

Steps to obtain a permit to install a bicycle rack in City of Jacksonville ROW

1) Revocable Permit and Indemnification Agreement

- a. Complete a [Revocable Permit and Indemnification Agreement](#), and submit it to the City of Jacksonville's Development Services Division (214 N. Hogan St, Suite 200).
- b. Fill in the grey boxes only. Please review this [annotated copy of the Revocable Permit and Indemnification Agreement](#) form that includes some helpful notes.
- c. Attach a site plan showing how the rack will be installed, including dimensions and distances between the rack and any nearby curb, side of building, street tree, or other obstruction. The rack must be installed to maintain 4 feet of clear zone on the sidewalk.
- d. This form must be signed by two witnesses and notarized. The notary will help you fill out the grey box at the bottom of the form.
- e. This permit has a turnaround of about 27 days.

2) Surety Bond

- a. The contractor installing the bike rack must have a Surety Bond on file with the Development Services Division. If yours does not, they may obtain one by taking the [Surety Bond Form](#) an insurance company, who will fill it out and seal it.
- b. The bond typically costs around \$120.
- c. Hold onto the sealed copy, as you will need to hand it in with your Right-of-Way Permit Application to the Development Services Division.
- d. You may complete these steps to obtain the Surety Bond while the Development Services Division processes the Revocable Permit and Indemnification Agreement.

3) Right-of-Way Permit Application

- a. Once the Development Services Division approves the Revocable Permit and Indemnification Agreement, you must complete a [Right-of-Way Permit Application](#), and submit it to the Development Services Division. If your contractor does not already have a Surety Bond on file, include the sealed Surety Bond form with your application.
- b. Please review this [annotated copy of the Right-of-Way Permit Application](#) that includes some helpful notes.
- c. Development Services typically processes this application within one day.