

CITY OF STOCKBRIDGE APPLICATION AND PERMIT FOR UTILITY FACILITY ENCROACHMENT

It shall be unlawful for any utility to excavate or to construct, install, maintain, renew, remove or relocate Facilities in, on, along, over or under the public roads of the City without a permit in accordance with Chapter 8.08 of the City Code of Ordinances. Please complete and submit this application to City Hall at the above address. All applicable permit fees must accompany the completed application.

Utility Name Applicant Address City State Zip Code Phone Fax Email	Emergency Contact Title Address City State Zip Code Phone Fax Cell Phone
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Site Location	
Closest Intersection	
Installation <input type="checkbox"/> Underground <input type="checkbox"/> Above Ground	Length in Feet Project Number
Nature of Work	
Type of Utility __ Gas __ Water __ Power	Other
Method of Installing under Roadbed <input type="checkbox"/> Boring <input type="checkbox"/> Jacking <input type="checkbox"/> Open Trench	
Areas to be disturbed <input type="checkbox"/> Travel surface <input type="checkbox"/> Shoulder <input type="checkbox"/> Median Other	
Describe Proposed Pavement of sidewalk cuts:	
Describe any anticipated closures (street, lane of traffic, sidewalk, parking area	
Owner of Encroachment Area	

Name of Subcontractor(s)

Phone:

Project Start Date

Project Completion Date:

Type of Equipment to be used in Right-Of-Way

- Dragline Trenching Machine Small Bucket Backhoe
 Ditchwitch Other

Applicant shall attach plans showing in detail the location of the proposed work as described in the permit application. The plans shall be prepared by an engineer licensed in the State of Georgia and include:

- (1) the size or capacity of facilities to be installed;
- (2) all street names;
- (3) facilities' relationship to street features such as right-of-way lines, pavement edge, bridges and other structures
- (4) distance from back of curb and/or ditch or edge of pavement;
- (5) horizontal and vertical clearance to critical elements of the roadway;
- (6) positioning of all above and underground devices (i.e. transformers, pedestals, manholes, fire hydrants, regulator stations, poles, etc);
- (7) right-of-way width;
- (8) all center lines of right-of-way, pavement and streets;
- (9) length, size and type of utility;
- (10) site location map;
- (11) cross section of boring or tunnel;
- (12) depth of ground cover;
- (13) land closure plans, as applicable;
- (14) a scale, legend and north arrow; and
- (15) any other information necessary to evaluate the impact on the street and its operation.

By signing below, Applicant attests that the information provided herein and attached as exhibits in support of this application is true and correct, under penalty of perjury. Applicant further swears that he/she has been provided a copy of the "General Instructions" and has initialed each page indicating understanding of said document.

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Typing your name in this "Signature box" is legally equivalent to a signature

Internal Use Only

Date Application Received _____ Received By _____

Fee Paid _____ Date _____

Approved Approved with Modifications Rejected

Reason for Modifications/Rejections

Date of Decision

Permit Number

Applicant's Initials:

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CITY OF STOCKBRIDGE

APPLICATION AND PERMIT FOR UTILITY FACILITY ENCROACHMENT GENERAL INSTRUCTIONS

1. Completing the Application

a) It shall be unlawful for any utility to excavate or to construct, install, maintain, renew, remove or relocate Facilities in, on, along, over or under the public roads of the City without a permit in accordance with Chapter 8.08 of the City Code of Ordinances.

b) Please complete and submit the attached application to City Hall at the above address. The permit fee of **\$150.00** must accompany the application. Other fees may apply depending on the proposed work. Applicant shall submit with this request the minimum information required for a utility permit application. All information must be complete, or if not applicable, use N/A.

c) Applicant shall obtain a copy of and be familiar with the City of Stockbridge permitting procedures and Chapter 8.08 of the City Code of Ordinances, as may be amended from time to time. This utility shall comply with and shall be bound by the City of Stockbridge's Utility Accommodation Policy and Standards, the most current edition of which is on file in the City Clerk's Office, and must comply with the Georgia Department of Transportation Utility Accommodation and Policy Standards and the Georgia Utility Facility Act, codified at O.C.G.A. § 25-9-6.

d) Application shall obtain a copy of and be familiar with the fee schedule for work in the right-of-way, the most current edition of which is on file in the City Clerk's Office.

e) The completed application shall be accompanied by plans showing in detail the location of the proposed work as described in the permit application. The plans shall be prepared by an engineer licensed in the State of Georgia and include:

- (1) the size or capacity of facilities to be installed;
- (2) all street names;
- (3) facilities' relationship to street features such as right-of-way lines, pavement edge, bridges and other structures
- (4) distance from back of curb and/or ditch or edge of pavement;
- (5) horizontal and vertical clearance to critical elements of the roadway;
- (6) positioning of all above and underground devices (i.e. transformers, pedestals, manholes, fire hydrants, regulator stations, poles, etc.);
- (7) right-of-way width;
- (8) all center lines of right-of-way, pavement and streets;
- (9) length, size and type of utility;
- (10) site location map;
- (11) cross section of boring or tunnel;
- (12) depth of ground cover;
- (13) land closure plans, as applicable;
- (14) a scale, legend and north arrow; and
- (15) any other information necessary to evaluate the impact on the street and its operation.

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2. Application Review

- a) Please allow a fifteen (15) day turnaround time from the date of receipt of the completed application.
- b) A copy of the application will be returned to you, marked either “approved”, “approved with modifications”, or “rejected”. Any decision, other than “approved” will be returned with an explanation of the decision. Permit requests that have been rejected may be resubmitted with modifications or explanation justifying the original application.

3. Notification of Work Schedule

- a) All work must commence within one year. An extension may be requested prior to expiration. After expiration, a new application shall be submitted.
- b) No work shall commence without notification to the City 24 hours in advance of starting work. Call (770) 389-7900 to notify the City. Notification shall include the name of the utility, name of project, permit number, location, 24-hour contact name and phone number, and any other pertinent information. Applicant agrees to have designated contact available at all times to respond to emergencies.

4. Field Requirements for Installation

- a) Rights-of-way should be to grade before starting work. The City recommends that all previously-installed utilities be physically located and marked.
- b) Tie-in with major supply lines at a project entrance must be stubbed in prior to entrance widening. After paving is complete, tie-in must be made along right-of-way with tie-in being made at the end of widening project. No cuts shall be permitted in new pavement at entrance unless there is a major emergency leak or service disruption.
- c) Directional boring is allowed, however, special care shall be taken to assure that all lines remain uniform throughout project. Any abandoned bore holes must be completely grouted. All paved driveways will be crossed by means of lateral boring. All bores under public roadways/streets shall be at least four feet below the top of the asphalt or travel lane surface and where ditches are present, at least three feet below the bottom of the ditch. All bores under residential driveways and sidewalks shall be a minimum of two feet below the top of the driveway/sidewalk surface. Bore pits shall not be at the edge of pavement. The horizontal distance from the shoulder point to the edge of the bore pit shall not be less than the vertical distance from the shoulder point to the bottom of the bore pit. Detailed specifications must be submitted before wet/directional boring will be permitted.
- d) Trenching will be done with a trenching machine or small bucket backhoe. Plowing will be allowed only on jobs where specifically authorized by the City. All trenches opened each day must be back-filled to within 10 feet of the end of the trench and completed to 95% standard proctor density, using necessary tapping or vibratory equipment. All underground installers must compact all disturbed soils to 95% density. All pavement cuts must be compacted to 95% and filled with 8 inches of 3000 psi concrete, and covered with 2” asphalt topping.
- e) At completion of project, right-of-way must be restored to design line grade. If grassing or mulching has been done prior to start of utility installation, it must be restored to original condition. Applicant shall mulch and seed with a permanent cover of the same or similar grasses previously planted in the area. All restoration work should be completed within 24 hours of completion of installation.

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- f) Any silt fence that removed to complete open cut must be reinstalled properly as soon as possible and no later than the end of the workday wherein the silt fence was removed. Any silt fence damaged by utility construction must be replaced with new fencing immediately.
- g) Deposited earth, mud, rock and debris are prohibited in the roadway. Any earth, mud, rock or debris created by utility's interference with right-of-way must be cleared from pavement. Silt transfer to storm drainage system must be prevented.
- h) All transformers must be engineered and installed to go on property lines not occupied by water meters and with back of pad within one foot of right-of-way line. Telephone and cable television pedestals that must be placed within one foot of the right-of-way of new construction will require notification to the City at time of engineering. Positioning may not obstruct or compromise other utility services.
- i) Utilities damages or broken by the applicant shall be repaired or replaced to the satisfaction of their owners at the applicant's expense.
- j) All work is to be conducted in a workman-like manner and is subject to inspection by the City. Permits must be clearly posted at the site. Applicants and their contractors are responsible for providing all traffic control devices including signs at their own expense. Faculties left lying across road travel lanes will be considered a public safety hazard and will be removed without notification.
- k) Applicant agrees to indemnify and hold harmless the City, its agents, departments and employees from any and all liability arising from work in the right-of-way. The applicant shall provide to the City a copy of an indemnity bond or other acceptable security in an amount to be set by the City to pay any damages to any part of the City road system or other City property or to any City employee or member of the public caused by activity or work of the Utility performed under authority of the permit issued.
- l) Upon request, the applicant shall provide to the City a copy of the applicant's certificate of authority (or other acceptable evidence of authority to operate) from the Georgia Public Service Commission and/or the FCC and any other similar approvals, permits or agreements.
- m) Upon request, the applicant shall provide to the City a copy of any and all service agreements or other legal instrument that authorizes the applicant. to use or occupy the right-of-way for the purpose described in the application.
- n) The City must be contacted within 24 hours (or next business day) of job completion. Following completion, applicant shall provide a full set of as-built plans to the City.
- o) Approval of this document does not constitute approval of design or construction details for the proposed facilities. Applicant is responsible for compliance with all applicable government codes and regulations.

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