



AUSTELL PUBLIC WORKS

5000 Austell Powder Springs Rd., Suite 160

Austell, GA 30106

770-944-4325

Office use only

Permit number: _____

Company: _____

Location: _____

UTILITY RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION

REQUIREMENTS

Verify Scope of Work is within the City of Austell Right-of-Way. This permit is only applicable to streets and roadways that are classified as City of Austell right-of-way. For utility projects affecting County right-of-way, please contact Cobb County or Douglas County Department of Transportation. Utility projects affecting state right-of-way, contact Georgia Department of Transportation.

Complete the Utility Right-of-Way Permit Application Form. Attached the following as required:

1. Construction drawings, two (2) sets on 11" x 17" and one PDF electronic copy:
 2. Copy of the Service Agreement, or other legal instrument that authorizes the utility to use or occupy the right of way for the purpose described in the application.
 3. Copy of the Registrants Certificate of Authority from the Georgia Public Service Commission and/or the FCC and any other similar approval, permits, or agreements.
 4. Location Sketch from a DOT Map or County GIS (two copies 8 ½" x 11")
 5. Traffic Control Plan (as applicable, two copies 8 ½" x 11")
- Payment must be submitted with application. (\$200.00)
 - Permittee shall restore ROW to the *same condition or better* than existed prior to project.
 - Permittee shall provide traffic control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD)
 - Non-emergency work is not permitted from 7:00 a.m. to 8:30 a.m. and from 4:00 p.m. to 6:00 p.m.
 - It is the responsibility of the applicant to familiarize themselves with City Ordinance as it relates to the permitted work.
 - A final inspection must be scheduled upon completion for final approval when replacing sidewalks, streets or disturbing any vegetated area in the ROW. Call 678-564-0869 or email jannette@austellga.gov to schedule.
Future applications may be delayed if prior work is not inspected and not in same or better condition as prior to project
 - Without design permit NO work is allowed and active permit needs to be submitted.

Application Review: Applicants will be notified within 15 business days following application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with the City Code of Ordinances may requires additional information/submittal(s) until such time the application package is deemed complete and in conformance with the City Code of Ordinances.

Notice of Commencement Required: Applicant/Contractor shall notify the City of Austell Public Works Department by email at least 48 hours before beginning work. **Weekend are not considred as part of the 48 hours.**

Complete Scope of Work

Notice of Completion Required: Applicant/Contractor shall notify the City of Austell Public Works Department by email no later than 48 hours after the completion of work.



Austell Public Works
5000 Austell-Powder Springs Rd., Suite 160
Austell, Georgia 30106
Office: 770-944-4325

APPLICATION FEE \$200.00

APPLICATION FOR RIGHT -OF -WAY UTILITY PERMITTING

TYPE OF PERMIT: ☐ **DESIGN** ☐ **ACTIVE**

PERMIT NUMBER (OFFICE USE ONLY)

DATE									
APPLICANT	TITLE	TELEPHONE NUMBER							
APPLICANT E-MAIL ADDRESS									
ADDRESS					CITY, STATE, ZIP CODE				

24 EMERGENCY CONTACT INFORMATION

REPRESENTATIVE	TITLE
REPRESENTATIVE E-MAIL ADDRESS	
TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER

WORK LOCATION

LOCATION/ADDRESS	
FROM	
TO	
TOTAL LENGTH FEET:	MILES:
PROPOSED START DATE	PROPOSED END DATE
DESCRIPTION OF WORK	
811 (CALL BEFORE YOU DIG) TICKET NUMBER:	

LOCATION

☐ Aerial ☐ Underground* ☐ Both (Aerial & Underground) ☐ Ground Level

TYPE OF UTILITY

☐ GAS ☐ WATER ☐ WASTEWATER ☐ POWER ☐ COMMUNICATIONS
☐ OTHER _____

WORK ACTIVITY:

☐ New ☐ Maintenance ☐ Expansion ☐ Add Pole ☐ Increase rated capacity or transmitting.

PERMIT MUST BE AVAILABLE ON SITE

*811 (design or regular) ticket is mandatory

Continue next page.

APPLICANT CERTIFICATION

Applicant agree to indemnify and hold harmless the City of Austell and all officers, employees or agents of the City of Austell against any and all claims, damages, demands, actions, causes of action, cost and expenses of whatsoever nature, which may result from any injury to, or the death of any persons, of from the loss of or damage to, property of any kind or nature, when such injury, death, loss or damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by the permit.

Applicant Signature: _____ Date: _____

*** TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT ***

Permission is granted for the above describe encroachment in accordance with the plans/drawings attached hereto and made a part thereof. This permit is to be strictly construed and no work other than that specifically described above is hereby authorized.

Application received by: _____ Date: _____

Total fee submitted: _____ Check or Credit Card Authorization number: _____

Application reviewed by: _____ Date: _____

Permit is hereby: ☐ APPROVED ☐ DENIED ☐ Comments ☐ Reason for denial: _____

Granted by: _____ Date _____

*****AFTER WORK INSPECTION*****

Inspection by: _____ Date _____

☐ INSPECTION PASSED ☐ INSPECTION FAILED (Specify): _____

Re-inspection by: _____ Date _____

☐ PASS ☐ FAIL

Responsibilities

- ✓ The applicant shall be responsible for properly installing and removing erosion control devices at all areas of shoulder reconstruction work. Erosion control shall be performed by the applicant and shall be to the satisfaction of the director.
- ✓ The applicant shall grass all public right-of-way, City easement or any other City property disturbed by his work and at all areas of shoulder reconstruction. Grassing, water, lime, nitrogen, and fertilizer shall be performed and paid for by applicant. If temporary grassing, (rye or any other annual) is in place it shall be plowed or over seeded using a no-till method. When grassing areas adjacent to residential or commercial lawns, the plant material shall be changed to match the type of grass growing on the adjacent lawn or as directed by the Director. This includes beauty strips.
- ✓ The applicant shall be responsible for obtaining approval for the proposed installation when required by any government or agency on roads or street under their jurisdiction.
- ✓ Will be responsible for obtaining any other county, state, and federal permits necessary for work performed under this permit.
- ✓ The applicant's attention is drawn to the requirements of the Georgia Sedimentation and Erosion Control Act. If the applicant does not strictly adhere to those requirements, the City has the authority to revoke this permit.
- ✓ The City of Austell managers, officers or employees shall **not** be held responsible or liable for injury or damage that may occur to facilities covered by this permit, or to any connection or connections thereto by reasons of City maintenance and construction activities or City contractor or Applicant operations. The city of Austell shall not be held liable for any damage that may occur to utility facilities if the applicant has been notified of a construction conflict and given reasonable time to mark or relocate its facilities but has failed to do so. The facility owner shall be responsible and held liable for injury or damage that may occur to facilities covered by this permit and for interfacing with the Utilities Protection Center (UPC) and all other parties involved.
- ✓ It is the applicant's responsibility to verify the limits of public right-of-way, public roadway, City easement, or any other City property and perform land surveying for location of the utility facilities authorized hereby.
- ✓ No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is City of Austell responsible for any claim which may develop between the Applicant and any property owner concerning the use of the public right -of-way, public roadway, City easement, or any other City property. The applicant is responsible for maintaining reasonable access to private driveways during installation of its facilities and for restoration of driveways to the owner's satisfaction. The applicant will be required to replace

any disturbed area with “in kind” materials throughout entire permit areas unless a satisfactory replacement is approved by the Director.

- ✓ Approval of this permit does not constitute approval of design or construction layout and details for the proposed facilities. The applicant is responsible for compliance with all applicable governmental codes and regulations as well as designs and construction layouts that are safe for public use.
- ✓ **Bore or excavation requires to call 811** (call before you dig) number; permit will not be approved without ticket number. (N/A can be place if is aerial or ground level)
- ✓ Use of explosives within the public right-of-way, public roadway, city easement, or any other property is **prohibited**.
- ✓ Prior to the initiation of any work under this permit, the applicant must determine the location of any and all other installations for utilities upon, over or across the right-of-way and shall install, operate and maintain the facilities in such a manner as not to damage or interfere with the operation of its existing facilities.
- ✓ This permit shall be revoked unless work authorized hereunder is completed within ninety (90) days of the date of its approval, unless renewed or extended in writing by the City.
- ✓ The provisions of this permit are regulatory and not contractual. No interest or right of an applicant granted by this permit may be transferred to another except by written consent of the City of Austell.
- ✓ Construction or excavation activity shall be restricted within the public right-of-way, public roadway, City easement, or any other City property, when located within residential areas, except for work performed during the hours of *7:30 a.m. to 4:00 p.m.* construction or excavation activity shall be restricted within the public right-of-way, public roadway, City easement, or any other City property from the hours of *7:00 a.m. to 9:00 am and 4:00p.m. to 7:00 p.m.* that will visually adversely affected traffic or that will be in the traveled way.
- ✓ Applicants must maintain public access to all sidewalks and driveways, except where there is active construction.
- ✓ An applicant must protect street and any tree protection zone, utilities, storm drains, and drainage structures from damage and shall be responsible for any repairs required as a result of any actions, omissions, or negligence.
- ✓ This permit may be revoked at the discretion of the City of Austell upon thirty (30) days’ written notice to the Permittee.
- ✓ 24 Emergency contact person number cannot be a general company number and must be an individual responsible for answering the phone in case of emergency.



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INSERT
RIGHT-OF-WAY
MAPS
HERE