ORDINANCE NO. 2006-05-34

STATE OF GEORGIA

COUNTY OF FULTON

AN ORDINANCE TO ADOPT AND APPROVE THE UTILITY PERMITS POLICY FOR THE CITY OF SANDY SPRINGS; TO PROVIDE FOR GUIDANCE IN ADMINISTERING SUCH POLICY; AND FOR OTHER PURPOSES

BE IT ORDAINED by the City Council of the City of Sandy Springs, GA while in regular session on May 2, 2006 at 7:00 p.m. as follows:

WHEREAS, it is necessary, from time to time, to establish policies, procedures and guidelines consistent with the administration of a municipal government consistent with the US Constitution, Federal Statutes, alignment with Federal, Georgia's State Constitution, and the Charter for the City of Sandy Springs and

WHEREAS, the Department of Public Works in response to the guidance provided by the City Manager has comprehensively developed the Utility Permits Policy in order to provide guidance and direction to City officials and employees.

WHEREAS the City Manager directed the Department of Public Works to develop standard policies for recurring matters, to establish appropriate internal controls and legal compliance, and to provide for an efficient and effective means to serve constituents; and

WHEREAS, upon adoption of this Ordinance, staff will incorporate the Utility Permits Policy into the City's management program to effectuate the management of Department of Public Works, Transportation Division's Utility Permits policies; and

WHEREAS, the City resolves to utilize these operational policies, procedures, and guidelines in all applications of Utility Permits Policy requests; and

WHEREAS, the First Reading was held on May 2, 2006.

NOW, THEREFORE, BE IT SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA.

That the City of Sandy Springs City Council and the Mayor receives, accepts and affirms the Operational Policies, Procedures and Guidelines as issued by the City Manager and further designated the Director of the Department of Public Works as his Designee to develop, implement and carry out the Utility Permits Policy for the City of Sandy Springs.

That the City Manager shall oversee the administration of the Utility Permits Policy developed by the Department of Public Works. The City Manager will recommend a Program Budget which reflects the appropriate and sufficient funding necessary to support an effective Utility Permits Policy for the City of Sandy Springs

IT IS FURTHER ORDAINED that the Mayor and City Council acknowledge that the City Manager, in order to assure the effectiveness of the Program, will periodically refine and update the Utility Permits Polices, and Guidelines and keep the Mayor and council informed of any changes as they occur.

APPROVED AND ADOPTED on this the 16th day of May 2006.

Approved:

Eva Galambos

Eva Galambos, Mayor

Attest:

Jeanette R. Marchiafava

Jeanette R. Marchiafava, City Clerk
(Seal)

City of Sandy Springs

Utility Accommodations Guidelines and Procedures

Department of Public Works
Transportation Division

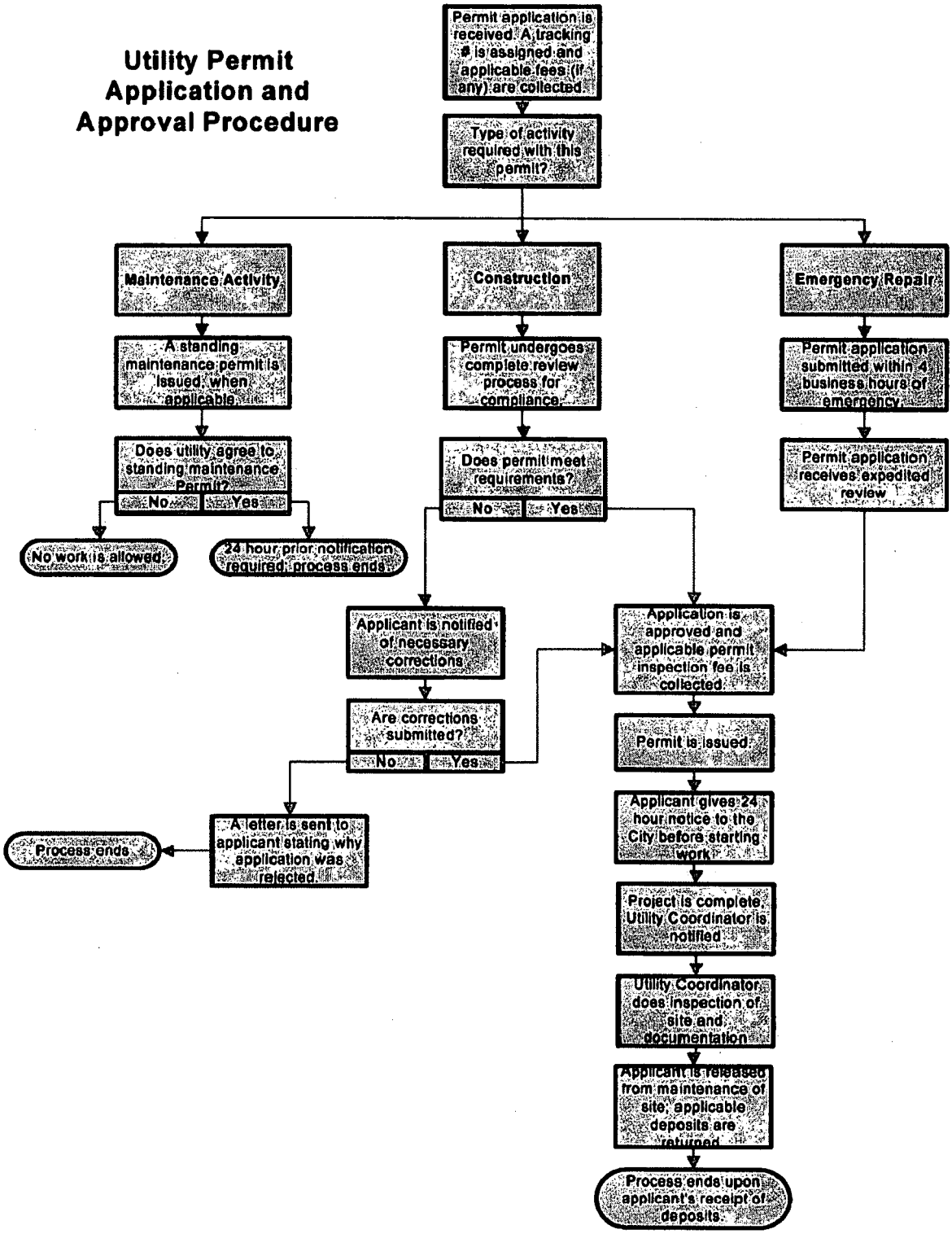
770-730-5600

Developed under the Authority
of the City Council and
approved by Ordinance No.
2006-05-34 on May 16, 2006.

Table of Contents

Table of Contents 2
I. Permit Application and Approval Procedure 4
Where to apply: 4
Authority to Approve 4
Issuance of Permits 4
Types of Permits 4
II. Allocation of Costs 5
III. Condition of Permit 6
Permit Maintenance 6
Working without a Permit 6
Denial of a Permit 6
Appeal 7
Plans to accompany permit 7
Scheduling and coordination; twelve month plans, proprietary requirements 7
IV. Liability and Control 7
Indemnity of the City 7
V. Insurance and Surety Money Agreements 9
Requirements for Insurance 9
Surety Money Agreements 9
Requirements for Additional Surety Money Agreements 10
VI. Construction and Work Requirements 10
Work Standard and COSS Standards 10
Notification of Work 11
Restoration of the Public Right-of-Way 11
Erosion Control 12
Availability of Material and Equipment before Starting Work 12
Responsibility for Damages 12
Protection for Public Utilities 12
Emergency Excavations 12
Time Limitations for Construction or Excavation 13
VII. Work Site Maintenance 13
Traffic Control 13
Guarding of Temporary Excavations 13
Signage 14
Pedestrian Access 14
Utility Marking 15
VIII. Appendices 15

Utility Permit Application and Approval Procedure



I. Permit Application and Approval Procedure

Where to apply:

City of Sandy Springs
115 Perimeter Center Place, Suite 765
Atlanta, GA 30346
770-730-5600

Any references in this document to "COSS" thereof mean "City of Sandy Springs". Any references in this document to "Department" thereof mean "Sandy Springs Department of Public Works". Any references in this document to "Director" thereof mean "Director and his/her designee(s)".

Authority to Approve

Any person desiring to conduct utility installation or excavation activities within the public right-of-way, public road, easement, or on any other city property, shall make application for the permit to the Director. The Director shall have the authority to impose such permit terms and conditions necessary to protect the public health and safety. The applicant shall comply with all terms and conditions imposed by the Director including the right to maintain a register of authorized contractors, properly formatted GIS information locating all utility infrastructures that is within the city limits, and a map locating all utility infrastructures within the city limits. Only authorized contractors shall engage in permitted activities in the public right-of-way, public road, easement, or on any other city property. It is expressly stipulated that this permit is a license for permissive use only and the placing of utility facilities upon public right-of-way, public road, easement, or on any other city property pursuant to this permit shall not create or vest any property right in the holder.

Issuance of Permits

Applications for all permits for installation or excavation pursuant to this article shall be reviewed by the Department of Public Works. If the application is complete and the applicant is in compliance with all requirements of this article, to the extent practical, the city shall issue a permit within 15 business days of receipt of the last application and notice to all parties. *Only the utility provider may apply for a utility engineering permit, unless waived by the Director.*

Types of Permits

A. **Maintenance Permits.** There shall be a standing permit for the routine maintenance and repair to existing utility facilities in the public right-of-way, public road, easement, or on any other city property to be provided by the utility facility owner. Twenty-four hour notification of type, time, duration, and location of work as well as current MUTCD compliance is still required, but plan submission and traffic control plans are not. Please use written or email notification. If no notification is given, that is a violation of this article. If the routine maintenance and repair to existing utility facilities

involves pavement cuts or excavation activity the applicant must file for a Construction permit. The definition of Maintenance activities are as follows:

1. Replacement of parts necessary due to damage, deterioration or obsolescence.
2. 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 services.
3. Repair of lateral service connections to serve occupants of adjacent property, provided such connections do not introduce new obstructions onto the right-of-way and do not require trenching or boring under the roadway.
4. Installation of additional appurtenance or attachments to facilities which do not affect vertical or horizontal clearances from the traveled way or do not change the rated capacity or other relevant features of the facility for which a permit was issued.
5. 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. **Construction permit.** A person desiring to conduct installation or excavation work in the public right-of-way, public road, easement, or on any other city property including but not limited to any street cuts, boring activity and the placement or removal of conduit, manholes, and cable, shall apply for a construction permit.

C. **Emergency Repair Permit.** Persons conducting installation or excavation work within the public right-of-way, public road, easement, or on any other city property pursuant to an emergency, shall comply with the provision set forth in section "Emergency Excavation".

COSS requires all utility companies to notify the City of utility work that is done within the city limits including state right-of-way. Please refer to Appendix I for permit fee structure. Fees apply to the applicants who do not have an established agreement with the city waiving such fees.

II. Allocation of Costs

All costs associated with conducting activities within the public right-of-way, public road, easement, or on any other city property, including but not limited to the making and refilling of any opening or replacing any permanent improvement including all associated costs, (traffic control, erosion control, etc...), shall be borne by the utility facility operator or owner at whose request such opening is made. The utility facility owner or operator shall also borne all costs associated with damage done to the public right-of-way, public road, easement, or on any other city property by a utility owner or operator's facility whether by the action of the elements or from any other cause, or whether arising from the execution or from the non-execution of the work. If work is performed by the city on behalf of or at the request of a utility facility owner or operator, all charges therefore shall be in such amounts as may be fixed by the Director, subject to the approval of Sandy Springs City Council, except in an emergency or unusual

circumstances in order to protect the health and safety of the public or city. The Director shall likewise in each case estimate the cost of replacing permanent improvements and shall have authority to require the restoration of the public right-of-way, public road, easement, or on any other city property. When such restoration is necessary, such work will use material of equal or better quality as before the excavation or opening. All such costs, whether computed from a schedule fixed by the Director or embodied in an estimate made under this article by the Director, shall be paid before the work is done or the permit is granted by the City, except in emergency circumstances.

III. Condition of Permit

Permit Maintenance.

The permit granted by the Director to conduct construction activities within the public right-of-way or to open any public road or sidewalk, shall be maintained on the work site and displayed to any official of the Department, Police, or other City official upon request. A construction permit shall be exhibited for installation or excavation activities.

Emergency repair permits shall be exhibited upon receipt of permit. Failure to exhibit the appropriate permit shall not only be a violation of this article but shall also be cause for revocation of the permits by the Director. A sample utility permit sign is shown in Appendix D.

Working without a Permit

It shall be unlawful, and a violation of this article to perform any of the activities regulated by this article within the public right-of-way, public road, city easement, or on any other city property without complying with the permit requirements promulgated by the Department or of this article. If any person commences any excavation or construction work within the public right-of-way, public road, city easement, or on any other city property without a valid and current permit, the person shall be subject to but not limited to penalties, restitution to the city, revocation of their business license, other permits, or other authorization to conduct business within the jurisdictional boundaries of the city.

Denial of a Permit

The Director shall not grant a permit where the applicant has failed to comply with the terms of this article or the terms of a prior permit where such failure was previously documented in writing and delivered to the violator. It shall be within the reasonable discretion of the Director to decline a permit to any person who shall have failed to carry out any prior order or instruction of the Director in connection with the opening of a public road or sidewalk at any time. The Director may at their discretion decline to grant a permit if the Director determines that the permit will not be in the public interest or where the results to be accomplished under the permit will unreasonably interfere with the use of the public right-of-way, public road, easement, or on any other city property. The time length for allowing excavations to remain on-site shall be determined by the Director. If the permit is denied, the reason for the denial shall be furnished in writing to the applicant.

Appeal

A person may appeal the denial of a permit to the city manager. The decision of the city manager shall be final.

Plans to accompany permit

The applicant shall submit with his permit application letter size prints of a satisfactory plan showing in detail the location of his proposed facility or operations as described in the permit application. The applicant should review the attached checklist shown in Appendix E prior to submitting a permit application.

The plans shall show the size or capacity of facilities to be installed and their relationship to highway features such as right-of-way lines, pavement edge, structures, etc.

Scheduling and coordination; twelve month plans, proprietary requirements

In order to facilitate an interactive planning process, persons desiring to excavate or make an opening, in the public right-of-way, public road, city easement or on any other city property as part of the compliance requirements for any permit issued, shall submit a quarterly plan in a format acceptable to the Director that show all major excavation work anticipated to be done in the public right-of-way, public road, city easement, or any other city property for the next 12 months. The plan shall include a method of excavation designed to protect to the maximum extent possible, the existing infrastructure and minimize the interference with pedestrian and vehicular traffic plans may be revised and updated from time to time by such person. The person submitting the plans shall mark such plans as proprietary. The plans will be protected from disclosure by the City, to the extent permitted by the law. This requirement shall not impose any requirement on any person desiring to cut a street to disclose confidential business information. This 12-month plan shall not require persons to disclose information on lateral construction marked protected. In addition, this information is only an estimate and will only be used for general location of construction or excavation activities of the person and no liability shall be incurred due to or on account of the submission of such projection.

IV. Liability and Control

Indemnity of the City

The Director shall require the person conducting construction or excavation activities pursuant to the permit to indemnify and hold harmless the city, its consultants, its contractors, its officers, elected officials, agents and employees, from any and all claims or litigation arising from any activities which affect the ability of the abutting property owner to conduct his business and/or personal activities in a manner to which he is accustomed. This indemnity shall also include any and all claims or litigation arising from any consequential damages arising from any activities within the public right-of-way, public road, city easement, or on any other

city property including but not limited to vehicular damage caused by such disruption to the public right-of-way, public road, city easement, or on any other city property.

A. **Supervision of work.** All work, except as provided in this article for emergency work, shall be done under the supervision and to the satisfaction of the Director. Any person violating this section shall be required to close the excavation or opening and remove any obstructions upon the direction of the Director. If such notice is not complied with, such encroachment shall be removed by the Director at the utility facility operator's or owner's expense.

B. **Enforcement.** Unless otherwise provided, the enforcement of this article shall be within the jurisdiction of the city's enforcement personnel, including the Director or employees and all police and code enforcement personnel who shall have such powers are reasonably necessary to monitor, enforce, and give effect to this article. Specifically, but not by way of limitation, any violation of this article may be tried upon citations issued by enforcement personnel pursuant to O.C.G.A. § 15-10-63 and any successor statute. Persons designated by the Director or as otherwise designated by the City Manager, are hereby authorized to issue citations or summons or both, charging violations under this article, returnable to Sandy Springs City Court for a hearing. For purposes of enforcing the provisions of this article, the Sandy Springs City Court, shall be entitled to take action to ensure compliance.

C. **Citations and stop work.** The Director may order the stoppage of all work within the public right-of-way, public road, city easement, or on any other city property where the Director determines that a violation exists. In cases of emergencies, no written stop work order shall be required. Only the work specific in the written stop work order is permissible subsequent to issuance of the stop work.

D. **Civil penalties.** Upon a determination that a person is in violation of this article the violator shall be subject to one or more of the penalties.

(1) *Civil penalties.* In lieu of criminal penalties, any person violating any provision of this article, or negligently failing or refusing to comply with the written orders of the Director, shall be liable for a civil penalty not to exceed $1,000.00 for such violation and an additional civil penalty not to exceed $500.00 for each day during which the violation continues. Notwithstanding the foregoing, any person willfully violating any provision of this article, or willfully failing or refusing to comply with the written orders of the Director, shall be liable for a civil penalty not to exceed $5,000.00 for each day during which the violation continues.

(2) *Criminal penalties.* A court of competent jurisdiction is authorized to find the violations of this article to be a misdemeanor, and any person found guilty thereof shall be punished as for a misdemeanor with a criminal fine of not more than $1.000/00 and/or 60 days in jail, per occurrence.

(3) *Restitution.* In addition to the penalties imposed in subsections (a) and (b), a person violating any provision of this article, shall be responsible for the following:

a. The cost incurred by the city to repair any damage to the public right-of-way, public road, city easement, or on any other city property resulting from any violation

b. The cost of any injury or damages to persons, property, product, and/or loss of service resulting from the violation.

(4) *Additional penalties.* The imposition of any of the foregoing penalties shall not prevent revocation or suspension of a permit by other administrative sanctions or any other relief that may be granted under law.

(5) *Continuous and repeated violations.*

a. Violations of this article that are continuous with respect tot time are a public nuisance and be abated by injunctive or other equitable relief and by such other means as are provided by law. The imposition of a penalty does not prevent equitable relief.

b. With respect to violations of this article that are continuous with respect to time, each day the violation continues, it is a separate offense.

E. **Revocation of permit.** A permit may be suspended, revoked, or modified by the Director, upon a finding that the applicant is not in compliance with the permit conditions or any provision of this article.

V. Insurance and Surety Money Agreements

Requirements for Insurance

The Director shall require the person conducting construction activities within the public right-of-way, public road, city easement, or on any other city property to obtain a policy or public liability and property damage insurance naming the city as an additional insured and affording coverage for personal injury, including death in an amount not less than $1,000,000.00 or such amounts established by the Director, to protect the city from liability claim arising out of the permitted construction or excavation activities. These insurance requirements may be met by evidence of self-insurance acceptable to the city. These insurance requirements may be waived by the Director.

Surety Money Agreements

The applicant conducting construction or excavation activities within the public right-of-way, public road, city easement, or on any other city property shall maintain a surety money agreement. The surety money agreement shall secure the compliance of the terms of this article and the faithful performance of the obligations of the party conducting activities within the public right-of-way, public road, city easement, or on any other city property. The surety money agreement will also serve as a warranty for the work for a period of one year from completion of the work. The applicant is required to obtain and maintain a surety money

agreement for the year beginning January 1st. This requirement is in conjunction with any addition surety money agreement requirement. The surety money agreement shall cover but not limited to all facilities owned or operated, and activities conducted by the applicant from January to January of the next year and shall comply with the following:

A. **Amount.** The surety money agreement shall be in sum of $100,000.00.

B. **Demand on the surety money agreement.** The Director may demand payment from the surety money agreement for a violating party or make non-refundable deductions from the letter of credit, as applicable to offset the costs of, among other things, the repair, excavations or work performed by the Department, or to pay any assessed penalties, liquidated damages or costs associated with violations of this article. Where practicable, the city shall provide the applicant with ten days advance written notice of a deduction from the deposit.

C. **Release of the surety money agreement.** The surety money agreement shall be maintained for a period of one year after the satisfactory completion of work performed in the public right-of-way, public road, city easement, or on any other city property to secure the obligations in the permit and this article. Upon expiration of one year of the satisfactory completion of each permit the utility will be released from the surety money agreement for that permit. If the department determines that the work is unsatisfactory, the Department shall provide written notice of the reasons why the work is unsatisfactory to the person conducting the construction activities.

Requirements for Additional Surety Money Agreements

Utility work in the public right-of-way, public road, city easement, or on any other city property that exceeds $100,000 in cost, as determined by the Director, shall provide the city an additional surety money agreement in the amount of $500,000.00 or in an amount determined by the Director. The additional surety money agreement will be adequate to complete the proposed work, and to restore the area to the condition prior to commencement of the work if the person fails to complete the work to the satisfaction of the Director. These surety requirements may be waived by the Director.

VI. Construction and Work Requirements

Work Standard and COSS Standards

All work in connection with the facility authorized by this permit shall be done in a neat and workmanlike manner to the satisfaction of the Director as well as conform to all COSS Standards. All utility installations shall also conform with the applicable sections of this manual and the city's current Standards and Specifications including the city's **"Tree Preservation Ordinance and Administrative Guidelines, Chapter 14, Article 8"**, rules and regulations of the State Public Service Commission, the National Electrical Safety Code, the American Water Works Association Standards, the recognized ANSI Standard Code for the type facility to be

installed, and any specifications or special provisions which may be made a part of the permit by the Department or required by Federal, State, and Local Laws.

Any testing of the work required by this permit or required by the Director and the cost associated with any testing shall be borne by the utility facility operator or owner at whose request such opening is made. Required testing includes but is not limited to soil compaction and pavement ride quality testing by a licensed professional approved by the Director. Proof of required testing shall be presented upon request. If proof is not available, the applicant is in violation of this article and subject to enforcement. Use of explosives within the public right-of-way, public road, city easement, or on any other city property is strictly prohibited without prior written approval from the Director. See Explosive Permit in Appendix H. Relocation of utility facilities for Capital Improvement Projects or any other COSS project as determined by the director shall be completed within 60 days of notice from COSS. If utility relocation is not complete within 60 days, then the utility facility owner or operator is in violation of this article.

Notification of Work

Applicant shall notify the Sandy Springs Public Works Utility Coordinator or designee 24 hours before starting any work under the permit. Notification to COSS must be confirmed unless waived by the Director. Applicants must present their work schedule and plan for traffic control for approval by the city's representative. Applicants shall provide the Construction Supervisor's name and a 24 hour contact person and number.

Restoration of the Public Right-of-Way

The work and restoration within the public right-of-way, public road, city easement, or on any other city property shall be completed within 10 business days unless waived by the Director. Upon determination by the Director that all construction and excavation activity in the public right-of-way, public road, city easement, or on any other city property, has ceased, within 48 hours of such determination, the utility facility operator or owner or their agent shall begin to restore the public right-of-way, public road, city easement, or on any other city property to its pre-construction condition, or to the condition determined by the public works Director to be necessary. The restoration of the public right-of-way, public road, city easement, or on any other city property shall include but not limited to: repaving of all roads, replacement of permanent traffic control devices, replacement of all sidewalk, removal of temporary utility markings, the removal of all barricades, obstructions, surplus excavation material and the restoration of the appropriate vegetation. However, trees and shrubs should be planted during the appropriate season, and reasonable accommodations shall be made for such, including payment to the city in an amount sufficient to replace the trees and shrubs. All restoration shall be completed within 5 business days after the end of construction of excavation activity. Once work is complete, the Applicant shall notify the Sandy Springs Public Works Utility Coordinator. Once The Public Works Utility Coordinator is notified, he/she will make written acceptance of the work's completion. Written acceptance will require proof or documentation of all necessary testing and the compliance with this article unless waived by the Director or Public Works Utility Coordinator. The Applicant will be responsible for maintenance of the work area including but not limited to; erosion and traffic control until written acceptance of

work's completion is granted by the Public Works Utility Coordinator. Until written acceptance of the work by the Public Works Utility Coordinator, the Applicant shall also have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Applicant shall rebuild, repair, restore, and make good all injuries or damages to any portion of the work occasioned by any of the above causes before written acceptance and shall bear the expense.

Erosion Control

The applicant conducting construction or excavation activities within the public right-of-way, public road, city easement, or on any other city property shall coordinate the temporary and permanent erosion control provisions in the COSS Specifications, Standards, as well as any city, state, and federal laws with the permanent erosion control provisions in the Permit to ensure economical, effective, and continuous erosion control throughout the construction and post-construction periods. The cost shall be borne by the utility facility operator or owner at whose request such opening is made.

Availability of Material and Equipment before Starting Work

It shall be unlawful for a person to disrupt or interfere with the pavement upon a public right-of-way, public road, city easement, or on any other city property unless, immediately prior to the time the person commences the work, unless the person has sufficient material and equipment immediately available with which to carry out the paving proposed to the satisfaction of the Director.

Responsibility for Damages

Any and all damages to a public right-of-way, public road, city easement, or on any other city property or damage to bridge, viaduct or tunnel structures caused by a person working within the public right-of-way, public road, city easement, or on any other city property, must be repaired immediately at no cost to the city and to the satisfaction of the Director.

Protection for Public Utilities

It shall be unlawful for any person to commence, perform or engage in blasting or in excavating with mechanized excavating equipment in the public right-of-way, public road, city easement, or on any other city property until such person has complied with O.C.G.A. § 25-9-1 et seq., and all other applicable laws, and the requirements of this article are separate from and in addition to this Georgia code section and other applicable laws.

Emergency Excavations

Nothing contained in this section shall be construed to prevent any person from taking any action reasonably necessary for the preservation of life of property or for the restoration of

interrupted service provided by a utility facility operator or owner when such necessity arises during days or times when the Department is closed. In the event that any person takes any action to excavate or cause to excavate the public right-of-way, public road, city easement, or on any other city property pursuant to this section such person shall apply for an emergency permit within four hours after the Department of Public Works offices are first opened. Permits submitted pursuant to this section shall receive an expedited review. The applicant for an emergency permit shall submit a written statement of the basis of the emergency action and described excavation performed and any work remaining to be performed. The Director, in his discretion, may issue the emergency excavation permit to the applicant if he concludes that an emergency situation existed. Person determined by the Director to have conducted work where an emergency situation did not exist shall be deemed to be in violation of this article and subject to enforcement action authorized by this article. Person conducting emergency excavations pursuant to this section shall prominently display a notice of such emergency activity.

Time Limitations for Construction or Excavation

The Director shall restrict all construction or excavation activity within the public right-of-way, public road, city easement, or on any other city property located within residential areas, except for work performed during the hours of 7:30 a.m. to 4:00 p.m. The Director shall restrict all construction or excavation activity within the public right-of-way or public road that is considered a major or arterial roadway 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. The Director also has the discretion to limit construction in commercial areas with the same time constraints as well as restrict all construction or excavation activity within the public right-of-way, public road, city easement, or on any other city property during special events. The Director also has the discretion to apply Special Provisions to any permit concerning but not limited to time limitations, work zone law enforcement and traffic control for construction, excavation, restoration of the public right-of-way, public road, city easement, or on any other city property at any time to provide for the public safety or welfare. The Director has the authority to waive the hereinbefore mentioned time restrictions.

VII. Work Site Maintenance

Traffic Control

A traffic control plan is required for all Construction and emergency permit applications. One business day notification is required for all lane closures and a 30 day notification is required for all road closures, unless for emergency activities. All activity may require the use of workzone law enforcement as determined by the Director. Director may also apply any Special Provisions for traffic control.

Guarding of Temporary Excavations

All persons conducting construction or excavation in any public right-of-way, public road, city easement, or on any other city property for any purpose shall erect around the construction of

excavation work, a fence or barrier adequate to protect the public from the excavation or construction work when reasonably necessary. When the excavation or construction is performed in the roadway, no pavement cut shall be left open without temporary asphalt or adequate steel plating. When the excavation or construction is being performed across the sidewalk or at a place used by pedestrians, a bridge shall be erected over the excavation or construction work sufficient for the safe passage of the public. All activity shall be properly lighted at night as determined by the Director. The guarding and protection of excavations or construction work shall be in accordance with applicable Federal, State, and Local Laws.

Signage

Appropriate signage shall be erected by all persons making an excavation in the street to provide notice of the excavation to the public. All persons conducting construction or excavation in any public right-of-way, public road, city easement, or on any other city property for any purpose shall be in accordance with the current Manual of Uniform Traffic Control Devices, (MUTCD).

Pedestrian Access

Where it is necessary to close a portion of the pedestrian public right-of-way, only the minimum necessary width of the right-of-way shall be obstructed so as to leave a safe, passable thoroughfare not less than four feet in width, and providing appropriate access at and between intersections in accordance with the Americans with Disabilities Act (ADA) standard, and separated from the construction area by adequate safety barriers as approved by the Director.

Where the four foot pedestrian route on the existing thoroughfare cannot be dedicated, a temporary covered, lighted walkway shall be constructed over the existing pedestrian thoroughfare in accordance with regulations set out by the Department.

Where it is not possible to provide access via methods above, a temporary pedestrian route shall be erected utilizing a combination of the existing sidewalk, the adjacent parking lane, and/or the adjacent vehicular traffic lane at the discretion of the Director. Where a traffic or parking lane is used, appropriate barricades and signage shall be utilized to separate the pedestrian lane form the vehicular lane and the route shall be accessible as per the guidelines of the ADA.

Where the party seeking the permit has shown due diligence to perform the above and are unable to do so due to the structural necessities of the work to be completed, proper signage must be provided at each pedestrian accessible intersection, between which lies the permitted closure or obstruction, directing pedestrian traffic to cross to the other side of the street with the obstruction and to pedestrian traffic at intersections with access to the segment of the sidewalk containing the permitted obstruction.

The Director is prohibited from accepting, as reason for an inability to comply with items above that the pedestrian right-of-way must be closed due to a need for vehicular parking on the site of the work being performed necessitating the closure.

All walkways mandated by this section, shall be maintained by the applicant, and any damage or obstructions to this temporary right-of-way shall be repaired and cleared immediately by that party. Applicant is required to display the permit in a conspicuous place so that the public and inspectors can visibly see it.

Utility Marking

A. **Temporary markings.** Prior to any utility construction, excavation or repair that may damage other utilities located in the public right-of-way, person performing construction or excavation activities, shall perform such work in compliance with O.C.G.A. § 25-9-1 et. seq., or any other applicable laws or regulations and shall, to the extent authorized by law, locate and mark the location of all existing utilities, or ensure that such location and marking has taken place prior to commencing the work. Upon the completion of all construction activities, all temporary utility location markings shall be removed by the applicant or its agents.

B. **Permanent pavement marker.** All permanent utility markers in the public right-of-way or public road shall; identify the owner of such utility facility, be no larger than three inches in diameter, installed flush with the pavement, and constructed with such material that in the event of failure, will not create a public safety hazard.

VIII. Appendices

A Utility Engineering Permit
B General Notes & Sandy Springs Standards
C Stop Work Order
D Utility Permit Sign
E Utility Engineering Permit Review Checklist
F Final Inspection Worksheet
G Surety Agreement Form
H Explosives Permit
I Utility Engineering Permit Fee Worksheet

CITY OF SANDY SPRINGS
115 PERIMETER CENTER PLACE, SUITE 765
ATLANTA, GA 30346

APPLICATION IS HEREBY MADE TO CITY OF SANDY SPRINGS BY:

_____

_____

PLEASE PRINT CLEARLY THE FOLLOWING: UTILITY OWNER-NAME AND COMPLETE ADDRESS, OFFICE PHONE NUMBER, CONTACT PERSON NAME, 3-MAIL ADDRESS, AND CELL PHONE NUMBER, THE LAND/LOT & DIST. #

FOR PERMISSION TO CONSTRUCT, OPERATE AND MAINTAIN THE FOLLOWING DESCRIBED UTILITY FACILITY WITHIN THE PUBLIC RIGHT-OF-WAY, PUBLIC ROADWAY, CITY EASEMENT, OR ANY OTHER CITY PROPERTY OF STATE HIGHWAY NO. _____ OR CITY ROAD, OR CITY PROPERTY IN THE CITY OF SANDY SPRINGS.

PERMIT TYPE: MAINTENANCE ☐ CONSTRUCTION ☐ EMERGENCY ☐

DESCRIPTION:

_____

_____

_____

_____

LOCATION:

_____

_____

THE UTILITY FACILITIES COVERED HEREBY SHALL BE INSTALLED IN ACCORDANCE WITH THE PLANS ATTACHED HERETO AND MADE A PART HEREOF. APPLICANT AGREES TO COMPLY WITH AND BE BOUND BY THE DEPARTMENT'S UTILITY ACCOMMODATION GUIDELINE AND PROCEDURES MANUAL ON FILE IN THE GENERAL OFFICES OF SANDY SPRINGS, MADE A PART HEREOF BY REFERENCE, AND ALL GENERAL PROVISIONS AND SPECIAL PROVISIONS SHOWN ON THE REVERSE HEREOF, OR ATTACHED HERETO, DURING THE INSTALLATION, OPERATION AND MAINTENANCE OF SAID UTILITY FACILITIES WITHIN THE PUBLIC RIGHT-OF-WAY, PUBLIC ROADWAY, CITY EASEMENT, OR ANY OTHER CITY PROPERTY. PERMIT REQUESTED THIS _____ DAY OF _____20__.

BY: _____
PRINT NAME AND TITLE

BY: _____
PRINT NAME AND TITLE

BY: _____
SIGNATURE
(Witness Signature and Title)

BY: _____
SIGNATURE

PERMISSION IS GRANTED FOR THE ABOVE DESCRIBED UTILITY FACILITY ENCROACHMENT IN ACCORDANCE WITH THE PLANS AND PROVISIONS HEREOF. THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY DESCRIBED ABOVE IS HEREBY AUTHORIZED. PERMIT GRANTED THIS ____ DAY OF _____ 20___.

BY:

(DIRECTOR)
(TO BE COMPLETED BY CITY OF SANDY SPRINGS)

DISTRIBUTION COPY – APPLICANT –ORIGINAL - COSS	SERVICE AREA: _____ CONSTRUCTION SUPERVISOR: _____ START DATE: _____ WORK ORDER NO: _____ 24 HR. CONTACT NO: _____

GENERAL NOTES

1. ALL REFERENCES IN THIS DOCUMENT, WHICH INCLUDES ALL PAPERS, WRITINGS, DOCUMENTS, DRAWINGS, OR PHOTOGRAPHS USED, OR TO BE USED, IN CONNECTION WITH THIS DOCUMENT, TO THE "DEPARTMENT" WHEN THE CONTEXT THEREOF MEANS THE DEPARTMENT OF PUBLIC WORKS OF SANDY SPRINGS.

2. THE DATA, TOGETHER WITH ALL OTHER INFORMATION SHOWN ON THESE PLANS, OR IN ANY WAY INDICATED THEREBY, WHETHER BY DRAWINGS OR NOTES, OR IN ANY OTHER MANNER, OR BASED UPON FIELD INVESTIGATIONS AND ARE BELIEVED TO BE INDICATIVE OF ACTUAL CONDITIONS. HOWEVER, THE SAME ARE SHOWN AS INFORMATION ONLY, ARE NOT GUARANTEED AND DOES NOT BIND THE DEPARTMENT IN ANY WAY.

3. THE ATTENTION OF THE CONTRACTOR IS SPECIFICALLY DIRECTED TO THE TRAFFIC CONTROL SECTIONS OF THE SANDY SPRINGS UTILITY ACCOMMODATIONS GUIDELINES AND PROCEDURES AND ANY GENERAL OR SPECIAL PROVISIONS REGARDING TRAFFIC CONTROL DEVICE LAYOUT WITH RESPECT TO THE MANUAL OF TRAFFIC CONTROL DEVICES (MUTCD), TIME RESTRICTIONS, WORKZONE LAW ENFORCEMENT AND NIGHT-TIME LIGHTING.

4. SELECTED SANDY SPRINGS STANDARDS HAVE BEEN ADDED TO THE PLANS FOR THE CONTRACTOR'S USE AND INFORMATION. IF LARGER COPIES OF THE CITY'S STANDARDS ARE DESIRED, THE CONTRACTOR SHALL CONTACT THE UTILITIES COORDINATOR/ENGINEER.

5. THE CONTRACTOR SHALL REMOVE RAISED AND/OR RECESSED PAVEMENT MARKERS, WHERE APPLICABLE. SLOTS CREATED BY REMOVAL OF RECESSED MARKERS SHALL BE PATCHED WITH LEVELING MIX AND TO THE SATISFACTION OF THE ENGINEER. THE COST OF THIS WORK SHALL BE INCLUDED IN THE APPLICANT COST OF CONSTRUCTION.

6. THE CONTRACTOR SHALL RESTRIPE ALL EXISTING ROADWAY MARKING AS CURRENTLY MARKED WITH THE EXCEPTION OF CROSSWALKS. EXISTING CROSSWALKS SHALL BE STRIPED IN ACCORDANCE WITH CROSSWALK DETAILS SHOWN IN SANDY SPRINGS STANDARDS AND UTILITY ACCOMMODATIONS GUIDELINES AND PROCEDURES. THE CONTRACTOR SHALL RESTRIPE ALL EXISTING ROADWAY MARKINGS ON SIDE ROADS TO THE END OF THE NEW RESURFACED SECTION. ALSO, THE CONTRACTOR 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 ENGINEER.

7. THE CONTRACTOR 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 CONTACTOR 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.

8. IF ALL SHOULDER AREAS WITHIN THE LIMITS OF THE SHOULDER PAVING OPERATION WHERE INSUFFICIENT SHOULDER WIDTH EXISTS TO ACCOMMODATE THE SHOULDER PAVING SHALL BE CONSTRUCTED TO THE NECESSARY WIDTH BY SANDY SPRINGS STANDARDS.

9. THE CONTRACTOR SHALL RECONSTRUCT THE EARTH SHOULDERS IN ACCORDANCE WITH DETAILS AND NOTES ON SANDY SPRINGS STANDARDS, THE RECONSTRUCTION SHALL INCLUDE GRADING, FURNISHING AND PLACEMENT OF BORROW MATERIAL. THE COST OF WORK OF WORK SHALL BE INCLUDED IN THE APPLICANT'S COST OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE REQUIRED EARTHWORK QUANTITIES; RECONSTRUCTION WORK SHALL BE PERFORMED AND PAID FOR BY THE APPLICANT.

10. THE CONTRACTOR SHALL COMPLETE SHOULDER RECONSTRUCTION WORK 10 BUSINESS DAYS, AFTER THE END OF CONSTRUCTION EXCAVATION ACTIVITY. FAILURE BY THE CONTRACTOR TO COMPLETE SHOULDER RECONSTRUCTION WORK WITHIN THIS TIME FRAME WILL RESULT IN BUT NOT LIMITED TO

FUTURE DAMAGES ASSESSED ON FUTURE PROJECTS BEING NOT PERMITTED, CIVIL PENALTIES, AND/OR RESTITUTION.

11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY INSTALLING AND REMOVINGEROSION 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 ENGINEER .

12. THE CONTRACTOR SHALL GRASS AT 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 OVERSEEDED 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 ENGINEER. THIS INCLUDES BEAUTY STRIPS.

13. THIS PROJECT DOES REQUIRE A NOTICE ON INTENT (NOI).

14. APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING APPROVALS FOR THE PROPOSED INSTALLATION WHICH MAY BE REQUIRED BY ANY GOVERNMENT OR AGENCY ON ROADS OR STREETS UNDER THEIR JURISDICTION.

15. APPLICANT SHALL GIVE CITY OF SANDY SPRINGS A MINIMUM OF 24 HOURS NOTICE PRIOR TO BEGINNING ANY WORK UNDER THIS PERMIT.

16. APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING ANY OTHER COUNTY, STATE AND FEDERAL PERMITS NECESSARY FOR WORK PERFORMED UNDER THIS PERMIT.

17. THE APPLICANT'S ATTENTION IS DRAWN TO THE REQUIREMENTS OF THE GEORGIA SEDIMENTATION AND EROSION CONTROL ACT. IF STRICT ADHERENCE TO THOSE REQUIREMENTS ARE NOT MET, THE CITY HAS THE AUTHORITY TO REVOKE THIS PERMIT.

18. CITY OF SANDY SPRINGS, ITS ENGINEERS, MANAGERS, OFFICERS OR EMPLOYEES SHALL NOT BE HELD RESPONSIBLE FR 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 SANDY SPRING'S CONTRACTOR 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.

19. IF CITY OF SANDY SPRINGS UNDERTAKES TO IMPROVE THIS ROADWAY OR OTHER CITY OWNED FACILITIES IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO PLAN WITH CITY OF SANDY SPRINGS 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.

20. 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. THE APPLICANT SHALL, AT ALL TIMES, MAINTAIN FLAGMEN, SIGNS, LIGHTS, FLARES, BARRICADES, AND OTHER SAFETY DEVICES IN ACCORDANCE WITH CITY OF SANDY SPRINGS STANDARDS, PLANS, SPECIFICATIONS, AND THE MANUAL ON UNIFORM TRAFFIC CONTROLS DEVICES (MUTCD), MAY BE NECESSARY TO PROPERLY PROTECT TRAFFIC UPON THE ROADWAY AND TO WARN AND SAFEGUARD THE PUBLIC AGAINST INJURY OR DAMAGE.

21. APPLICANT AGREES WITH RESPECT TO ANY LIMITED ACCESS HIGHWAY, THE APPLICANT SHALL NOT HAVE OR GAIN DIRECT ACCESS, EITHER INGRESS OR EGRESS, FROM THE MAIN TRAVELED WAY OF SAID HIGHWAY OR ITS ON OR OFF RAMPS TO ANY FACILITIES AUTHORIZED BY THE PERMIT EXCEPT UPON SPECIFIC APPROVAL BY CITY OF SANDY SPRINGS.

22. 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.

23. NO INHERENT OR RETAINED RIGHT OR PRIVILEGE OF ANY ABUTTING PROPERTY OWNER IS AFFECTED BY THIS PERMIT NOR IS CITY OF SANDY SPRINGS 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 CITY..

24. 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.

25. 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.

26. 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.

27. 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.

28. THIS PERMIT SHALL BE VOID UNLESS WORK HEREUNDER IS BEGUN WITHIN SIXTY (60) DAYS OF THE DATE OF ITS APPROVAL.

29. 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 SANDY SPRINGS.

30. THIS PERMIT MAY BE REVOKED AT THE DISCRETION OF CITY OF SANDY SPRINGS UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE APPLICANT.

31. 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. FOR ADDITIONAL INFORMATION PLEASE REFER TO SECTION 1.6.D.

32. 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 SANDY SPRINGS, ANY OR ALL OF SAID FACILITIES AND APPURTENCES 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 SANDY SPRINGS, 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 SANDY SPRINGS..

33. 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.

Sandy Springs Standards

COSS Standards will consist of the current Georgia Department of Transportation Standards unless superseded by a Fulton county Standard as listed below:

Fulton County Standards
101, 102, 301, 302, 303, 305, 306, 309, 310, 311,
313, 314, 315, 316, 317, 318, 319, 324, 525, 526,
527, 624.

Trenched Construction and Backfill

Definitions and Considerations - In trenched construction, bedding is the subgrade soil and its surface, as prepared to support the pipe. Backfill is the material refilling the rest of the level of top of pipe, and of overfill above that level. The latter may include restoration of surface soils or roadway materials. From the highway viewpoint, the essential features for trench and backfill construction are: (1) entrenched roadbed, (2) security of the pipe against deformation likely to cause leakage, and (3) assurance against drainage being blocked by the backfill. Bedding is important for all pipes.

Controls for Trenched Construction – Trenched construction, bedding, and backfill normally will be adequately controlled by the utility company conforming to the Georgia Department of Transportation Standard Specifications for earth work and culverts as well as Standards and Details. Specific controls follow:

A. Trenches are to be cut to have vertical faces with a maximum width of 2 feet or outside diameter of pipe plus 18 inches. They shall be shored where necessary to prevent caving and sloughing.
B. Bedding shall be provided to a depth of 12 inches or half of the diameter of the pipe, whichever is the least. Bedding shall consist of granular soil free of lumps, clods, cobbles and frozen materials, and shall be graded to a firm-but-yeilding surface without abrupt changes in bearing value. Unstable soils and rock ledges shall be sub-excavated from the bedding zone and replaced by imported material. For carriers laid without encasement, the bedding shall be shaped to fit the bottom of the pipe for 60% of its width. See the Georgia Department of Transportation Standard Specifications for additional information on backfill material.
C. Backfilling of trenches must be accomplished immediately after the pipeline or other utility is placed therein or as directed by the Director. Backfill shall be placed in two stages: first, sidefill to the level of the top of pipe; second, overfill to former surface grade. Sidefill shall consist of granular material laid in 6-inch layers, each consolidated by mechanical tamping and controlled addition of moisture, to a density of 95% as determined by AASHTO Method T-99 or GHD.
D. Overfill shall be layered and consolidated to match the compaction. The top 12 inches shall be compacted to 100% of Specified density. Consolidation by saturation or ponding will not be permitted. Use 57 stone material or another GDOT type II material

that is approved by the Director in wet trenches, these materials shall be compacted like above stated backfill to a satisfactory uniform density as directed by the Director.

Pavement Cuts

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. Whenever the Director is requested to authorize an open cut, such request must be made in writing supported by detailed reasons some other method is not practical and giving details relative to the maintenance history and service life of the facility. The Department requires (1) that backfill and repaving be performed under its direction at the expense of the utility and (2) that the utility remain liable for cost of repair if the backfill subsides or the patched pavement fails. When approval of the Director is granted, the following provisions shall be strictly adhered to.

A. The trench edges in paved areas shall be sawed or cut to neat lines by methods satisfactory to the Director before starting to break the pavement slab.

B. Materials and methods of shall be adopted to achieve prompt restoration of traffic service.

(1) In trenching across the highway, only one-half of the paved surface is to be opened at one time. The open half shall be completely backfilled before opening the other half.

(2) Closure of intersecting streets, road approaches, or other access points for trenching operations will not be permitted. Upon trenching across such facilities, the Applicant shall utilize steel running plates, planks or other satisfactory methods for traffic entering or leaving the highway or adjacent properties. Immediately after the facility authorized by the permit has been placed, the intersecting streets, road approaches or other access facilities, shall be restored to at least as good condition as it was prior to the permit operations and in a manner satisfactory to the Director. Spot resurfacing, (milling, grinding and/or additional asphalt) may be required.

Once the pavement is cut, it is most difficult to reconstruct to obtain the structural strength and surface quality the road and pavement had prior to cutting. For trenches over 4 feet wide, the subbase, base and paving shall be replaced in kind using construction procedures in accordance with the current Georgia Department of Transportation Standard Specifications. For trenches up to 4 feet wide, the subbase, base and paving shall be replaced in kind using construction procedures in accordance with Georgia Department of Transportation standard number 1401; except Class A GDOT concrete will be used in place of Class B or soil cement base and 9.5mm or 12.5mm superpave asphalt will be used or as determined by the Director. Utility cuts in Portland cement concrete pavement are discouraged by the Department. Pavement cuts, when allowed will require complete or partial slab replacement. The Director will determine the extent of slab replacement on a case by case basis if an open cut is allowed. Procedures for slab removal and replacement will use construction procedures in accordance with the current Georgia Department of Transportation Standard Specifications and standard number 1401, also including but not limited to surface tolerance requirements set forth in the current Georgia Department of Transportation Standard Specifications.

Any pavement cuts that are not perpendicular to the roadway's horizontal alignment for asphalt highways shall require the entire width of the roadway to be resurfaced with a minimum of 2 inches of asphalt that is the same material as the existing surface or as determined by the Director in addition to the requirements stated hereinbefore. Any pavement cuts that are not perpendicular to the roadway's horizontal alignment for Portland cement concrete pavement shall be in accordance with the current Georgia Department of Transportation Standard Specifications and standard number 1401. Any manhole or valve shall have a square concrete pad placed around the facility if the facility is located in the traveled way as determined by the Director and to the satisfaction of the Director.

Sidewalk and Curb Cuts and replacement

All sidewalk and curb cuts require that the section of sidewalk and/or curb be replaced from existing joint to existing joint or as determined by the Director. All sidewalk and curb construction shall meet the construction requirements as shown in section 441 of the current Georgia Department of Transportation Standard Specifications or as determined by the Director.

Traffic Control Shelf Special Provisions

The provisions below are not implemented unless authorized by the Director. Traffic control shelf special provisions can be modified by the Director as needed for each permit.

City: Sandy Springs, GA

Date Submitted: _____

Special Provision
Section Traffic Control

Special Conditions:

A. At all times, lane closures will not be allowed when the traffic count is 1200 VPH/Lane or greater for the remaining open lanes. In addition, the hours of lane closures during special events and holidays will be as directed by the Engineer. The Engineer shall determine the necessity for and duration of any lane closure and reserves the right to adjust the hours based on the traffic count.

B. Restricted hours are required on this project. No work shall be allowed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday.

Note: For departmental use

Other special provisions may be applied by the Engineer when greater restrictions are needed. An additional source for guidance on developing these provisions can be found in the GDOT sections 108 and 150 general and special provisions.

SANDY SPRINGS

STOP WORK

(PARAR DE TRABAJAR)

WORK IS ONLY PERMITTED ON EROSION CONTROL AND TRAFFIC CONTROL CORRECTIONS.
(SOLO SE PERMITE TRABAJAR PARA CORREGIR VIOLACIONES DE "EROSION AND TRAFFIC")

DO NOT REMOVE, ALTER OR TAMPER
(NO REMOVER ESTE AVISO)
According to City of Sandy Springs Utility and Accommodations Guidelines and Procedures.
ADDRESS:

_____

_____

LOT#_____ PERMIT # _____

SUBDIVISION _____

VIOLATION(S)
NONCOMPLIANCE WITH CITY OF SANDY SPRINGS UTILITY AND ACCOMMODATIONS GUIDELINES AND PROCEDURES

SPECIFIC INSTRUCTIONS

_____

_____

_____

_____

ADDITIONAL VIOLATIONS CAN OCCUR DURING ENFORCEMENT PERIODS AND/OR MAY NOT BE INITIALLY INCLUDED IN THE CONDITIONS OF VIOLATIONS. THE IDENTIFIED VIOLATOR WILL BE HELD RESPONSIBLE FOR ANY ADDITIONAL VIOLATIONS SUBSEQUENTLY IDENTIFIED OR UNIDENTIFIED DURING OUR FIELD INSPECTIONS.

UTILITY ENGINEER/COORDINATOR: _____ DATE____
PHONE # _____

SANDY SPRINGS DEPARTMENT OF PUBLIC WORKS

UTILITY ENGINEERING PERMIT

DATE OF ISSUANCE:

PERMIT NO.:

Sandy Springs Public Works Department
Morgan Falls Office Park
7840 Roswell Road Suite 501
Sandy Springs, GA 30350
770-730-5600

THIS PERMIT MUST BE POSTED ON THE JOB SITE WITHIN VIEW FROM A PUBLIC ROAD THROUGHOUT LAND DISTURBING ACTIVITY DO NOT REMOVE UNDER PENALTY OF LAW.

UTILITY ENGINEERING PERMIT REVIEW CHECKLIST

PROJECT: _____ **DATE:** _____

DESCRIPTION:

_____

_____

L.L. & DIST. _____

PHONE NO: _____ **E-MAIL ADDRESS:** _____

UTILITY LOCATE NO: _____

SANDY SPINGS PERMIT NO: _____

MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION

1. BASIC INFORMATION CHECKLIST

____ 1. Name, address and phone number of applicant (Utility Co. or Government Entity)
____ 2. State Route number, M or S number **and** County or City Street number.
____ 3. Description of proposed utility (include size, type and length)
____ 4. Location (English distance to closest intersecting street)
____ 5. **Signature, printed name and phone number** of authorized representative with witness ***Signature, printed name*** and witnessed
____ 6. Witness **signature and printed name** must be on the document.
____ 7. Call before you dig ticket conformation or the ticket number _____.
____ 8. Description proposed location.
____ 9. Date (Actual date you mail or deliver permit to our office.)
___ 10. Land Lot and District locations.
___ 11. E-Mail address.
___ 12. Sandy Springs Permit Number
___ 13. Applicant 24 Hr. Contact Number
___ 14. Applicant Construction Supervisor Name and phone number.
___ 15. Application Fee (If applicable)
___ 16. Permit inspection Fee (If applicable and when permit is approved)
___ 17. Proof of Surety, Insurance, and Letter of Credit (If applicable)
___ 18. Traffic Control Plan

II SUPPORTING DRAWINGS ***(All dimensions must be in English)*** Two Copies 8 ½" X 11" Construction Drawings.

____ 1. Dimensions of the roadway in English 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. Show Posted Speed Limit on Plans
____ 7. Digital Copy of Plans or GIS referencing Monument Location.

III. 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

IV. 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
____ 7. Helicopter to string the overhead wiring

B. Location sketch from a DOT county map with site highlighted or circled (two copies 8 ½" X 11")

____ 1. Sketch attached
____ 2. Copies included

C. Traffic Control Plan conforming with CURRENT MUTCD (two copies 8 ½" X 11")

____ 1. Plans attached
____ 2. Copies included

V. SPECIAL ASSURANCE FORM ***(Only if applicable)*** for utility contract work (two copies 8 ½" X 11")

____ 1. Plans attached
____ 2. Copies included
____ 3. Approved

SANDY SPRINGS UTILITY PERMIT FIELD AND FINAL INSPECTION WORKSHEET

PERMIT NO.: **(P)**

APPLICANT:

WORK DESCRIPTION & LOCATION:

NAME **ADDRESS** **TELEPHONE NO.**

CONTRACTOR_____

Methods of construction, public safety, traffic control compliance with current MUTCD, protection of City's property, and informational sign have been discussed on this date of ____/____/____ and are understood by _____, Utility Applicant Field Representative.

Permit issued by: _____**Title:**_____

INSPECTION LOG

CITY INSPECTOR:

AREA:

INITIAL	DATE	TIME	INITIAL	DATE	TIME	INITIAL	DATE	TIME

REMARKS:_____

This is to advise that work on the above-numbered permit was satisfactorily completed to Sandy Springs Department of Public Works Standards and Utility Accommodations Guidelines and Procedures and final inspected on _____/_____/_____.

Date

_____

Name

Title

CITY OF SANDY SPRINGS
STATE OF GEORGIA

SURETY MONEY AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:
That we, _____ (hereinafter call the Principal), as
(NAME OF PERMIT APPLICANT)
Principal, are held firmly bound unto the City of Sandy Spring as Obligee, (hereinafter call the Owner) in the sum of _____ Dollars ($_____) for the payment whereof, Principal binds themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted application(S) to Owner for (a) certain written permit from(s) which form(s) (is) (are) hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein. Said application form(s) (is) (are) dated _____ approximately. The purpose of this surety
(MONTH YEAR)
money agreement is to guarantee that the Principal (as listed above) will comply with all stipulations, requirements, and specifications of said permit(s) No.(s) _____, which permit(s) the City of Sandy
(#'s to be provided by COSS prior to execution of this surety agreement.)
Springs is to approve and issue to _____ upon receipt of this surety money
NAME OF PERMIT APPLICANT ONLY
agreement. The above permit(s) (is) (are) to authorize certain construction work as described therein within the public right-of-way, public road, easement, or city property of Sandy Springs _____
(ST. HWY #, ROAD NAME, PROJECT #, ETC.)
in _____, County at _____
(APPROX> LOCATION)

NOW THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said permit(s) and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said permit(s) that may hereafter be made, then this obligation shall be void; otherwise, it shall remain in full force. Principal must obtain a Written Release from Owner before this surety money agreement may be voided or terminated or allowed to lapse.

If the Principal and/or Permit Applicant, if different does any work on public right-of-way, public road, easement, or any city property prior to approval and issuance of the above described permit, this surety money agreement is hereby extended to cover any removal or corrective action determined necessary by the owner. If the permit is never issued and the Principal and/or Permit Applicant, if different encroaches onto City right-of-way, easement, or property the Principal is also obliged to take whatever action is deemed necessary by the owner to correct such unauthorized encroachment.

The Surety's aggregate liability hereunder shall in no event exceed the amount set forth above.

No claim, suit, or action shall be brought hereunder after the expiration of two (2) years following the date upon which the Principal is released from this surety money agreement. If this limitation is made void by any law, controlling the construction hereof, such limitation shall be deemed to be amended to equal the minimum period of limitation permitted by such law.

No right of action shall accrue on this surety money agreement to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators, or successors of Owner.

Signed, sealed, and dated this _____ day of _____, 20____

WITNESS:

_____ _____ _____
(NAME OF PRINCIPAL) (NAME OF OWNER)
BY_____ BY _____

Permit

No. _____

BLASTING OPERATION PROCEDURES

Person to be in responsible charge of work at all times when blasting is in progress:

_____ _____
(Name) (Title and Address)

Qualifications: _____
(Training, Experience, Etc.)

_____

_____

_____

References from recent work:

_____
(Name and Address)

_____

Type of explosive materials and equipment to be used:

_____

_____

Approximate duration of blasting work: _____

Estimated frequency and number of detonations required:

_____

_____

Estimated depth of material to be removed with each detonation: _____

Minimum vertical distance from top of proposed tunnel to roadway surface: _____

Source of supply of explosives: _____

Method of transport to job site: _____

Provisions for storage: _____

Special procedures and precautions to be followed:

_____

_____

_____

_____

SANDY SPRINGS

SUPPLEMENTAL PERMIT FOR USE OF EXPLOSIVES

Utility Permit No, _____

Application is hereby made by _____

(Applicant-Utility Owner)

for permission to use explosives in the process of installing the utility facilities authorized in the above referenced Permit approved by the Sandy Springs on _____.

(Date)

Blasting will be performed at _____

(Specific Location)

_____

Applicant agrees to comply with the following Special Provisions:

1. All blasting under this permit shall be performed in accordance with the attached Operation Procedures. The person named therein as being in responsible charge will be present at the blasting site at all times when explosives are at the site or in use.
2. Liability insurance in the amount of $_____ will be provided by the Applicant or other person or agency performing blasting under this permit.
3. The City of Sandy Springs representative:

   _____

   (Name)

   _____

   (Address and Telephone)

   will be notified at least 24 hours in advance of any blasting under this permit.
4. No explosive materials shall be stored on the right-of-way, city property, easement at any time except in quantities to be used during a single day's operation. No overnight storage shall be permitted.
5. The Applicant, his contractor, or other persons performing work under this permit shall exercise the utmost care not to endanger life or property, and shall obey all State, Federal, and other Governmental regulations applying to transportation, storage, use and control of explosives.
6. The Applicant shall notify each public utility owner having structures or other installations, above or below ground, near the sire of the work of his intent to use explosives. Such notice shall be given sufficiently in advance to enable the utility owners to take such steps as they deem necessary to protect their property from injury.
7. Traffic signing and control shall comply with the current Part VI of the Georgia Manual for Uniform Traffic Control Devices.
8. Traffic (is) (is not) to be stopped within 500 feet of the site when blasting is in progress.
9. Any damage which occurs to the roadway as a result of blasting shall be immediately corrected by the Applicant and may be cause for suspension of further blasting.
10. Any tunnel liners in place before blasting begins shall be grouted up to the point where explosives are to be used before the use of such explosive.
11. Deviations from the provisions of this Permit and the attached Operation Procedures shall not be allowed without prior approval of City of Sandy Springs.

Permit Requested this _____ day of _____, 20____ _____

Applicant – Owner

APPROVAL RECOMMENDED: _____ BY: _____

_____ _____

Utility Coordinator / Engineer

PERMIT GRANTED for use of explosives at the Specific Location described above in accordance with plans and Operation Procedures attached hereto.

This _____ day of _____, 20___.

CITY OF SANDY SPRINGS

By: _____

PUBLIC WORKS DIRECTOR

Utility Engineering Permit Fee Worksheet

Applicant: _____

Permit Number: _____

Project Location: _____

Administrative and Application Fee is **DUE UPON SUBMITTING APPLICATION FOR REVIEW
(Each application submitted must include application fee unless waived by agreement)
Administrative Fee ($25.00) per Application =** **$_____

Application Fee ($200.00) per Application =** **$_____

** Permit Inspection Fee is **DUE UPON ACCEPTANCE OF APPLICATION**

Feet of wire or cable installed (including in existing pipe), pipe or misc. installed = _____
X
Variable Fee Rate **$ 0.2663/ft**

+
Water or Sewer infrastructure installation & repair inspection **$ 200.00**

Total amount due: (Administrative fee + Application fee + Permit Inspection fee) =
$_____

[Minimum $275.00 (wire, pipe or misc.) or $425.00 (water and sewer)]

Make checks payable to: City of Sandy Springs