



DOUGLAS COUNTY BOARD OF COMMISSIONERS

DEPARTMENT OF TRANSPORTATION

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920-4925 • Fax 770-920-4933

Suleman Rana, MS, P.E., Director

Department of Transportation
Utility Permitting Division
Revised 09/01/18

DOUGLAS COUNTY RIGHT-OF-WAY PERMITS TERMS AND CONDITIONS

1. Permit Request and Installation Permit Procedures

- a. Applicant shall obtain a copy of and be familiar with Douglas County Utility Permitting Procedures and the current version of the Douglas County Unified Development Code and the Georgia Department of Transportation's "Utility Accommodation Policy and Standards."
- b. 2 complete copies of each request form and all supplements must be submitted. Each request form shall include project name, location, map or a computer assisted drawing that illustrates the location of event, traffic control plan (if needed), 24-hour contact. (You may email this information if you prefer).
- c. Applicant agrees that someone who can effectively communicate with the Douglas County Department of Transportation (DCDOT) will be available at all times to respond to emergencies.
- d. All information requested must be complete, or if not applicable, use N/A.
- e. Allow a 30 calendar day turnaround from the date of receipt of request by the Department, unless circumstances demands otherwise.
- f. A copy of the request will be returned to you signed approved, approved with modifications, or rejected. Any reply, other than approved, will be returned with an explanation for the decision. Permit requests that have been rejected shall be re-engineered and resubmitted to address the issue or with an explanation justifying the proposed design.
- g. All work must start within six months. An extension may be requested prior to expiration. After expiration, permit request must be resubmitted with applicable fee.

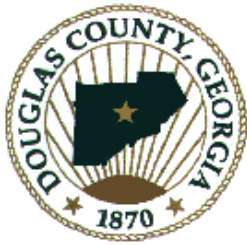
2. Notification of Work Schedule

- a. No work shall begin without 24 hours prior notification to the Douglas County Department of Transportation at **(678) 449-3966**. Notification shall include permit number, project name, location, worksite supervisor's name and contact number, 24 hour contact name and phone number and any other pertinent information. At this time, a preconstruction meeting will be scheduled if necessary.
- b. No Right-of-Way work activities are allowed on Saturdays or Sundays unless approved by the Douglas County Department of Transportation. With this approval, the Contractor is also required to acquire a special permit(s) from Douglas County Department of Transportation and/or City of Douglasville for Sunday Work.
- c. The Utility and its Contractor shall not move equipment or materials on the travel way that interferes with traffic flow on the mainline or local streets between the hours of 7:00 am to 9:00 am and 3:00 pm to 7:00 pm (2:25 pm to 7:00 pm when Douglas County Schools are in session), Monday through Friday. Equipment or materials moved on or across the travel way at other times shall be done in a manner as not to interfere with traffic.
- d. The Utility and its Contractor shall coordinate construction activities with the Douglas County Department of Transportation to avoid interfering with traffic flow during any special events scheduled in the County.

3. Field Requirements for Installation

- a. For service to new developments, Right-of-Way should be to grade before starting work. If not satisfactory, notify the developer or his representative.
- b. Recommend that all existing utilities be field located. You could possibly be held responsible for damages to other existing utilities within your project area.
- c. Utility tie-ins with major supply lines at project entrance must be stubbed in prior to entrance widening.
- d. No cuts will be allowed in new pavement at entrance, unless there is a major emergency leak or service disruption.
- e. All paving cut repairs must conform to DCDOT Paving Standards. Repairs must be made within 7 days of cut.
- f. Trenching will be done with a trenching machine or small bucket backhoe.
- g. Directional boring is allowed, however, special care must be taken to assure that all lines remain uniform throughout the project. Potholing at standard intervals is a preferred method of identifying existing utilities (unless mandated under certain circumstances). Any abandoned bore holes must be completely grouted.

Persons With Hearing Or Speech Disabilities Who Need to Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) or (800) 255-1035 (Voice Telephone).



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- h. All trenches opened each day must be backfilled to within 10 feet of end of trench and completed to 95 percent standard proctor, using necessary tamping or vibratory equipment.
- i. At completion of project, Right-of-Way must be restored to design line grade and it must be restored to original condition or better. All restoration work should be completed within 24 hours of completion of installation.
- j. Any silt fence that must be removed to complete open cut must be reinstalled properly as soon as possible and no later than end of workday. Any silt fence damaged by utility construction must be replaced with new fencing immediately.
- k. Deposited earth, mud, rock and debris are prohibited on the roadway. Any earth, mud, rock or debris created by your installation must be cleared from pavement and kept on site at all times. Silt transfer to storm drainage system must be prevented.
- l. All non-essential equipment must be removed from the work area during operating hours and all equipment shall be removed from the work area after operating hours.
- m. All work is to be conducted in a workman-like manner.

4. Positioning of all Above and Below Ground Devices

- a. All below ground installations are to be placed in the back (5) feet of the Right-of-Way.
- b. All transformers must be engineered and installed to go on property lines not occupied by water meters and with back of pad within one (1) foot Right-of-Way line.
- c. Telephone and cable television pedestals that must be placed within one (1) foot of the Right-of-Way of new construction will require notification to the Douglas Department of Transportation at time of engineering. Positioning must not obstruct or compromise other utility services.

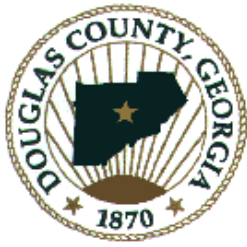
5. All utility construction is subject to inspection and control by the Douglas County Department of Transportation and must comply with the Douglas County Unified Development Code in addition to the requirements of all other regulatory agencies. In event of conflict, the more restrictive regulations shall govern.

6. Applicant agrees to indemnify and hold harmless Douglas County, its agents, employees and commissioners from any and all liability as provided in the current edition of the State D.O.T.'s Utility Accommodations Manual.

7. Douglas County Unified Development Code Sec. 14-43. - Particular side of street for specific utilities.

Water, electrical, telephone and cable television lines shall be located on the south or west side of any road, highway or street; and gas, electrical, telephone and cable television lines shall be located on the north or east side of any road, highway or street. The determination of which side is north and which side is south and which side is east and which side is west shall be made at the point where said street, road or highway begins. If there is any question regarding which side of the highway, road or street any particular utility should use, then, said utility shall contact the county engineering department. The county engineering department shall then instruct the public utility regarding which side of a specific road, street or highway the particular utility should use.

8. It is the Utility's and its Contractors' responsibility to acquire all other necessary permits and to ensure a safe and adequate placement depth of these facilities throughout the entire length of each project. DCDOT will be held harmless from and against all liabilities, damages, costs, claims, demands, expenses or losses which you may suffer or incur as a result of inaccurate information contained within the submitted plan drawings, undue diligence by the Utility or its Contractors, or by any future construction activity within the construction area.



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DOUGLAS COUNTY UTILITY PERMIT REQUEST APPLICATION

DATE: _____ YOUR COMPANY'S JOB NO: _____

COMPANY NAME: _____

REQUESTED BY: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ MOBILE NO: _____

24 HOUR CONTACT: _____ PHONE NO: _____ MOBILE NO: _____

(24hour-contact person and at least one person on-site must be able to effectively communicate with Department)

LOCATION: ☐ Aerial ☐ Underground ☐ Both Aerial and Underground Utilities in the County Right-Of-Way

Type of Utility:

☐ Gas ☐ Water ☐ Waste Water ☐ Power ☐ Communications ☐ Other _____

Work Activity: ☐ New ☐ Maintenance ☐ Increase in the Rated Capacity or Transmit.

COMMISSION DISTRICT NUMBER: _____ (See attached map)

PROJECT LOCATION: _____

FROM: _____

TO: _____

Note: For permit requests that cover work in multiple jurisdictions; accentuate all work inside Douglas County Right-of-Way on drawings.

TOTAL LENGTH IN LINEAR FEET _____

(Fee structure = \$50.00 per applicant's application + \$0.21476 per linear foot of installation)

APPLICATION FEE IS DUE UPON SUBMITTING APPLICATION FOR REVIEW

Make checks payable to: Douglas County Department of Transportation Utility Engineering

Applicant agrees that all permitted installations must strictly comply with Federal and State laws, as well as all Douglas County Unified Development Code directives issued by the Douglas County Department of Transportation. Requirements contained in the Douglas County Development Standards and Conditions may be amended from time to time. In the event of conflict, the less restrictive regulation shall apply.

Applicant shall submit with this request the minimum information required for a utility permit application as shown within this application package. Applicant shall submit the appropriate fee calculated as defined within this application package.

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Proper supporting documents shall be attached to this Permit Request Form. The Douglas County Department of Transportation will contact Applicant to arrange a pre-permit approval conference, if necessary. "Applicant", as used in this permit, includes contractor(s), their subcontractor(s), agents and assigns.

Applicant will locate utility consistent with the attached Standard Drawing No. 2.01 of the Douglas County Development Standards. This Standard may be amended from time to time.

MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION CHECKLIST

I. APPLICATION FORM

- ___ 1. Two hard copies of completed application form (Application may be emailed if preferred)
- ___ 2. Name, address and phone number of applicant (utility company or government entity)
- ___ 3. County road name and address
- ___ 4. Right-of-Way measurements
- ___ 5. Commission district
- ___ 6. Description of proposed utility (include size, type, and length)
- ___ 7. Location (English distance to closest intersecting street)
- ___ 8. Date (actual date you mail or deliver permit to our office)
- ___ 9. Signature and phone number of authorized representative
- ___ 10. \$50.00 fee upon submission
- ___ 11. Footage fees, calculated at \$0.21476/Linear Foot

II. SUPPORT DRAWINGS *(All dimensions must be English units)*

- ___ 1. Two hard copies of 8 1/2" x 11" construction drawings. (Drawings may be emailed with application)
- ___ 2. Dimensions of the roadway in English units
- ___ 3. Right-of-Way width measurements
- ___ 4. Pavement (indicate centerline)
- ___ 5. Distance of your facility 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 drawings
- ___ 12. Any ground altering effects that could affect the approval of this permit.
- ___ 13. Horizontal and vertical scale

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 back slope 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



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Additional Aerial Information

- ____ 1. Distance from edge of pavement/curb for proposed poles and 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 cable are replaced or added
- ____ 5. Indicate poles to be changed out or eliminated, if applicable
- ____ 6. Location sketch from DOT county map with site highlighted or circled (two hard copies 8 ½ x 11 or email with application)
- ____ 7. Traffic Control Plan conforming with MUTCD (two hard copies 8 ½ x 11 or email with application)

IV. SPECIAL ASSURANCE FORM for utility contract work (two hard copies 8 ½ x 11 or email with application)

- ____ 1. Photos or video of Right-of-Way and adjacent properties

V. PROOF OF INSURANCE

- ____ 1. Proof that insurance company is licensed in the State of Georgia

VI. COPY OF BOND

- ____ 1. Proof that bonding company is licensed in the State of Georgia (A+ bonding required)



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APPLICANT'S SPECIAL ASSURANCES FOR UTILITY CONTRACT WORK WITHIN DOUGLAS COUNTY'S RIGHT-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 Douglas County's Right-of-Way under control and permit of the Douglas County Department of Transportation ("the Department"), shall be done in compliance with the terms and conditions of Article 10 of the Official Code of Douglas County.
- The Department 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 Douglas County, its Board of Commissioners and its members, Douglas County 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 Douglas County roadway ("roadway") and facilities or structures which now or may hereafter occupy the Right-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 Douglas County Department of Transportation shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its assigns in reliance on any pre-permit conference discussions, or as a result of the requirement(s) for compliance with the Department's standards and specifications or any corrective action which the Department may order in enforcement thereof.
- Applicant also agrees that Contractor and any and all sub-contractors must comply with all rules and regulations or the permit may be suspended, cancelled or revoked by a Stop-Work Order.
- Applicant also agrees to pay for any extraordinary inspections performed by Douglas County personnel as deemed necessary by Douglas County 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 provision shall apply.

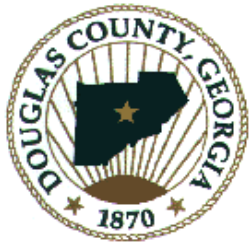
By affixing my name assures Douglas County that I have read and agree with the above terms.

Name: _____

Title: _____

Supervising Engineer or Manager

Date: _____



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(FOR DOUGLAS COUNTY UTILITY PERMITTING SECTION ONLY)

AUTHORIZED BY: _____ DATE APPROVED: _____

COMMENTS/CONDITIONS: _____

DOUGLAS COUNTY ISSUED PERMIT # _____

Name of Applicant: _____

Company's Job Number: _____

Project/Location: _____

Application Fee = \$50.00 per Applicant

Installation Fee = \$0.21476 per Linear Foot

Application Fee Total Amount \$ _____

Total LF Installation _____ X \$0.21476 Total Amount \$ _____

All Total \$ _____