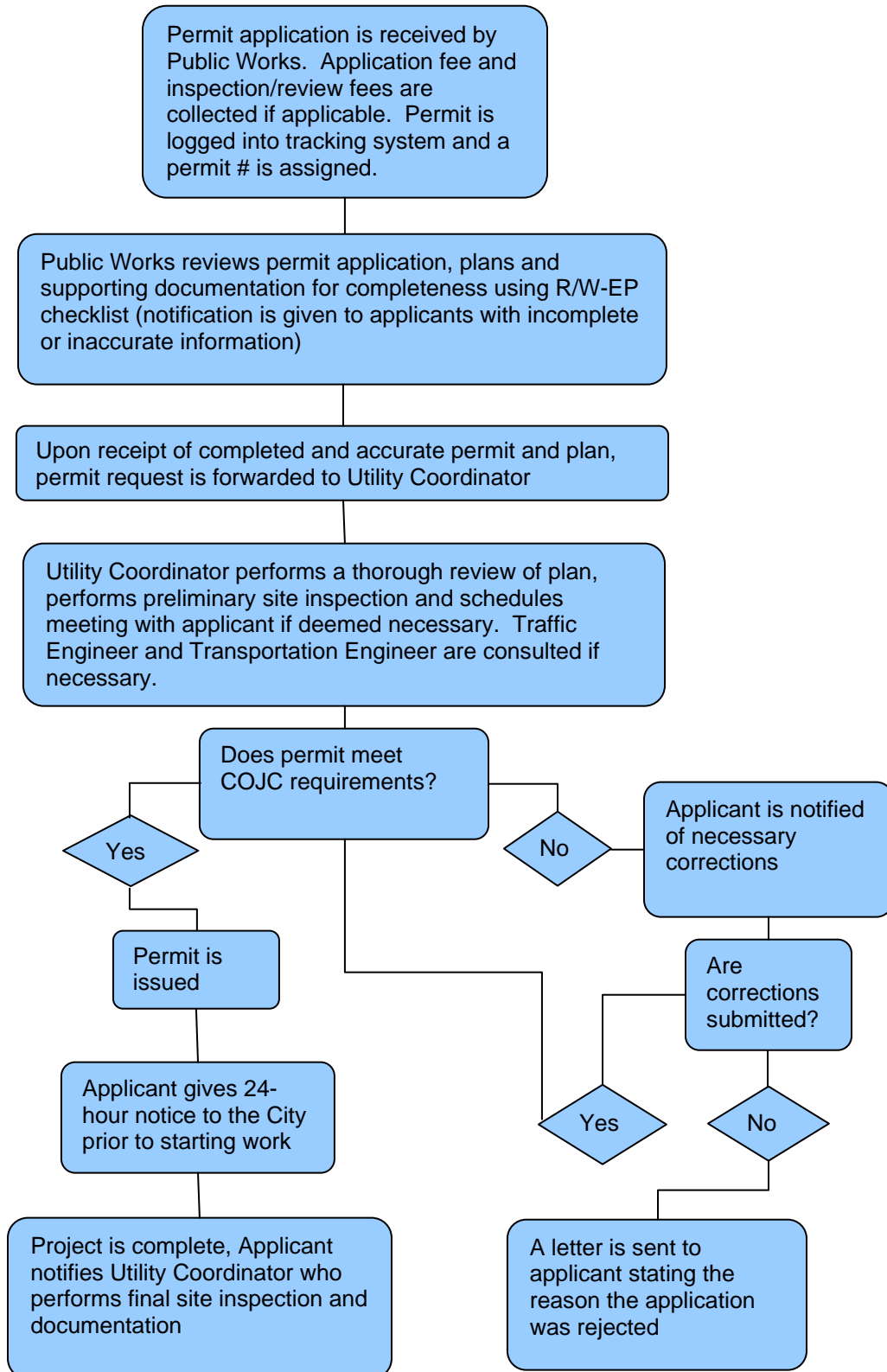


## Right-of-Way Encroachment Permit Process





## **RIGHT-OF-WAY ENCROACHMENT PERMIT REVIEW CHECKLIST**

**JOHNS CREEK PERMIT NO:** \_\_\_\_\_

### **MINIMUM INFORMATION REQUIRED FOR A RIGHT-OF-WAY PERMIT APPLICATION**

#### **I. BASIC INFORMATION CHECKLIST**

- \_\_\_ 1. Name, address, phone number and email of applicant
- \_\_\_ 2. Contractor Name, Address, Phone
- \_\_\_ 3. Applicant 24 Hr. Contact Name and Number
- \_\_\_ 4. Start date of proposed work
- \_\_\_ 5. Description of proposed work (include size, type and length)
- \_\_\_ 6. Location (Address or English distance to closest intersecting street)
- \_\_\_ 7. Type of permit (utility installation, street cut, street bore, shoulder construction, new development, drive construction, other)
- \_\_\_ 8. Signature, printed name and title of authorized representative with witness signature
- \_\_\_ 9. Initials on "General Provision" pages.
- \_\_\_ 10. Date (Actual date you mail or deliver permit to our office)
- \_\_\_ 11. Proof of Surety, Insurance, and Letter of Credit (if applicable)
- \_\_\_ 12. Traffic Control Plan (if applicable)

#### **II. SUPPORTING DRAWINGS (*All dimensions must be in English*) Two Copies 8 ½" X 11" or 11" x 17" Construction Drawings.**

- \_\_\_ 1. Dimensions of the roadway in English units
  - \_\_\_ a. Right of Way width
  - \_\_\_ b. Pavement (indicate centerline)
  - \_\_\_ c. Distance to curb and/or ditch
  - \_\_\_ d. Show grass plot and sidewalk, if applicable
- \_\_\_ 2. North Arrow
- \_\_\_ 3. Location of proposed installation showing distances to nearest intersecting street
- \_\_\_ 4. Length, size and type of utility
- \_\_\_ 5. Note whether own forces or contractor will be used. (Indicate name of contractor)
- \_\_\_ 6. Show Posted Speed Limit on Plans
- \_\_\_ 7. Electronic Copy of Plans

#### **III. UNDERGROUND INFORMATION (*Only if applicable*)**

- \_\_\_ 1. Distance of encroachment from edge of pavement or curb and right of way
- \_\_\_ 2. Depth of cover of facility on backslope and under ditches, shoulders and pavement
- \_\_\_ 3. Details, if attached to bridges or over drainage structures
- \_\_\_ 4. Boring or tunnel (drawing of a detailed cross section)
- \_\_\_ 5. Size and method of repair of pavement cuts
- \_\_\_ 6. Method of installation
- \_\_\_ 7. Detailed explanation for any installation other than in back of right of way



- 8. Detailed distances for offset portions of installation
- 9. Location of fire hydrant, manholes, etc., including distance from pavement and right of way
- 10. Letter of explanation as to why open cut is necessary rather than boring
- 11. Underground Construction Legend
- 12. Utility Corridor Directory
- 13. Pot-holing @ 100' intervals and 50' intervals when conditions warrant it
- 14. Underground Distribution Legend

**IV. AERIAL INFORMATION (Only if applicable)**

**A. Aerial Control**

- 1. Distance from edge of pavement/curb for proposed poles anchors
- 2. Overhead clearance for crossings at maximum sag
- 3. Location of temporary poles
- 4. Distance from edge of pavement/curb and right of way for existing poles when new conductors or cables are replaced or added
- 5. Indicate poles to be changed out or eliminated if applicable
- 6. Aerial Construction Legend

**B. Location sketch from a DOT county map with site highlighted or circled (two copies 8 ½" X 11")**

- 1. Sketch attached
- 2. Copies included

**C. Traffic Control Plan conforming with CURRENT MUTCD (two copies 8 ½" X 11")**

- 1. Plans attached
- 2. Copies included



**RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION**

Permit #: \_\_\_\_\_

Application is hereby made to the City of Johns Creek by:

Permittee Name, Address, Contact, Phone, Email: \_\_\_\_\_

\_\_\_\_\_

Contractor Name, Address, Phone: \_\_\_\_\_

\_\_\_\_\_

24-Hour Contact Name and Phone: \_\_\_\_\_

Date and Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

- Type of Permit (check all that apply):  Utility Installation     Street Cut     Drive Construction  
 Shoulder Construction     New Development  
 Street Bore – Machine Type \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

Applicant agrees to comply with and be bound by Chapter 16, Article 1, Sections 1 – 5 of the City Code and the Georgia Department of Transportation’s “Utility Accommodations Policy and Standards” manual, made a part hereof by reference, and all general provisions and special provisions attached hereto, during the installation, operation and maintenance of said facilities within the public right-of-way, public roadway, city easement, or any other City Property. Applicant will notify the Utility Coordinator after completion of work and restoration of right-of-way.

This permit is requested this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

By: \_\_\_\_\_  
(signature)

Witness to signature: \_\_\_\_\_  
(signature)

Print Name and Title: \_\_\_\_\_

Permission is granted for the above described encroachment in accordance with the plans/drawings attached hereto and made a part hereof. This permit is to be strictly construed and no work other than that specifically described above is hereby authorized. Permit granted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_, Utility Coordinator  
Kevin Dye

*Official Use only*

Final Inspection Approval by: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_



## GENERAL PROVISIONS

1. All references in this document to the "Department" (the term document includes all papers, writings, documents, drawings, or photographs used, or to be used, in connection with this document), shall mean the Department of Public Works of Johns Creek.
2. The data, together with all other information shown on these plans, or in any way indicated thereby, whether by drawings or notes, or in any other manner, or based upon field investigations and are believed to be indicative of actual conditions. However, the same are shown as information only, are not guaranteed and does not bind the department in any way.
3. The attention of the contractor is specifically directed to the traffic control sections of GDOT's utility accommodations guidelines and procedures and any general or special provisions regarding traffic control device layout with respect to the manual of traffic control devices (MUTCD), time restrictions, workzone law enforcement and night-time lighting.
4. The contractor shall restripe all existing roadway marking as currently marked. The contractor shall restripe all existing roadway markings on side roads to the end of the new resurfaced section. Also, the contractor shall restripe or paint (where not existing) stop bars at all side roads and streets. Reference pavement marking details and notes on sheets and for location edge lines. The cost of restriping including painting required stop bars, crosswalks, and providing construction layout shall be included in the applicant's cost of construction for traffic control and shall be done to the satisfaction of the engineer.
5. The contractor shall be responsible for applying liquid soil sterilant in accordance with the state specification 725 at clean joint face prior to application of the tack coat. The contractor shall also be responsible for removal of any existing shoulder paving prior to constructing new shoulder paving and for the disposal of removed materials off the public right-of-way, public roadway, city easement, or any other city property. The cost of this work shall be included in the applicant's cost of construction.
6. If all shoulder areas within the limits of the shoulder paving operation where insufficient shoulder width exists to accommodate the shoulder paving shall be constructed to the necessary width by AASHTO standards.
7. The contractor shall reconstruct the earth shoulders in accordance with details and notes on GDOT standards, the reconstruction shall include grading, furnishing and placement of borrow material. The cost of work of work shall be included in the applicant's cost of construction. The contractor shall be responsible for determining the required earthwork quantities; reconstruction work shall be performed and paid for by the applicant.
8. The contractor shall complete shoulder reconstruction work 10 business days, after the end of construction excavation activity. Failure by the contractor to complete shoulder reconstruction work within this time frame will result in but not limited to future damages assessed on future projects being not permitted, civil penalties, and/or restitution.
9. The contractor shall be responsible for properly installing and removing erosion control devices at all areas of shoulder reconstruction work. Erosion control shall be performed and paid by the applicant and shall be to the satisfaction of the engineer.
10. The contractor 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 the applicant. Grassing shall be bermuda, fescue, or sod. If temporary grassing, (rye or any other annual) is in place it shall be plowed or overseeded 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 engineer. This includes beauty strips.
11. This project does require a notice of intent (NOI).

Initial \_\_\_\_\_



12. Applicant shall be responsible for obtaining approvals for the proposed installation which may be required by any government or agency on roads or streets under their jurisdiction.
13. Applicant shall give city of Johns Creek a minimum of 24 hours notice prior to beginning any work under this permit.
14. Applicant shall be responsible for obtaining any other county, state and federal permits necessary for work performed under this permit.
15. The applicant's attention is drawn to the requirements of the Georgia sedimentation and erosion control act. If strict adherence to those requirements are not met, the city has the authority to revoke this permit.
16. City of Johns Creek, its engineers, 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 reason of city maintenance and construction activities or city contractor or applicant operations. City of Johns Creek 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.
17. If city of Johns Creek undertakes to improve this roadway or other city owned facilities it shall be the responsibility of the applicant to plan with city of Johns Creek and its contractor a schedule which will clearly set forth at which state of operations the applicant will be required to perform any adjustment to its facilities necessary to accommodate the city improvements.
18. During the initial installation or construction of facilities authorized by this permit, or during any future repair, removal or relocation thereof or any miscellaneous operations. The applicant shall, at all times, maintain flagmen, signs, lights, flares, barricades, and other safety devices in accordance with city of Johns Creek standards, plans, specifications, and the manual on uniform traffic controls devices (mutcd), may be necessary to properly protect traffic upon the roadway and to warn and safeguard the public against injury or damage.
19. Applicant agrees with respect to any limited access highway, the applicant shall not have or gain direct access, either ingress or egress, from the main traveled way of said highway or its on or off ramps to any facilities authorized by the permit except upon specific approval by city of Johns Creek.
20. 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 if necessary for location of the utility facilities authorized hereby.
21. No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is city of Johns Creek 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. 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 area unless a satisfactory replacement is approved by the city.
22. Approval of this permit does not constitute approval of design or construction layout and details for the proposed facilities. 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.
23. Use of explosives within the public right-of-way, public roadway, city easement, or any other city property is prohibited unless approved by separate permit.
24. This permit is a license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in holder.

Initial \_\_\_\_\_



25. 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 manner as not to damage or interfere with the operation of its existing facilities.
26. This permit shall be void unless work hereunder is begun within sixty (60) days of the date of its approval.
27. 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 city of Johns Creek.
28. This permit may be revoked at the discretion of city of Johns Creek upon thirty (30) days written notice to the applicant.
29. No open cuts in pavement will be permitted except by special permission of the director when there is an emergency and the public health or safety is imperiled, or for making a service tap on a line under the pavement when no other distribution line is available in the area where the service is required. In no event will an open cut be permitted when it is reasonably practical to bore, tunnel, etc., under the surface of the highway.
30. Whenever necessary for the construction, repair, improvement, maintenance, safe and effective operation, alteration or relocation of all or any portion of the roadway or other city facilities as determined by city of Johns Creek, any or all of said facilities and appurtenances authorized hereunder shall be immediately removed from the public right-of-way, public roadway, city easement, or any other city property, or reset or relocated thereon, as required by city of Johns Creek, and at the sole expense of the applicant unless reimbursement is authorized by separate agreement, should the applicant fail to remove or relocate its facilities, upon due notice from the city, applicant shall be liable for any abnormal cost or damages incurred by city of Johns Creek.
31. 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 a.m. and 4:00 p.m. to 7:00 p.m. that will visually adversely affect traffic or that will be in the traveled way.
32. Applicant agrees to indemnify and hold harmless the city of Johns Creek, and all officers, employees or agents of the city of Johns Creek 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 or from the loss of, or damage to, property of any kind or nature, when such injury death, loss of damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by this permit.

Special Provisions

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Initial \_\_\_\_\_



## Right-of-Way Encroachment Permit Fee Schedule

**Applicant:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**ALL FEES ARE DUE UPON SUBMITTING APPLICATION FOR REVIEW.**

Administrative Fee	\$50.00
Minimum Utility Inspection	\$100.00
Boring Pit	<i>Additional</i> \$50.00 / each
Trenches	<i>Additional</i> \$0.25/LF if length exceeds 400 feet
Pavement Cuts	<i>Additional</i> \$75.00 / each

**(Minimum fee - \$150)**

**Permit Fee Work Table**

<i>Fee Type</i>	<i>Quantity</i>	<i>Total</i>
<b>Administrative Fee</b>	<b>1</b>	<b>\$50.00</b>
<b>Minimum Utility Inspection</b>	<b>1</b>	<b>\$100.00</b>
<b>Boring Pit</b>	# _____ x \$50	
<b>Trenches</b>	# of LF over 400' _____ x \$0.25	
<b>Pavement Cuts</b>	# _____ x \$75	
	<b>Total Amount Due</b>	<b>=</b>

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Make checks payable to: City of Johns Creek**