



COMMUNICATIONS UTILITY **RIGHT-OF-WAY ENCROACHMENT PERMIT** **APPLICATION PACKAGE**

- **“How to Obtain a Communications Utility Right-of-Way Encroachment Permit”**
- **Communications Utility Right-of-Way Encroachment Permit Application**
- **General Provisions**
- **Plan & Information Checklist**
- **City, County and State Right-of-Way Map**

HOW TO OBTAIN A COMMUNICATIONS UTILITY RIGHT-OF-WAY ENCROACHMENT PERMIT

*** KEEP FOR YOUR RECORDS ***

- Step 1.** **Verify Scope of Work is within the City of Snellville Right-of-Way.** Refer to the City, County, State Right-of-Way Map for Scope of Work jurisdictional responsibility. This Permit is only applicable to streets and roadways that are classified as City of Snellville right-of-way. For utility encroachment projects affecting County right-of-way, please contact Gwinnett County Department of Transportation (770-822-7440) to obtain a Gwinnett County ROW Encroachment Permit. Utility encroachment projects affecting State right-of-way (U.S. Hwy. 78/Main St. and S.R. 124N/Scenic Hwy.) please contact Georgia Department of Transportation (404-631-1990) to obtain a Georgia D.O.T. ROW Encroachment Permit.
- Step 2.** **Utility Registration.** Each utility who occupies, uses or has facilities in the City rights-of-way, including by lease, sublease or assignment, to operate facilities located in the City rights-of-way, unless specifically exempted by state or federal law or this city, shall file a Registration Statement with the City Clerk's Office.
- Step 3.** **Review the General Provisions (page 5).** For general information.
- Step 4.** **Complete the Communications Utility Right-of-Way Encroachment Permit Application Form, attach the following as required:**
- a) **Construction Drawings,** two (2) sets on 11" x 17" and one .PDF electronic copy;
 - b) **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;
 - c) **Copy of the Registrant's Certificate of Authority** from the Georgia Public Service Commission and/or the FCC and any other similar approvals, permits, or agreements;
 - d) **Location Sketch** from a DOT Map or County GIS Map (two copies 8 ½" x 11");
 - e) **Traffic Control Plan** (as applicable, two copies 8 ½" x 11");
 - f) **Review, Permit and Inspection Fees** Review Fee will be collected upon application submittal. The balance of fees will be collected upon issuance of the Permit (see Fee Schedule).
 - g) **Proof of Surety, Insurance, Letter of Credit or other Security Instrument** (amount as determined by the City after submittal of the completed application package).
- Step 7.** **Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. The review and issuance of Communications Utility Right-of-Way Encroachment Permits is a "**Drop-Off Process**" for the initial review. You may also submit your completed application package and fee remittance by U.S. Mail or Overnight Delivery. **We do not accept faxed or emailed applications.**
- Step 8.** **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 require additional information/submittal(s) until such time the application package is deemed complete and in conformance with the City Code of Ordinances.
- Step 9.** **Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary. Remit the appropriate permit fees (cash, check, Visa, and MasterCard accepted).
- Step 10.** **Notice of Commencement Required.** Applicant/Contractor shall notify the City of Snellville Department of Planning and Development by email (PlanningDept@snellville.org) at least 48 hours before beginning work.
- Step 11.** **Complete Scope of Work.**
- Step 12.** **Notice of Completion Required.** Applicant/Contractor shall notify the City of Snellville Department of Planning and Development by email (PlanningDept@snellville.org) no later than 48 hours after the completion of work.

CITY OF SNELLVILLE
RIGHT-OF-WAY ENCROACHMENT PERMIT
APPLICATION FORM

Permitee/Applicant Information	Contractor Information
Applicant Name: _____ Business Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: (_____) _____ Fax: (_____) _____ Contact Person Name: _____ Contact Person Phone: (_____) _____ Email Address: _____	Contractor Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: (_____) _____ Fax: (_____) _____ Contact Person Name: _____ Contact Person Phone: (_____) _____ Email Address: _____

24-Hour Contact Information
Contact Name: _____ Title: _____ Cell Phone: (_____) _____ Email Address: _____

Site/Work Right-of-way Location
_____ _____

Type of Permit (check all that apply)												
<table style="width: 100%;"><tr><td><input type="checkbox"/> Shoulder Construction</td><td><input type="checkbox"/> Utility Installation</td><td><input type="checkbox"/> Street Cut</td><td><input type="checkbox"/> Street Bore</td></tr><tr><td><input type="checkbox"/> Lane/Road Closure</td><td><input type="checkbox"/> Private Drive Cut</td><td><input type="checkbox"/> Private Drive Bore</td><td><input type="checkbox"/> Drive Construction</td></tr><tr><td colspan="4"><input type="checkbox"/> Other (please specify) _____</td></tr></table> <p>Describe Scope of Work (size, type, length, etc.) _____ _____ _____ _____ _____</p> <p>TOTAL LENGTH OF AREA IN SCOPE OF WORK: _____ LINEAR FEET</p>	<input type="checkbox"/> Shoulder Construction	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Street Cut	<input type="checkbox"/> Street Bore	<input type="checkbox"/> Lane/Road Closure	<input type="checkbox"/> Private Drive Cut	<input type="checkbox"/> Private Drive Bore	<input type="checkbox"/> Drive Construction	<input type="checkbox"/> Other (please specify) _____			
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<input type="checkbox"/> Other (please specify) _____												

Project Start / Completion Dates and Estimated Project Cost
Project Start Date: _____ End Date: _____ Estimated Project Cost: \$ _____

Special Provisions
_____ _____ _____ _____

Applicant Certification

Applicant agrees to comply with and be bound by Chapter 62, Article IV, Sections 62-200 through 62-223 of the Snellville City Code of Ordinances, made a part hereof and attached for reference 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 Director of Planning and development after completion of all work and restoration of right-of-way.

Applicant agrees to indemnify and hold harmless the City of Snellville and all officers, employees or agents of the City of Snellville against any and all claims, damages, 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 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.

This permit is requested this _____ day of _____ in the year 20____.

By Signature

Witness Signature

Printed Name

Title / Position

****** TO BE COMPLETED BY THE PLANNING & DEVELOPMENT STAFF ******

Permission is granted for the above described 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 Reviewed By: _____ Date: _____
Planning & Development Review Staff

Permit granted this _____ day of _____ 20____.

Permit is hereby: APPROVED DENIED Comment Reason for Denial: _____

Permit granted by: _____
Jason Thompson, Director, Department of Planning & Development

INSPECTION BY: _____ DATE: _____

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INSPECTION PASSED INSPECTION FAILED (specify): _____

RE-INSPECTION BY: _____ DATE: _____ PASS FAIL

GENERAL PROVISIONS

1. Notice required by email to PlanningDept@snellville.org at least 48 hours before beginning work; and no later than 48 hours after completion of work.
2. 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 Planning and Development of the City of Snellville. All references to the "Director" shall mean the Director of Planning and Development.
3. Prior to the initiation of any work under this permit, the applicant shall 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 the existing facilities.
4. 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, if work will impact vehicle or pedestrian traffic, a detailed traffic plan shall be required. The plan must detail the location and type of traffic controls to be utilized, as well as the duration, timing and placement of their use. The attention of the Applicant 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 on Uniform Traffic Control Devices (MUTCD), time restrictions, work zone law enforcement and night-time lighting. The Applicant shall, at all times, maintain flagmen, signs, lights, flares, barricades, and other safety devices in accordance with City of Snellville standards, plans, specifications, and the Manual on Uniform Traffic Control Devices (MUTCD), may be necessary to properly protect traffic upon the roadway and to warn and safeguard the public against injury or damage
5. The Applicant shall restripe all existing roadway marking as currently marked. The Applicant shall restripe all existing roadway markings on side roads to the end of the new resurfaced section. Also, the Applicant 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 Director.
6. The Applicant 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 Applicant 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.
7. Within the limits of any shoulder paving operation where insufficient shoulder width exists to accommodate the shoulder paving, the shoulder shall be constructed to the necessary width by AASHTO standards.
8. The Applicant shall reconstruct the earth shoulders in accordance with details and notes on GDOT standards, the reconstruction shall include grading, and furnishing and placement of borrow material. The cost of work shall be included in the Applicant's cost of construction. The Applicant shall be responsible for determining the required earthwork quantities; reconstruction work shall be performed and paid for by the Applicant.
9. The Applicant shall complete shoulder reconstruction work within 10 business days, after the end of construction and/or excavation activity. Failure by the Applicant to complete shoulder reconstruction work within this time frame will result in, but may not be limited to, damages being assessed, bond forfeiture, future projects being not permitted, civil penalties, and/or restitution.

10. 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 and paid by the Applicant and shall be to the satisfaction of the Director.
11. 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 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 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.
12. This project does require a Notice of Intent (NOI).
13. Applicant shall be responsible for obtaining approvals for the proposed installation when required by any government or agency on roads or streets under their jurisdiction.
14. This permit shall be void unless work hereunder is begun within sixty (60) days of the date of its approval, unless renewed or extended in writing by the City.
15. Applicant shall be responsible for obtaining any other county, state and federal permits necessary for work performed under this permit.
16. The Applicant's attention is drawn to the requirements of the Georgia Sedimentation and Erosion Control Act. If Applicant does not strictly adhere to those requirements, the City has the authority to revoke this permit.
17. The City of Snellville, 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 Snellville 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.
18. 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.
19. No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is City of Snellville 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 Director.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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 Snellville.
26. This permit may be revoked at the discretion of City of Snellville upon written notice to the Applicant. All General and Special provisions of this permit shall survive the revocation of the permit until requirements to restore the work site as provided herein have been satisfied.
27. 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.
28. 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 Snellville, 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 Snellville, 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 Snellville. If immediate removal of facilities is not required, it shall be the responsibility of the Applicant to plan with City of Snellville 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.
29. 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.
30. Applicant agrees to indemnify and hold harmless the City of Snellville, and all officers, employees or agents of the City of Snellville 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.
31. Applicant must maintain public access to all sidewalks and driveways, except were there is active construction.
32. Applicant must protect street trees 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.
33. This permit may be revoked at the discretion of the City of Snellville upon thirty (30) days written notice to the Permittee.

PLAN & INFORMATION CHECKLIST

SUPPORTING DRAWINGS

- ___ 1. Dimensions of the roadway in English units
 - ___ a. Right-of-Way name and 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

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

AERIAL INFORMATION (*Only if applicable*)

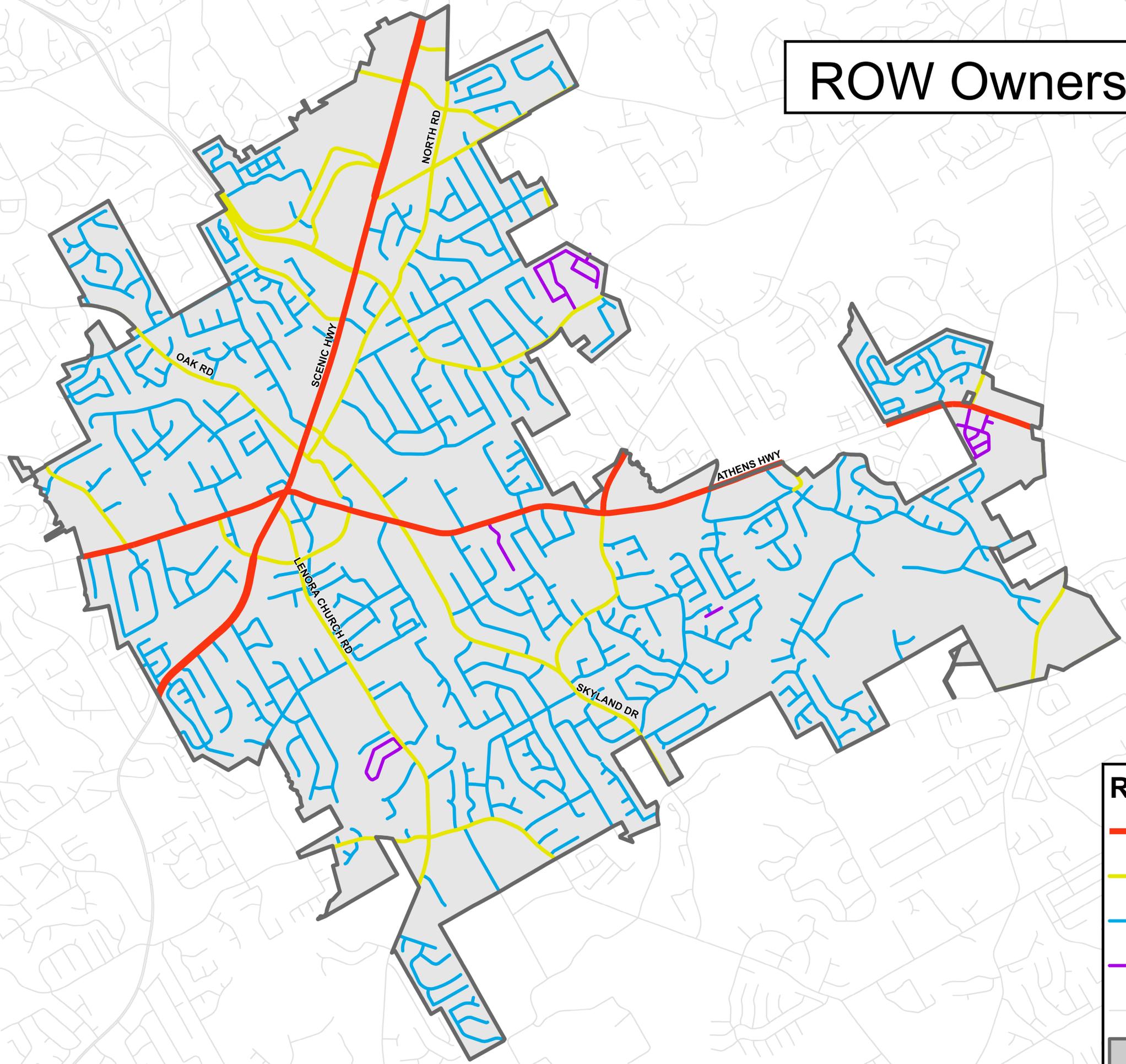
A. Aerial Control

- ___ 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 (2 copies)

C. Traffic Control Plan conforming with current MUTCD (2 copies)

ROW Ownership



ROW Ownership

- State
- County
- City
- Private
- Other County Roads
- City Limits