

BARTOW COUNTY
UTILITY PERMITTING PROCEDURES

Ordinance 01-2 requires all utilities desiring to locate their facilities in Bartow County rights of way to obtain a permit from the Bartow County Road Department (“the Department”). The purpose of these procedures is to establish and prescribe the policy and the standards of the Department for accommodation of utilities within the county’s rights of way, to provide a basis for planning of utility installations and to establish procedures for the issuance of permits by the Department. It is the policy of Bartow County that no utility may occupy the county right-of-way unless sufficient space is available so that the free flow and safety of traffic is not unduly impaired and the utility installation does not prevent the Department from reasonably maintaining the roadways, structures, traffic control devices and other appurtenant facilities, and that maintenance and operations of the utility do not jeopardize the traffic, road structures or the maintenance thereof.

In keeping with these objectives, the following procedures are to be followed as supplementing the current edition of the Georgia Department of Transportation’s Utility Accommodation Policy and Standards (“the State’s policy”) manual:

1. PERMIT REQUEST

- A. FORM.** Permit Request forms for standard utility installations shall be obtained from the Bartow County Road Department at 10 Ladds Mountain Road, Cartersville, GA 30120 (mailing address: 135 W. Cherokee Ave, Cartersville, GA 30120). Utilities submitting numerous permit requests may be allowed to create an electronic form with their company name on the form subject to the Department’s approval. The general format of the Permit Request form shall be followed.
- B. SUPPORTING DOCUMENTS.** The Applicant shall provide the Department with concept plans showing the utility installation, including proposed routing, means and methods of construction, and other issues unique to the proposed facility. The Department shall review the permit application and all supporting documents and determine whether the installation is routine or complex and shall notify Applicant of that determination, as well as whether a pre-permit conference will be required. Final engineered drawings will be required as directed by the Department to the standards as required in the State’s policy. Applicant submits at its own risk final engineered drawings prior to a pre permit conference.
- C. COMPLEX INSTALLATIONS.** Applicants must complete the following steps before proceeding to the final permitting procedure as outlined under Routine Installations. The following factors will be considered by the Department in determining whether installations are routine or complex:

ROUTINE	COMPLEX
short route	long route
minimal existing utilities in right of way	number of existing utilities in right of way
no congestion of utilities	congestion of utilities (narrow space within workable area of right of way)
no manholes or vaults	existing manholes or vaults
no significant effect on traffic or traffic signals	significant effect on traffic or traffic signals
not a heavily traveled corridor	significantly traveled corridor
industry standard installation means and methods	atypical installation means and methods
favorable topographical, geological, and environmental conditions	topographical, geological, or environmental challenges
	other factors impacting the right of way, roadway or other interests of the county and its citizens

1) **PRE-PERMIT CONFERENCE.** For complex utility installation permits, the Applicant and the Applicant’s inspector shall meet with the Department to discuss:

- the scope of the installation (duration of construction, capacity, etc.)
- efforts to co-locate with similar utilities
- the origin and destination of the proposed and alternative routes
- connections to possible points of presence or other points of interface
- as-builts of other utilities currently in right of way
- unique topography or concerns in and about roadway
- lane closures
- safety issues
- bonding and insurance
- and any other factors which may affect the installation, routing, or interests of the County
- requirements for photos or video of right of way and adjacent properties

Any directions given by the Department at this meeting shall be nonbinding pending submittal and review of the final plans.

2) **FAILURE TO COMPLETE PRE-PERMIT REVIEW.** Applicant shall take notice that failure to complete the pre-permit review may require extensive changes to engineering designs or ultimately a denial of a permit.

D. ROUTINE INSTALLATIONS

1) FORMS AND SUPPORTING DOCUMENTS. At a minimum, the Applicant shall provide:

- a.** Permit Request Form
- b.** The completed checklist called "ATTACHMENT I"
- c.** All supporting documents and information required in ATTACHMENT I. All information requested shall be provided, or if not applicable, shall be noted as N/A on ATTACHMENT I. Final engineered drawings will be required.
- d.** Special Assurances Forms completed by Applicant and all contractors.
- e.** Fee Worksheet: Applicant must submit a completed fee worksheet called ATTACHEMNT II, RIGHT OF WAY PERMIT FEE WORKSHEET" stating the mileage of facilities to be installed to the nearest .01 mile. Applicant shall calculate fees according to the most recently approved fee schedule. Any Applicant claiming an exemption to the fee schedule shall be referred to the Bartow County Attorney's Office for determination. Checks for fees shall be made to "Bartow County Road Department." Requests for electronic drafts should be referred to the County's Chief Financial Officer.

2) BONDS. When requested in writing by the Department, Applicant shall provide a bond or letter of credit, (in the form prescribed by the County) in an amount to be determined by the Department to be adequate to protect the public interest and pursuant to the Utility Accommodations Policy and Standards manual. The Department may use its discretion when setting the amount of the bond and should consider potential damage to public property or facilities and the relationship to the cost of installation, as well as the factors used in determining whether a project is complex, at a minimum, the Surety must be a company duly qualified and licensed by the State of Georgia. No work shall be commenced unless the bond or letter of credit is acceptable to the County.

3) INSURANCE. The Applicant shall obtain and carry insurance for the period of time of the installation, including repair and future periods of maintenance or upgrades/installations pursuant to Section 3.5 (A) of the Utility Accommodations Policy and Standards manual, as amended from time to time. At a minimum, the insurance company must be a company duly qualified and licensed by the State of Georgia. Applicant shall furnish the department proof of current insurance. No work shall be commenced unless and until such a requirement is met.

- 4) **EFFORTS TO CO-LOCATE.** The Applicant shall demonstrate its efforts to locate existing utilities and to advise the owners of the existing utilities of the proposed work. The Applicant shall try to co-locate its installations with similar utilities to the maximum extent possible. The Department, in turn, may share the general information contained in the permit application to the extent that co-location would benefit all parties concerned.

2. **FIELD REQUIREMENTS FOR INSTALLATION**

A. STANDARDS. Unless approved otherwise, the proposed utility installation shall conform to the Georgia Department of Transportation's Utility Accommodation Policy and Standards as revised and adopted by Bartow County. A certified copy of the Policy and Standards is on file with the Bartow County Clerk. Copies of the Policy and Standards can be obtained from the Utilities Section of the Georgia Department of Transportation. Any deviation from the standards shall be noted on the submitted utility plans. All utilities locating their facilities in new residential and commercial developments shall locate their facilities pursuant to the Bartow County Development Standards and Specifications. In the event that the Development Standards conflict with the Georgia Department of Transportation's Standards, the Bartow County Development Standards shall be followed.

1. **Potholing.** In order to provide the Department with a satisfactory plan showing in detail the location of a proposed facility to be installed, the Department may require potholing, or other similar industry standard techniques, at intervals sufficient to determine the location of existing facilities in an effort to ensure no facilities will be damaged during installation.

B. NOTICE OF COMMENCEMENT. A 24-hour notification during regular business hours (Saturday, Sunday, and legal holidays excluded) shall be given to the Department prior to the start of any work. Contact with the Utilities Protection Center does not alleviate this requirement. The notification shall include complete project information including project name, location, 24-hour contact name and phone numbers, project schedule, and any other items required by the permit. The 24-hour contact or a designee must be on site at all times work is being performed, and must be able to clearly communicate with the Bartow County Inspector. If requested by the Department, the Applicant shall meet with a Department representative prior to commencement.

C. PERMIT TERM. Unless otherwise provided in the Special Provisions within the permit, the permit shall be valid for 12 months from and after the date issued, unless sooner revoked by mutual consent or suspended, cancelled or revoked by the Department. A permit is automatically cancelled when the utility for which the permit is issued ceases or abandons the project.

- D. POSTING OF PERMIT.** The permit for the route shall be posted along with any placards required by the Department. Such postings shall include the 24-hour contact name and phone numbers, the project name, and any other items required by the Department.
- E. MARKING OF EXISTING UTILITIES.** All existing utilities shall be clearly marked or indicated prior to any blasting or excavating. A utility locate request should be submitted to the Utilities Protection Center at 1-800-282-7411 and sufficient notice should be given to said Utilities Protection Center, as provided for in the Georgia Utility Facility Protection Act, to locate and mark all existing utilities. Representatives of any other utilities affected by the work shall be afforded the opportunity to be present to observe the work.
- F. TRAFFIC CONTROL.** All traffic control measures required by the permit shall be at the expense of the permittee. No work shall begin until all traffic control measures shown on the approved traffic control plans are in place. Any deviations to the traffic control plans due to changed field conditions shall comply with the Manual on Uniformed Traffic Control Devices for Streets and Highways (latest edition). Equipment and vehicles shall not be allowed to obstruct the roadway unless essential to the utility work to be performed under the permit. All personnel working in the right of way shall wear the proper protection equipment (i.e. Safety Vest).
- G. WORK HOURS.** Work hours shall be limited to the times shown on the permit. Lane closures are allowed only between 9 a.m. and 4 p.m. Monday through Friday. Under extenuating circumstances, the Department will consider allowing additional hours. Approval of additional hours must be in writing. The Applicant is to contact the Department immediately if there is the possibility the road or lane closure will exceed the allowed hours. Unless a verifiable emergency exists, no road closures shall be allowed during inclement weather.
- H. MAINTENANCE OF WORK AREA.** Use of the right of way shall be minimized to the greatest extent possible. No materials or equipment shall be stored on the right of way without prior written approval. No work shall restrict the sight distances for motorists exiting adjacent streets or driveways unless a flagman is provided. Debris shall not be placed on the right of way, but will be hauled away as the excavation occurs. All trenches opened each day must be backfilled and compacted to 95% standard proctor using appropriate tamping or vibratory equipment unless otherwise approved by the Department. Any postings must be properly posted and maintained so they are legible.
- I. EROSION CONTROL.** Erosion control plans conforming to the Bartow County Soil Erosion and Sedimentation Control Ordinance shall be submitted with the permit application. The most recent best management practices to control erosion shall be used to develop the plans and shall be used to ensure adequate protection from erosion.

J. RESTORATION. All disturbed right of way and adjacent private property shall be restored to the complete satisfaction of the Department. If required, a pre-construction survey consisting of photos and/or a video of the right of way to be affected shall be provided to the Department prior to any disturbance. All sidewalks shall be restored within 48 hours of disturbance or removal unless a written time extension is given. Prior approval is required to install flush pull boxes or manholes in the sidewalk.

K. SUSPENSION, CANCELLATION OR REVOCATION OF PERMIT. The Department has the authority to suspend or cancel and revoke a permit for cause by issuing a Stop Work Order when permittee fails to comply with any and all terms and conditions of the permit and with the Bartow County Utility Accommodations in Rights of Way ordinance and any other federal, state or local laws. This authority includes, but is not limited to, the permittee's failure to maintain facilities in a good state of repair. The Department may require permittee to immediately remove all equipment and materials and to restore the site. The permittee will be required to meet with the Bartow County Road Superintendent to request a lifting of the Stop Work Order and to enter into any Memorandum of Agreements ("MOAs").

3. **MAINTENANCE:** Although no separate written agreement or permit is required for routine maintenance of established facilities within rights of way, the utility is required to give advance notice to the Department for certain types of activities within the rights of way.

A. The following types of maintenance will not require a permit:

- 1) Emergency replacement of poles or other facilities damaged by accidents or natural causes such as wind or ice and when immediate repair is required to restore service;
- 2) Installation of lateral service connections to serve occupants of adjacent property, provided such connections do not introduce new obstructions into the right of way and do not require trenching or boring under the roadway;
- 3) Installation of additional appurtenances or attachments to facilities which do not affect vertical or horizontal clearances from the traveled way or do not change the rated capacity or transmittant of the facility for which a permit was issued; or
- 4) Periodic, routine inspection, testing, and preventive and routine maintenance to insure that facilities are retained in a serviceable condition and good state of repair at all times.

B. Notice must be given by the utility to the Department and E911 24 hours prior to undertaking any of the following maintenance activities within the right of way:

- 1) Any work which requires the blocking of one or more traffic lanes except in an emergency. In the event of an emergency, the utility shall notify the Department and E911 as soon as possible;

- 2) Installation of any temporary structures that are to remain on the right of way until repairs are complete;
 - 3) The cutting, trimming or spraying of any trees or shrubs within the right of way;
 - 4) Making any pavement cut except in an emergency; or
 - 5) Making any excavation within the roadbed except in an emergency.
4. **INSPECTION OF WORK.** The Department reserves the right to inspect the work during such periods as the Department's field inspector(s) deem necessary to check compliance with the terms of the permit, and to require the permittee to correct all deviations from the approved permit. If the Department is required to incur additional or unusual expense to insure compliance with the terms of the permit due to inadequate control procedures, permittee shall reimburse the Department for such additional costs of inspection and any repairs the Department must make to the roadway. Any supervision or control exercised by the Department, its personnel or its agents shall in no way relieve the permittee of any duty or responsibility to the general public, nor shall such supervision or control relieve the permittee from any liability for loss, damage or injury to persons or property as provided in the State's Utility Accommodation Policy and Standards manual, incorporated herein.
5. **LIABILITY AND CONTROL.** Permittee and all contractors shall indemnify and hold harmless Bartow County, the Department and all Bartow County employees, its agents, from any and all liability as provided in the current edition of the State DOT's Utility Accommodation Policy and Standards. These terms shall become terms of and contained within the permit/permit application and/or Special Assurances Form(s).
6. **AS-BUILTS.** As provided in the State DOT's policy, permittee's completed facility shall be in substantial conformance with the plans required under this policy and as revealed by potholing or similar location techniques. When changes are required and approved on construction, permittee shall prepare revised as-builts and furnish two (2) copies to the Department.
- A. FORMAT OF LOCATION SPECIFICATIONS.** In addition to standard engineered drawings conforming to the requirements above, as-builts shall be provided using the following coordinate systems, unless directed otherwise: Georgia State Plane, N.A.D. 83 or standard measurements (feet).

Attachment I

MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION

I. APPLICATION FORM

- A. Name, address and phone number of applicant (utility company or government entity)
- B. County road name and address
- C. Land lot(s) and district
- D. Description of proposed utility (include size, type, and length)
- E. Location (Standard distance to closest intersecting street)
- F. Date (actual date you mail or deliver permit to our office)
- G. Signature and phone number of authorized representative.

II. SUPPORTING DRAWINGS (all dimensions must be Standard units)

- A. One copy 8 1/2" x 11" construction drawings (not final engineered drawings unless requested by the Department)
 1. Dimensions of the roadway in Standard 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. In congested areas, must provide details using actual detailed as-builts

Additional Underground Information

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 for 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, if applicable

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
- B. Location sketch from DOT county map with site highlighted or circled (one copy 8 1/2" x 11")
- C. Traffic Control Plan conforming with MUTCD (one copy 8 1/2" x 11")

III. SPECIAL ASSURANCE FORM for utility contract work (one copy 8 1/2" x 11")

- A. From Applicant
- B. From Contractor(s)
- C. Photos or video of right-of-way and adjacent properties (if required by the Department)

IV. PROOF OF INSURANCE

- A. Proof that insurance company is licensed in the State of Georgia
- B. Proof of insurance in the amount determined by the Department

V. COPY OF BOND OR LETTER OF CREDIT

- A. Proof that bonding company is licensed in the State of Georgia
- B. Bonding Capacity Sufficient
- C. Letter of Credit

BARTOW COUNTY RIGHTS-OF-WAY REQUIREMENTS

1. Permit procedures
 - a. Request form and all supplements must be submitted in duplicate.
 - b. All information requested must be complete, or if not applicable, marked N/A
 - c. Allow a 30-calendar day turnaround from the date of receipt of the request by the Department, unless circumstances demand otherwise.
 - d. A copy of the request will be returned to you, signed either 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 may be resubmitted, upon either being re-engineered or with an explanation justifying the original request.
 - e. All work must start within the time limits specified on the approved installation permits. An extension may be requested prior to expiration. After expiration, a permit request must be resubmitted.

2. Notification of Work Schedule
 - a. No work shall be started without prior notification to the Department.
 - b. Notification must include complete project information: project name, location, 24-hour contact name and 24-hour telephone contact number. Applicant agrees that someone will be available at all times to respond to emergencies.

3. Field Requirements for Installation
 - a. Previously installed utilities shall be field located.
 - b. Trenching will be done with a trenching machine or a small bucket backhoe. Plowing will be allowed only on jobs where specifically authorized by the Bartow County Road Department.
 - c. 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). Installations in new residential and commercial developments shall conform with the Bartow County Zoning Ordinance.
 - d. All trenches opened each day must be backfilled and completed to 95 percent standard proctor, using necessary tamping or vibratory equipment unless prior approval is otherwise obtained from the Department.
 - e. At completion of the project, right-of-way must be restored to grade and its original condition or better. All restoration work should be completed within 24 hours of completion of installation.
 - f. 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. Silt transfer to off site must be prevented.
 - g. Any earth, mud, rock, or debris created by your installation must be cleared from pavement and kept on site at all times.
 - h. 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
 - i. All work is to be conducted in a workman-like manner.

4. Positioning of All Above and Below Ground Devices
 - a. 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.
 - b. Telephone and cable television pedestals that must be placed within one (1) foot of the right-of-way require notification to the Bartow County Road Department 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 Bartow County Road Department and must comply with the Bartow County Code and Specifications and the Regulatory directives of the Bartow County Road Department, in addition to the requirements of all other regulatory agencies. In the event of conflict, the more restrictive regulations shall govern. Applicant agrees to indemnify and hold harmless Bartow County, its agents, employees and commissioner from any and all Accommodation Policy and Standards, as adopted by Bartow County.

**Right of Way Permit Fee Worksheet
Attachment II**

Name of Applicant: _____ Permit # _____

Co-Applicants: _____

Project/Location: _____

PART I: SINGLE APPLICANT

Number of Miles of facilities to be installed (round up to nearest .01 mile)		
Multiply by the Variable Fee per mile	x	\$425.00
	=	
Add Application Fee (\$25.00)		\$25.00
TOTAL AMOUNT DUE		

PART II: CO-LOCATING APPLICANTS¹ NAME: _____

Number of Miles of facilities to be <u>jointly</u> installed (round <u>down</u> to nearest .01 mile)		
Multiply by the Variable Fee per mile	x	\$318.00
A = Joint mileage fee	=	
Number of Miles facilities to be <u>separately</u> installed (round up to nearest .01 mile)		
Multiply by the Variable Fee per mile	x	\$425.00
B = Separate Mileage Fee	+	
C = Application Fee (\$25.00)	+	\$25.00
Total Amount Due (add A + B + C)		

Make checks payable to: Bartow County

¹ Each applicant must submit a separate worksheet. The Bartow County Road Department permitting staff must verify co-location application. To qualify for the co-location discount, the facilities must otherwise require at least two permits. Additionally, the drawings must show the co-located facilities with names of each owner of the facilities. The facilities must be installed in the same trench or boring during the same excavation. The objective of this discount is to encourage co-location such that the right of way is disrupted as few times for as short a time as possible, and ROW space is conserved.

**CONTRACTOR'S SPECIAL ASSURANCES FOR
UTILITY CONTRACT WORK WITHIN BARTOW COUNTY'S RIGHTS-OF-WAY**

Project Identification: _____ Permit # _____

Contract Identification/Location: _____

Contractor agrees that all work to be performed under this permit, whether performed by Contractor or any of its subcontractors, which is to be performed on Bartow County's rights-of-way under control and permit of the Bartow County Road Department ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit and Ordinance 01-2 (incorporating the Georgia Department of Transportation's Utility Accommodation Policy and Standards). 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.

Contractor agrees to indemnify and hold harmless Bartow County, its agents, 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 Bartow County roadway ("roadway") and facilities or structures which now or may hereafter occupy the rights-of-way of the said roadway, when such injury, death, loss or damages arise out of 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.

Contractor agrees that the Bartow County Road Department shall not be held liable for any extra expenses or damages to the contractor, its subcontractors, or its obligees 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. Contractor also agrees that Contractor and any and all subcontractors must comply with all rules and regulations or the permit may be suspended, cancelled or revoked by a Stop Work Order. Contractor also agrees to pay for any extraordinary inspections performed by Bartow County personnel as deemed necessary by Bartow County personnel to assure public safety, unless a specific agreement as to fees should supersede this agreement.

Contractor 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.

Signed, sealed and delivered this the _____ day of _____, 20_____.

Witness:

Contractor

Notary Public
My commission expires:

Contractor's Authorized Representative

(Print Name)

**APPLICANT'S SPECIAL ASSURANCES FOR
UTILITY CONTRACT WORK WITHIN BARTOW COUNTY'S RIGHTS-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 Bartow County's rights-of-way under control and permit of the Bartow County Road Department ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit and Ordinance 01-2 (incorporating the Georgia Department of Transportation's Utility Accommodation Policy and Standards). 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 Bartow County, its Commissioner, departments agents 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 Bartow County roadway ("roadway") and facilities or structures which now or may hereafter occupy rights-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 Bartow County Road Department shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its obligees 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 Bartow County personnel as deemed necessary by Bartow 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.

Signed, sealed and delivered this the _____ day of _____, 20____.

Witness:

Company

Notary Public

Company's Authorized Representative

My commission expires:

(Print Name)

BARTOW COUNTY UTILITY PERMIT REQUEST

DATE: _____ YOUR APPLICATION OR JOB No. _____

COMPANY NAME AND ADDRESS: _____

REQUESTED BY: _____ TITLE: _____

PHONE: _____ BARTOW COUNTY BUSINESS LICENCE #: _____

FAX NO: _____ MOBILE NO: _____ EMAIL: _____

24 HOUR CONTACT _____ PHONE: _____

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

FAX NO: _____ MOBILE NO: _____ EMAIL: _____

IF A CONTRACTOR IS TO BE USED

Company Name and Address of Contractor: _____

24 HOUR CONTACT _____ PHONE: _____

FAX NO: _____ MOBILE NO: _____ EMAIL: _____

REQUEST TO INSTALL _____ AERIAL _____ UNDERGROUND UTILITIES IN THE COUNTY RIGHTS-OF-WAY FOR: (check all that apply)

___ Data Communications ___ Co-axial cable ___ Long Distance Cable ___ Gas

___ Water ___ Waste Water ___ Power ___ Trunk Communications

___ Other: _____

LENGTH (MILES TO NEAREST .01 ROUNDING UP) _____

FROM: _____

TO: _____

LOCATION: _____

LAND LOT(S): _____ DISTRICT: _____

Applicant shall obtain a copy and be familiar with the Bartow County Utility Permitting Procedures and the current version of the Georgia Department of Transportation’s “Utility Accommodation Policy and Standards”. Applicant agrees that all permitted installations must strictly comply with these two policies, federal and state laws, as well as all Bartow County codes and regulatory directives issued by the Bartow County Road Department. Applicant agrees to abide by the requirements contained in this ordinance and all attachments thereto. In the event of a conflict between the Georgia Department of Transportation’s Utility Policy and Standards and the requirement under this ordinance, the less restrictive regulation shall apply.

Applicant shall submit with this request the minimum information required for a utility permit application as shown on Attachment 1. Applicant shall submit the appropriate fee calculated according to the Attachment 2 Fee Worksheet. The proper attachments and supporting documents shall be attached to this Permit Request Form. The Bartow County Road Department will contact Applicant to arrange a pre-permit conference, if necessary. “Applicant”, as used in this permit, includes contractor(s), their subcontractor(s), agents and assigns.

**CALL BEFORE YOU DIG
1-800-282-7411**

(FOR UTILITY PERMITTING DEPARTMENT ONLY)

AUTHORIZED BY: _____ DATE APPROVED: _____

DATE OF EXPIRATION: _____ FEE: _____

COMMENTS/CONDITIONS: _____
