applications that have requested an address (or addresses) must, at a minimum, upload a site plan using the first link below.
  - General documents that are NOT part of the plan set or plan review process should be uploaded from the second link, below.
- All Right Of Way permits require a properly named Site Plan (e.g. PD001-SitePlan.pdf or A001-SitePlan-OrangeAve.pdf)
  - For Right of Way permits - when specifying a MOT Permit, a properly named, completed MOT Permit must be uploaded (e.g. PD001-MOTPermit.pdf).
  - For Right of Way permits - If construction costs are more than \$4999 then a properly named, cost breakdown must be uploaded (e.g. PD001-CostBreakdown.pdf).

#### CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD

[E-Submittal Plans/Documents](#)  
(Plan files and related Plan Documents only)

[Other Documents](#)  
(Not Related to Electronic Plans)

4a. **Note:** the maximum file size accepted is 18 MB. If your file is larger than 18MB, you will need to divide the plans into various files each properly named for example:

PD001-SitePlan-1.pdf

PD001-SitePlan-2.pdf

PD001-MOTPermit-1.pdf

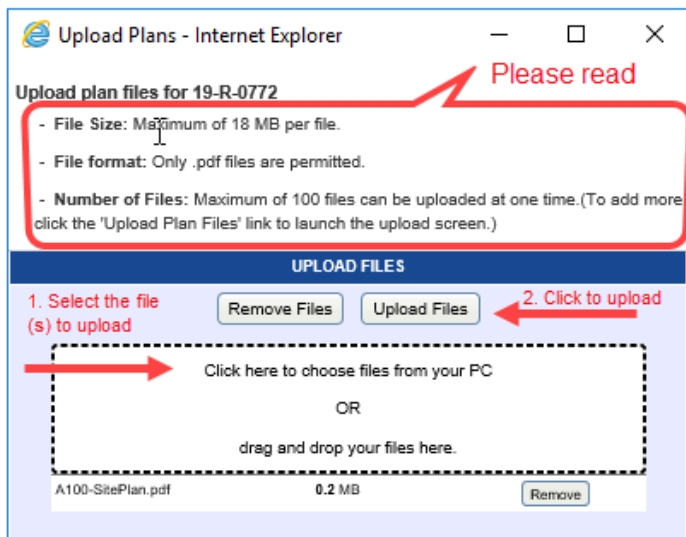
PD001-MOTPermit-2.pdf

PD001-CostBreakdown-1.pdf

PD001-SJRWM-1.pdf

PD001-SJRWM-2.pdf

**If your documents are not named properly you will not get the “Continue” button in order to move forward**



5. In Step 5 you will either ***pay any zoning fees if you requested a new address in step 1 before you submit***/finalize your ROW application or select “Submit Application”

and click the “Finish” button to submit your application. This now completes your application for the ROW permit.

PERMIT DETAILS					
PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	PARCEL	APP DATE
Right of Way/Underground Utility	Right of Way Utilization	Small Cell Antenna	19-R-0774	00-00-00-0000-00-000	04/15/2019

**Important:**

- **PLANS:** Be sure you have ALL the correct plans uploaded before you finalize this application, at which time, the permit will be in a pending state preventing any further uploads. (The permit will be in a pending state once you “Submit Application” or complete payment on fees if they are due.)
- **FEES:**
  1. Right of Way/Underground Utility fees will be assessed during the review process and can be paid after application submission.
  2. Zoning permit fees for requesting a new address must be paid prior to submission.
- **SAVE:** You may save all the information entered online, and this permit will remain in a status of “Internet Incomplete” for a maximum of 30 days. After 30 days, “Internet Incomplete” permit applications will be voided.

**FINALIZE APPLICATION**

**Pay Applicable Fees** (Zoning Permit fees due at submission.)

**Save to Shopping Cart** (Pay later.)

**Save Application Information** (Application is saved as “Internet Incomplete.”)

Finish

OR

**FINALIZE APPLICATION**

**Submit Application** (Application is complete and ready for OC review.)

**Save Application Information** (Application is saved as “Internet Incomplete.”)

Finish

Once you have submitted your application you can go back to the “MY Permits” and your new permit will appear with a status of “Internet Pending”. This status will change when the Public Works Development Engineering staff conduct their intake process to verify everything submitted online is correct.

## My Permits

[View Escrow Statement](#)  
Escrow Balance = \$4,990.00

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permits Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. For questions, contact us via email: [FastTrack@ocfl.net](mailto:FastTrack@ocfl.net) or by phone at (407) 838-5550.

Last 6 Months - All Permits

SEARCH RESULTS: Click [PERMIT#](#) (below) to see complete detail for this case.

Search:  Show  entries

PERMIT #	APP. DT	TYPE	ADDRESS	STATUS	FEES DUE
<a href="#">19-R-0772</a>	04/14/2019	Right of Way/Underground Utility	12288 S John Young Pkwy	Internet Pending	\$150.00
<a href="#">19-R-0751</a>	03/04/2019	Right of Way/Underground Utility	17864 Caudel Rd	Issued	\$0.00
<a href="#">19-R-0791</a>	04/17/2019	Right of Way/Underground Utility	5103 Cochita Dr	Review	\$182.60
<a href="#">19-R-0823</a>	05/09/2019	Right of Way/Underground Utility	3505 Paris Pl	Ready to Issue	\$447.00 <a href="#">Pay Now</a> <a href="#">Add to Cart</a>
<a href="#">19-R-0816</a>	05/07/2019	Right of Way/Underground Utility	3505 Paris Pl	New	\$355.20
<a href="#">19-R-0845</a>	06/03/2019	Right of Way/Underground Utility	3505 Paris Pl	Closed	\$0.00