



## UTILITY PERMIT APPLICATION PACKAGE

- 1. Minimum Information required for a Utility Permit Application Checklist**
- 2. Permit Application** ( 2 completed copies to be returned with all drawings and supporting documents)
- 3. Terms & Conditions**
- 4. Special Conditions**
- 5. Special Assurances** (signed and notarized when application is submitted)

When Permit is approved, the following **MUST BE ON SITE AT ALL TIMES DURING CONSTRUCTION**:

1. Utility Permit – Orange Copy (Posted or displayed on site)
2. Copy of the Approved Permit Application (to include all drawings and documents)
3. Copy of the Terms & Conditions
4. Copy of the Special Conditions

**NOTE:** The absence of any or all of the above listed items during construction will constitute an immediate Stop Work Order.



## **MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION**

*Please submit 2 copies of each permit application request*

### **I. APPLICATION FORM**

- 1) \_\_\_\_ 2 copies of completed application form
- 2) \_\_\_\_ Name, address, and phone number of applicant (utility company or government entity)
- 3) \_\_\_\_ City road name and address
- 4) \_\_\_\_ Land lot (s) and district
- 5) \_\_\_\_ Description of proposed utility (include size, type, and length)
- 6) \_\_\_\_ Location (English distance to closest intersecting street)
- 7) \_\_\_\_ Date (actual date you mail or deliver permit request to our office)
- 8) \_\_\_\_ Signature and phone number of authorized representative.

### **II. SUPPORT DRAWINGS**

- 1) \_\_\_\_ 2 copies 8 ½" x 11" construction drawing (not final engineered drawings unless requested by the Department)
- 2) \_\_\_\_ Dimensions of the roadway in English units.
- 3) \_\_\_\_ Right of Way width.
- 4) \_\_\_\_ Pavement (indicate centerline)
- 5) \_\_\_\_ Distance to curb and/or ditch
- 6) \_\_\_\_ Show grass plot and sidewalk, if applicable
- 7) \_\_\_\_ North arrow
- 8) \_\_\_\_ Location of proposed installation showing distances to nearest intersecting street
- 9) \_\_\_\_ Length, size, and type of utility
- 10) \_\_\_\_ Note whether own forces or contractor will be used (indicate name of contractor)
- 11) \_\_\_\_ In congested areas, must provide details using actual detailed as built.

### **III. ADDITIONAL UNDERGROUND INFORMATION**

- 1) \_\_\_\_ Distance of encroachment from edge of pavement or curb and right-of-way
- 2) \_\_\_\_ 36" minimum depth of cover of facility on backslope and under ditches and shoulders.
- 3) \_\_\_\_ 48" minimum cover under roadway
- 4) \_\_\_\_ Details, if attached to bridges or over drainage structures
- 5) \_\_\_\_ Boring or tunnel (drawing of a detailed cross section)
- 6) \_\_\_\_ Size and method of repair for pavement cuts
- 7) \_\_\_\_ Method of installation
- 8) \_\_\_\_ Detailed explanation for any installation other than in back of right-of-way
- 9) \_\_\_\_ Detailed distances for offset portions of installation.
- 10) \_\_\_\_ Location of fire hydrant, manholes, etc, including distance from pavement and right-of-way
- 11) \_\_\_\_ Letter of explanation as to why open cut is necessary rather than boring.

### **IV. ADDITIONAL AERIAL INFORMATION**

- 1) \_\_\_\_ Distance from edge of pavement/curb for proposed poles and anchors
- 2) \_\_\_\_ Overhead clearance for crossing at maximum sag.
- 3) \_\_\_\_ Location of temporary poles.
- 4) \_\_\_\_ Distance from edge of pavement/curb and right-of-way for existing poles when new cables or conductors are added or replaced.
- 5) \_\_\_\_ Indicate poles to be changed out or eliminated, if applicable.
- 6) \_\_\_\_ Location sketch from DOT county map with site highlighted or circled (2 copies 8 ½" x 11")
- 7) \_\_\_\_ Traffic Control Plan conforming with MUTCD (2 copies 8 ½" x 11")

### **V. PROOF OF INSURANCE AND APPLICATION FEE**

- 1) \_\_\_\_ Proof that Insurance company is licensed in the State of Georgia
- 2) \_\_\_\_ Application fee of \$250 included with application



**For City of Powder Springs Use Only**

**Approved**   **Approved W/Changes**

**Disapproved**

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_

***City of Powder Springs  
Right of Way Excavation/Utilization Permit  
Permit Application***

**APPLICATION INFORMATION**

Company:		Phone #
Mailing Address:		Fax #
Requested By:	Title:	Contact #
Your Company's Job #		24 Hour Contact #
24 Hour Contact person and at least one person on-site must be able to effectively communicate with Department		

**CONTRACTOR INFORMATION**

Name:	Company:	Daytime Phone #
Mailing Address:		Cell Phone #
Contact Person (if different from 24 Hr. Contact)		Fax #

**PROJECT INFORMATION**

Job Address/Location				
Job Description:				
Parcel # (if applicable)		Utility Work Order Number(if applicable)		
<b>Location</b>	Aerial	Underground	Both Aerial & Underground	
<b>Utility</b>	Communications	Gas	Power	WSA
<b>Permit</b>	Type A (Annual Permit)		Type B (Repairing/Upgrading Existing Facilities)	
	Type C (Installing New Facilities)		Type D (Other)	

**SIGNATURE**

I, \_\_\_\_\_ declare that I am the applicant involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate \_\_\_\_\_ to act as my agent with respect to this application. I have read, understood and will comply with the attached general right of way permit terms and conditions.

Comments:

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

**“Permit Request” and “Installation Permit” Procedures**

- a. Applicant shall obtain a copy of and be familiar with the City of Powder Springs Utility Permitting Procedures and the current version of the Georgia Department of Transportation’s “Utility Accommodation Policy and Standards.”
- b. Two complete copies of each request form and all supplements must be submitted. Each request form shall include;
  1. Project name and location
  2. Map or sketch showing the location of the event
  3. Traffic control Plan (if needed)
  4. 24 Hour Contact Name
- c. Applicant agrees that someone who can effectively communicate with the City of Powder Springs Public Works Department will be available at all times to respond to emergencies.
  1. All information request must be complete, or if not applicable, use N/A.
  2. Allow a 14 business day turnaround from the date of receipt unless circumstances demand otherwise.
  3. A copy of the request will be returned to you, signed, either approved, approved with modifications, or rejected. Any reply other than approved, will be returned with an explanation. Permit request that have been rejected may be resubmitted by being re-engineered to meet Codes, or with an explanation justifying the original request.
  4. All work must start within 30 days. An extension may be requested in writing prior to the expiration, giving the approximate start date. After expiration, permit request must be re-submitted.

**Notification of Work Schedule**

No work shall begin without at least 24 hours prior notification to the City of Powder Springs Public Works Department @ 770-943-8010. At this time, a Pre Construction Meeting will be scheduled if necessary.

**Field Requirements for installation**

1. All work is to be conducted in a workman-like manner.
2. All non-essential equipment must be removed from the work area during operating hours and all equipment shall be moved to an area that will pose no danger to the traveling public after operating hours.
3. At completion of the project, right-of-way must be restored to design line grade.
4. All restoration work shall be completed within 24 hours of completion of installation to equal or better than pre-existing conditions.

## ***Special Conditions***

1. *Approval covers work on City Powder Springs Right-of-Way only. Any required approvals from other governing authorities are the applicant's responsibility.*
2. *The City of Powder Springs assumes no responsibility or liability for any work performed, as a result of permit approval, which may encroach onto private property. It is the applicant's responsibility to verify the right-of-way and determine the limits of the right-of-way in relation to the existing roadway pavement, prior to commencement of work. Required private easements are the applicant's responsibility. Applicant proceeds at applicant's own risk.*
3. *No individual, partnership, corporation, or other entity of any kind whatsoever shall engage in any excavation or trenching except in compliance with the provisions of the City of Powder Springs Code of Ordinances and Unified Development Code and in compliance with any and all applicable laws of the State of Georgia or of the United States, or the Occupational Safety and Health Administration (OSHA), or any other state or federal governmental entity or department rules and regulations applicable to excavating and trenching.*
4. *No excavating or trenching shall be performed until a permit for the same has been obtained from the Public Works Department of the City of Powder Springs.*
5. *All cut and fill areas shall not exceed a 2:1 horizontal:vertical slope. All fill shall be compacted and shall not contain organic debris, including trees, stumps, brush, construction waste or similar material.*
6. *All trenches and pits that are open overnight **MUST** be plated.*
7. *All traffic control design, devices, signs, and procedures must be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.*
8. *Hard surface driveways are to be bored.*
9. *Ingress and egress to adjacent property owners shall be maintained at all times.*
10. *Existing driveways disturbed during construction shall be replaced or repaired in like kind materials.*
11. *Yards and other maintained areas will be cleared of construction materials and other debris and returned to original or better condition.*
12. *All work zone activities shall be performed following industry standard safety rules, regulations, guidelines, techniques, procedures, etc, so as to protect and provide the safest possible roadway work zone for the traveling public.*
13. *All disturbed shoulders and ditches shall be re-established and permanently stabilized in width, grade, slope, etc., equal to or greater than the roadway conditions that existed prior to commencement of the applicant's construction activities.*
14. *Shoulders, ditches, and slopes shall be maintained in a safe manner during applicant's construction activities, (no vertical roadway drop offs, no equipment parked in the roadway clear zone, or other hazardous conditions).*
15. *Disturbed areas shall be progressively restored as the work zone moves. All right-of-way restoration shall be accomplished on a schedule acceptable to the City of Powder Springs Public Works Department..*
16. *Lane closures may be implemented during non-peak hour periods only. Peak periods are normally considered to be 7:00AM – 9:00AM and 3:00PM to 6:00PM.*
17. *Applicant or applicant's contractor shall, at the direction of the City of Powder Springs Public Works Department, remove any existing lane closures and reopen all traffic lanes, if a City of Powder Springs representative determines existing traffic conditions or safety issues warrant such action.*

**APPLICANT'S SPECIAL ASSURANCES FOR UTILITY CONTRACT WORK WITHIN THE  
CITY OF POWDER SPRINGS RIGHTS-OF-WAY**

Project Identification: \_\_\_\_\_ Permit # \_\_\_\_\_

Contract Identification/Location: \_\_\_\_\_

All work to be performed under this permit, whether performed by Contractor or by any subcontractor, which is to be performed on City of Powder Springs rights-of-way under control and permit of the City of Powder Springs Public Works Department, shall be done in compliance with the Terms and Conditions of the City of Powder Springs Code of Ordinances and Unified Development Code and the Georgia Department of Transportation's Utility Accommodation Policy and Standards. The City of Powder Springs shall have the right to inspect the work and to require any action necessary to correct all deviations from said terms and conditions.

Applicant agrees to indemnify and hold harmless the City of Powder Springs, its Council Members, City of Powder Springs agencies, boards, departments and employees from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which may result from any injury to, or the death of, any persons or from the loss of, or damages to property of any kind or nature, including the City of Powder Springs roadway and facilities or structures which now or may hereafter occupy the rights-of-way of the said roadway, when such injury, death, loss or damages arise out of the construction, installation, maintenance, repair, removal, relocation, operation or use of the pole line, buried cable, or conduit, pipeline, or miscellaneous use of the utility facility covered by the permit or out of miscellaneous operations authorized by the permit.

Applicant also agrees that the City of Powder Springs shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its obliges in reliance on any pre-permit conference discussions, or as a result of the requirement (s) for compliance with the City's standards and specifications or any corrective action which may be suspended, cancelled, or revoked by a Stop - Work Order. Applicant also agrees to pay for any extraordinary inspections performed by the City of Powder Springs personnel as deemed necessary by the City of Powder Springs personnel to assure public safety, unless a specific agreement as to fees should supersede this agreement.

Applicant agrees that all limitations of liability as found in the State of Georgia Department of Transportation's Utility and Accommodation Policy and Standards shall also apply, and in the event of conflict, the least restrictive provisions shall apply.

Signed, sealed, and delivered this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative

(seal)

\_\_\_\_\_  
Notary Public

My commission expires: