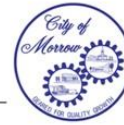




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Department of Planning & Economic Development  
1500 Morrow Road, Morrow, GA 30260 / Tel: 678-902-0870 / Email: MTracy@MorrowGA.gov

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



Department of Planning & Economic Development  
1500 Morrow Road, Morrow, GA 30260 / Tel: 678-902-0870 / Email: MTracy@MorrowGA.gov

### Requirements

**Verify Scope of Work is within the City of Morrow Right-of-Way.** This Permit is only applicable to streets and roadways that are classified as City of Morrow right-of-way. For utility encroachment projects affecting County right-of-way, please contact Clayton County Department of Transportation. Utility encroachment projects affecting State right-of-way, contact Georgia Department of Transportation.

**Utility Registration:** Each utility who occupies, uses or has facilities in the City rights-of-way, including by lease, sublease or assignment, to operate facilities located in the City rights-of-way, unless specifically exempted by state or federal law or this city, shall file a Registration Statement with the Public Works Department.

**Complete the Communications Utility Right-of-Way Encroachment Permit Application Form, attach the following as required:**

- a) **Construction Drawings**, two (2) sets on 11" x 17" and one .PDF electronic copy;
- b) **Copy of the Service Agreement**, or other legal instrument that authorizes the Utility to use or occupy the right-of-way for the purpose described in the application;
- c) **Copy of the Registrant's Certificate of Authority** from the Georgia Public Service Commission and/or the FCC and any other similar approvals, permits, or agreements;
- d) **Location Sketch** from a DOT Map or County GIS Map (two copies 8 1/2" x 11");
- e) **Traffic Control Plan** (as applicable, two copies 8 1/2" x 11");

**Application Review:** Applicants will be notified within **15 business days** following application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with the City Code of Ordinances may require additional information/submittal(s) until such time the application package is deemed complete and in conformance with the City Code of Ordinances.

**Notice of Commencement Required:** Applicant/Contractor shall notify the City of Morrow Department of Planning and Development by email at least 48 hours before beginning work.

**Complete Scope of Work.**

**Notice of Completion Required.** Applicant/Contractor shall notify the City of Morrow Department of Planning and Economic Development by email no later than 48 hours after the completion of work.

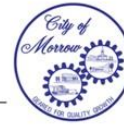


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**CITY OF MORROW RIGHT-OF-WAY ENCROACHMENT PERMIT #**

Applicant Information	Contractor Information
Applicant Name:	Contractor Name:
Business Name:	
Address:	Address:
City:	City:
State:            Zip Code:	State:            Zip Code:
Phone: (        )	Phone: (        )
Fax: (        )	Fax: (        )
Contact Person Name:	Contact Person Name:
Contact Person Phone: (        )	Contact Person Phone: (        )
Email Address:	Email Address:
<b>24-Hour Contact Information</b>	
Contact Name:	Title:
Cell Phone: (        )	Email Address:
<b>Site/Work Right-of-way Location</b>	

Type of Permit (check all that apply)			
<input type="checkbox"/> Shoulder Construction	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Street Cut	<input type="checkbox"/> Street Bore
<input type="checkbox"/> Lane/Road Closure	<input type="checkbox"/> Private Drive Cut	<input type="checkbox"/> Private Drive Bore	<input type="checkbox"/> Drive Construction
<input type="checkbox"/> Other (please specify)			
Describe Scope of Work (size, type, length, etc.)			
TOTAL LENGTH OF AREA IN SCOPE OF WORK:		LINEAR FEET	
<b>Project Start / Completion Dates and Estimated Project Cost</b>			
Project Start Date:	End Date:	Estimated Project Cost: \$	



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**Applicant Certification**

Applicant agrees to indemnify and hold harmless the City of Morrow and all officers, employees or agents of the City of Morrow against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury to, or the death of any persons, or from the loss of or damage to, property of any kind or nature, when such injury, death, loss or damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by the permit.

By Signature

Witness Signature

Printed Name

Title / Position

**\*\*\*\* TO BE COMPLETED BY THE P&ED Staff and Public Works Director\*\*\*\***

Permission is granted for the above described encroachment in accordance with the plans/drawings attached hereto and made a part thereof. This permit is to be strictly construed and no work other than that specifically described above is hereby authorized.

Application Reviewed By:

Date:

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

Permit granted by:

City of Morrow, Public Works

INSPECTION BY:

DATE:

+++++

**INSPECTION PASSED**     **INSPECTION FAILED** (specify):

RE-INSPECTION BY:

DATE:

**PASS**  **FAIL**



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## **Traffic Control & Contracted Law Enforcement Services**

Permit holders who may require the “off duty” services of law enforcement officers shall contract those services exclusively through the City of Morrow Police Department.

Permit holders are prohibited from independently hiring or contracting law enforcement officers or agencies from other jurisdictions to work within the City of Morrow’s jurisdictional boundaries.

For traffic control assistance or other non-emergency law enforcement service required for your permitted project, please call the City of Morrow Police Administrative number, 770-961-4006, at least 7 days prior to the start day of required service.

\_\_\_\_\_ The project will not require contracting law enforcement services.

\_\_\_\_\_ The project will require contracting law enforcement services. The anticipated start date is \_\_\_\_\_.

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- The Applicant shall be responsible for properly installing and removing erosion control devices at all areas of shoulder reconstruction work. Erosion control shall be performed and paid by the Applicant and shall be to the satisfaction of the Director.
- The Applicant shall grass all public right-of-way, City easement or any other City property disturbed by his work and at all areas of shoulder reconstruction. Grassing, water, lime, nitrogen and fertilizer shall be performed and paid for by the Applicant. Grassing shall be Bermuda, fescue, or sod. If temporary grassing, (rye or any other annual) is in place it shall be plowed or over seeded using a no-till method. When grassing areas adjacent to residential or commercial lawns, the plant material shall be changed to match the type of grass growing on the adjacent lawn or as directed by the Director. This includes beauty strips.
- This project does require a Notice of Intent (NOI).
- Applicant shall be responsible for obtaining approvals for the proposed installation when required by any government or agency on roads or streets under their jurisdiction.
- This permit shall be void unless work hereunder is begun within sixty (60) days of the date of its approval, unless renewed or extended in writing by the City.
- Applicant shall be responsible for obtaining any other county, state and federal permits necessary for work performed under this permit.
- The Applicant's attention is drawn to the requirements of the Georgia Sedimentation and Erosion Control Act. If Applicant does not strictly adhere to those requirements, the City has the authority to revoke this permit.
- The City of Morrow, its engineers, managers, officers or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by this permit, or to any connection or connections thereto by reason of City maintenance and construction activities or City contractor or Applicant operations. City of Morrow 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.
- 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.
- No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is City of Morrow responsible for any claim which may develop between the Applicant and any property owner concerning the use of the public right-of-way, public roadway, City easement, or any other City property. Applicant is responsible for maintaining reasonable access to private driveways during installation of its facilities and for restoration of driveways to the owner's satisfaction. The Applicant will be required to replace any disturbed area with "in kind" materials throughout entire permit area unless a satisfactory replacement is approved by the Director.
- 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.
- 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.
- 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.

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- 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.
- This permit shall be revoked unless work authorized hereunder is completed within ninety (90) days of the date of its approval, unless renewed or extended in writing by the City.
- 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 Morrow.
- This permit may be revoked at the discretion of City of Morrow upon written notice to the Applicant. All General and Special provisions of this permit shall survive the revocation of the permit until requirements to restore the work site as provided herein have been satisfied.
- 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 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 Morrow, any or all of said facilities and appurtenances authorized hereunder shall be immediately removed from the public right-of-way, public roadway, City easement, or any other City property, or reset or relocated thereon, as required by City of Morrow, 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 Morrow. If immediate removal of facilities is not required, it shall be the responsibility of the Applicant to plan with City of Morrow 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.
- 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.
- Applicant agrees to indemnify and hold harmless the City of Morrow, and all officers, employees or agents of the City of Morrow against any and all claims, damages, demands, actions, causes of action, cost and expenses of whatsoever nature, which may result from any injury to, or the death of, any persons or from the loss of, or damage to, property of any kind or nature, when such injury death, loss of damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by this permit.
- Applicant must maintain public access to all sidewalks and driveways, except where there is active construction.
- Applicant must protect street trees and any tree protection zone, utilities, storm drains, and drainage structures from damage and shall be responsible for any repairs required as a result of any actions, omissions, or negligence.
- This permit may be revoked at the discretion of the City of Morrow upon thirty (30) days written notice to the Permittee.



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**PLAN & INFORMATION CHECKLIST**

**SUPPORTING DRAWINGS**

- \_\_\_ 1. Dimensions of the roadway in English units
  - \_\_\_ a. Right-of-Way name and width
  - \_\_\_ b. Pavement (indicate centerline)
  - \_\_\_ c. Distance to curb and/or ditch
  - \_\_\_ d. Show grass plot and sidewalk, if applicable
- \_\_\_ 2. North Arrow
- \_\_\_ 3. Location of proposed installation showing distances to nearest intersecting street
- \_\_\_ 4. Length, size and type of utility
- \_\_\_ 5. Note whether own forces or contractor will be used. (Indicate name of contractor)
- \_\_\_ 6. Show Posted Speed Limit on Plans
- \_\_\_ 7. Electronic Copy of Plans

**UNDERGROUND INFORMATION (Only if applicable)**

- \_\_\_ 1. Distance of encroachment from edge of pavement or curb and right of way
- \_\_\_ 2. Depth of cover of facility on backslope and under ditches, shoulders and pavement
- \_\_\_ 3. Details, if attached to bridges or over drainage structures
- \_\_\_ 4. Boring or tunnel (drawing of a detailed cross section)
- \_\_\_ 5. Size and method of repair of pavement cuts
- \_\_\_ 6. Method of installation
- \_\_\_ 7. Detailed explanation for any installation other than in back of right of way
- \_\_\_ 8. Detailed distances for offset portions of installation
- \_\_\_ 9. Location of fire hydrant, manholes, etc., including distance from pavement and right of way
- \_\_\_ 10. Letter of explanation as to why open cut is necessary rather than boring
- \_\_\_ 11. Underground Construction Legend
- \_\_\_ 12. Utility Corridor Directory
- \_\_\_ 13. Pot-holing @ 100' intervals and 50' intervals when conditions warrant it
- \_\_\_ 14. Underground Distribution Legend

**AERIAL INFORMATION (Only if applicable)**

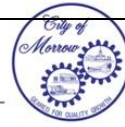
**A. Aerial Control**

- \_\_\_ 1. Distance from edge of pavement/curb for proposed poles anchors
- \_\_\_ 2. Overhead clearance for crossings at maximum sag
- \_\_\_ 3. Location of temporary poles
- \_\_\_ 4. Distance from edge of pavement/curb and right of way for existing poles when new conductors or cables are replaced or added
- \_\_\_ 5. Indicate poles to be changed out or eliminated if applicable
- \_\_\_ 6. Aerial Construction Legend

B. Location sketch from a DOT county map with site highlighted or circled (2 copies)

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





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**INSERT  
RIGHT-OF-WAY  
MAP  
HERE**