



DOUGLAS COUNTY BOARD OF COMMISSIONERS
DEPARTMENT OF TRANSPORTATION

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.4932 • Fax 770.920.4933

Suleman Rana, MS, P.E., Director

Utility Owner Registration Form

Instructions: Please submit the registration form to Mr. John Dantzler at

jdantzler@DOUGLASCOUNTYGA.GOV

Utility Company

Name of Utility Company: _____

Contact Person: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

24 Hour contact Person: _____

Office No: _____ Mobile No: _____

Type of Utility:

Gas _____ Power _____ Communications _____ Water _____ Wastewater _____ Other _____

Consultant(s): Preparing the utility permit request for the utility company

Consultant name: _____

Contact Person: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

Consultant name: _____

Contact Person: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

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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Permit request application basic Information after Pre-Qualification:

Everything on the permit request application need to be fill out except for “Douglas County Section Only”.

- **The Utility Permit Application Checklist section needs to be filled out.** Use “N/A” on the line by the correspondent number if it does not apply to the project on the permit request. Use “Yes or a Check Mark” if it applies.
- **Applicant’s Special Assurances for Utility Contract Work within Douglas County’s Right-Of-Way needs to be fill out.**
- **Detail Drawing Sheets/Plans:**
 - The utilities drawing detail sheets/plans should include the property lines, the R/W lines (with R/W width), utilities line and symbols (with detail measurement), roadway centerline, edge of pavement, legend, scale bar, the width of the roadway, roadway name, etc.
 - On the utilities drawing detail sheets, label each line with the correct Abbreviations (R/W on the Right-of-Way Line, EOP on the Edge of Pavement Line, CL on the Center Line, PL on the Property Line, etc.).
 - Make the measurement of the roadway EOP and R/W, the lines, and notes/labels darker so it will be easy to see and read.
 - The Legend should match the line and symbols on the detail drawing sheets.
 - North Arrow should be on sheets.
 - Project Description
 - See the application checklist.
- **Project Description needs to be on the application and drawing plans/sheet(s).**
- **Attach Traffic Control Detail sheet(s) or plans.**
- **Include a Location Map with the North Arrow and the project site highlighted or circled.**
- **Attach a copy of the Certificate of Insurance (COI)**

In order to protect the County’s interest, this office need the following from your company prior to the review, approval and release of your permit applications.

- Certificate of Insurance (COI) **naming Douglas County Board of Commissioners as Certificate Holder and Additionally Insured.**

The information below is needed for the certificate holder.

Douglas County Board of Commissioners
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Each utility allowed a maximum of three registered representatives.

Utilities and its Contractors' responsibility:

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.

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.

New registration will take 48-72 business hours.

SIGNATURES:

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application.

Signed: _____ Date: _____
Applicant Signature/Company Representative

Title: _____