MIAMI **BEACH**

**City of Miami Beach,** 1700 Convention Center Drive, Miami Beach, Florida 33139, [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

PUBLIC WORKS DEPARMTENT

Tel: 305-673-7080, Fax: 305-673-7028

MEMORANDUM

TO: Utility Agencies/Contractors

FROM: Nelson Perez-Jacome, City Engineer

DATE: April 2, 2020

SUBJECT: **COVID-19 Right-of-Way Permitting Process**

In an effort to promote social distancing and limit the exposure of our customers to the novel coronavirus, the City of Miami Beach Right-of-Way (ROW) permit counter will be closed, starting Monday April 6, 2020.

ROW permits will continue to be issued utilizing the citizen self service (CSS) portal ([www.MBSelfService.com](http://www.MBSelfService.com)). Customers can use the CSS portal to submit their applications, receive comments, and pay permit fees online. In order to facilitate the online process, process workflows and checklists for each permit have been attached to this memorandum.

The City of Miami Beach ROW Section strives to maintain the highest levels of customer service. To that end, the Right of Way general inbox (rightofway@miamibeachfl.gov) will serve as a centralized location for questions and concerns. If you have additional questions, please feel free to contact Otniel Rodriguez at (305) 673-7080 or via email: otnielrodriguez@miamibeachfl.gov.

cc: Alina Hudak, Assistant City Manager

 Roy Coley, Public Works Director

 Jay Fink, Assistant Public Works Director

 Otniel Rodriguez, ROW Manager

 Rodolfo “Rudy” de la Torre, Infrastructure Division Director

 P. Rodney Knowles, Greenspace Division Director

 Jose Gonzalez, Transportation Director

 Rick Clements, Chief of Police