

PERMIT#
---------

**COBB COUNTY UTILITY PERMIT REQUEST**

DATE: \_\_\_\_\_ YOUR APPLICATION OR JOB NO: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

24 HOUR CONTACT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_  
(24hour-contact person and at least one person on-site must be able to effectively communicate with Department)

**LOCATION:**  Aerial  Underground  Both Aerial and Underground Utilities in the County Rights-Of-Way

**Type of Utility:**

Gas  Water  Waste Water  Power  Communications  Other \_\_\_\_\_

**Work Activity:**  New  Maintenance  Increase in the Rated Capacity or Transmittant

**LOCATION:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**TOTAL LENGTH IN FEET** \_\_\_\_\_  
(See Fee Worksheet, Attachment II, for minimum fee)

Applicant shall obtain a copy of and be familiar with Cobb County Utility Permitting Procedures and the current version of the Georgia Department of Transportation’s “Utility Accommodation Policy and Standards.” Applicant agrees that all permitted installations must strictly comply with these two policies, federal and state laws, as well as all Cobb County codes, regulatory directives issued by the Cobb County Department of Transportation and requirements contained in the Cobb County Development Standards, as may be amended from time to time. Applicant agrees to abide by the requirements listed on page 2 or the reverse of this form. In the event of conflict, the less restrictive regulation shall apply. Applicant shall submit with this request the minimum information required for a utility permit application as shown on Attachment 1. Applicant shall submit the appropriate fee calculated according to the Attachment 2 Fee worksheet. The proper attachments and supporting documents shall be attached to this Permit Request Form. The Cobb County Department of Transportation will contact Applicant to arrange a pre-permit conference, if necessary. “Applicant”, as used in this permit, includes contractor(s), their subcontractor(s), agents and assigns. Applicant will locate utility consistent with Detail 80 of the Cobb County Development Standards, as may be amended from time to time.

**My signature assures Cobb County that I have read and agree with the above terms.**

\_\_\_\_\_  
**Supervising Engineer or Manager**

No work shall begin without prior 24 hour notification at 770-528-1640. Notification should include permit number, project name, location, 24 hour contact name and phone number and any other pertinent information.

**(FOR UTILITY PERMITTING SECTION ONLY)**

AUTHORIZED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

COMMENTS/CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Cobb County Department of Transportation

## Utility Permitting Division

Revised 02/01/11

### Attachment 1 - MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION

Please submit four complete copies of each permit application request

#### I. APPLICATION FORM

- \_\_\_ 1. Four complete copies of completed application form.
- \_\_\_ 2. Name, address and phone number of applicant (utility company or government entity)
- \_\_\_ 3. County road name and address
- \_\_\_ 4. Land lot(s) and district
- \_\_\_ 5. Description of proposed utility (include size, type, and length)
- \_\_\_ 6. Location (English distance to closest intersecting street)
- \_\_\_ 7. Date (actual date you mail or deliver permit to our office)
- \_\_\_ 8. Signature and phone number of authorized representative
- \_\_\_ 9. \$50.00 review fee upon submission
- \_\_\_ 10. Footage fees, calculated at \$0.359/foot (Minimum of \$50.00)

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

- A. \_\_\_ Four copies **8 1/2" x 11"** construction drawings (not final engineered drawings unless requested by Department)
  - \_\_\_ 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. In congested areas, must provide details using actual detailed as built
  - \_\_\_ 7. Any ground altering effects that could affect the approval of this permit.  
Slope, Trees, etc. (added 07-24-02)

#### Additional Underground Information

- \_\_\_ 1. Distance of encroachment from edge of pavement or curb and right-of-way
- \_\_\_ 2. 36" minimum depth of cover of facility on backslope and under ditches and shoulders
- \_\_\_ 3. 48" minimum cover under roadway
- \_\_\_ 4. Details, if attached to bridges or over drainage structures
- \_\_\_ 5. Boring or tunnel (**drawing of a detailed cross section**)
- \_\_\_ 6. Size and method of repair for pavement cuts
- \_\_\_ 7. Method of installation
- \_\_\_ 8. Detailed explanation for any installation other than in back of right-of-way
- \_\_\_ 9. Detailed distances for offset portions of installation
- \_\_\_ 10. Location of fire hydrant, manholes, etc., including distance from pavement and right-of-way
- \_\_\_ 11. Letter of explanation as to why open cut is necessary rather than boring

#### Additional Aerial Information

- \_\_\_ 1. Distance from edge of pavement/curb for proposed poles and anchors
- \_\_\_ 2. Overhead clearance for crossings at maximum sag
- \_\_\_ 3. Location of temporary poles
- \_\_\_ 4. Distance from edge of pavement/curb and right-of-way for existing poles when new conductors or cable are replaced or added
- \_\_\_ 5. Indicate poles to be changed out or eliminated, if applicable
- B. \_\_\_ Location sketch from DOT county map with site highlighted or circled (four copies **8 1/2 x 11**)
- C. \_\_\_ Traffic Control Plan conforming with MUTCD (four copies 8 1/2 x 11)

#### III. SPECIAL ASSURANCE FORM for utility contract work (four copies 8 1/2 x 11)

- \_\_\_ 1. Photos or video of right-of-way and adjacent properties

#### IV. PROOF OF INSURANCE

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

#### V. COPY OF BOND

- \_\_\_ 1. Proof that bonding company is licensed in the State of Georgia

**Cobb County Department of Transportation  
 Utility Permitting Division  
 Revised 02/01/11**

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

Name of Applicant: \_\_\_\_\_

Job Number: \_\_\_\_\_

Project/Location: \_\_\_\_\_

**\*Application Fee – DUE UPON SUBMITTING APPLICATION FOR REVIEW**

(Each application submitted must include application fee)

Number of Applicants:	Applicants x
<b>Application Fee (\$50.00) per Applicant</b>	<b>= \$</b>

**\*\*Permit Fee - DUE UPON ACCEPTANCE OF APPLICATION**

Number of Feet of Facilities to be Installed	Feet x
Multiply by Variable Fee	\$0.359
<b>Amount Due for Permit Fee (Minimum \$50.00)</b>	<b>= \$</b>

<b>TOTAL AMOUNT DUE: (Application fee + Permit fee)    (Minimum \$100.00)</b>	<b>= \$</b>
---	-------------

**Make checks payable to: Cobb County Department of Transportation**

## COBB COUNTY RIGHT-OF-WAY/PERMITS REQUIREMENTS

1. "Permit Request" and "Installation Permit" procedures
  - a. Four complete copies of each request form and all supplements must be submitted.
  - b. All information requested must be complete, or if not applicable, use N/A.
  - c. Allow a 30 calendar day turnaround from the date of receipt of request the by the Department, unless circumstances demand otherwise.
  - d. A copy of the request will be returned to you, signed, either approved, approved with modifications, or rejected. Any reply, other than approved, will be returned with an explanation for the decision. Permit requests that have been rejected may be resubmitted, either re-engineered to meet Codes, or with an explanation justifying the original request.
  - e. All work must start within one year. An extension may be requested prior to expiration. After expiration, permit request must be resubmitted. Permit is valid for one (1) year from date of approval.
  - f. Traffic obstructions are **not** permitted between 7:00am – 9:00am and 4:00pm to 7:00pm.
2. Notification of Work Schedule
  - a. No work shall be started without 24 hours prior notification to the Department at **(770) 528-1640**.
  - b. Notification must include permit number, project name, location, 24-hour contact name and 24-hour telephone contact number. Applicant agrees that someone will be available at all times to respond to emergencies.
3. Field Requirements for Installation
  - a. Right-of-way should be to grade before starting work. If not satisfactory, notify the developer or his representative.
  - b. Recommend that all utilities previously installed be field located. You could possibly be held responsible for damages to other utilities.
  - c. Tie-ins with major supply lines at project entrance must be stubbed in prior to entrance widening. After paving is complete, tie-in must be made along right-of-way with tie-in being made at the end of widening project. No cuts will be allowed in new pavement at entrance, unless there is a major emergency leak or service disruption.
  - d. Trenching will be done with a trenching machine or small bucket backhoe. Plowing will be allowed only on jobs where specifically authorized by the Cobb Department of Transportation.
  - e. Directional boring is allowed, however, special care must be taken to assure that all lines remain uniform throughout project. Potholing at standard intervals is a preferred method of identifying existing utilities (unless mandated under certain circumstances). Installations in new residential and commercial developments shall conform with Standard Drawings No. 80 and 81. Any abandoned bore holes must be completely grouted.
  - f. All trenches opened each day must be backfilled to within 10 feet of end of trench and completed to 95 percent standard proctor, using necessary tamping or vibratory equipment.
  - g. At completion of project, right-of-way must be restored to design line grade. If grassing or mulching has been done prior to start of utility installation, it must be restored to original condition. All restoration work should be completed within 24 hours of completion of installation.
  - h. Any silt fence that must be removed to complete open cut must be reinstalled properly as soon as possible and no later than end of workday. Any silt fence damaged by utility construction must be replaced with new fencing immediately.
  - i. Deposited earth, mud, rock and debris are prohibited on the roadway. Any earth, mud, rock or debris created by your installation must be cleared from pavement and kept on site at all times. Silt transfer to storm drainage system must be prevented.
  - j. All non-essential equipment must be removed from the work area during operating hours and all equipment shall be removed from the work area after operating hours.
  - k. All work is to be conducted in a workman-like manner.
4. Positioning of All Above and Below Ground Devices
  - a. All transformers must be engineered and installed to go on property lines not occupied by water meters and with back of pad within one (1) foot right-of-way line.
  - b. Telephone and cable television pedestals that must be placed within one (1) foot of the right-of-way of new construction will require notification to the Cobb Department of Transportation at time of engineering. Positioning must not obstruct or compromise other utility services.
5. All utility construction is subject to inspection and control by the Cobb County Department of Transportation and must comply with the Cobb County Code and Specifications and the regulatory directives of the Cobb County Department of Transportation, in addition to the requirements of all other regulatory agencies. In event of conflict, the more restrictive regulations shall govern. Applicant agrees to indemnify and hold harmless Cobb County, its agents, employees and commissioners from any and all liability as provided in the current edition of the State D.O.T.'s Utility Accommodation Policy and Standards, as adopted by Cobb County.

**APPLICANT'S SPECIAL ASSURANCES FOR  
UTILITY CONTRACT WORK WITHIN COBB COUNTY'S RIGHTS-OF-WAY**

Project Identification: \_\_\_\_\_ Permit # \_\_\_\_\_

Contract Identification/Location: \_\_\_\_\_

All work to be performed under this permit, whether performed by Contractor or by any subcontractor, which is to be performed on Cobb County's rights-of-way under control and permit of the Cobb County Department of Transportation ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit and the Official Code of Cobb County Section 106-3 (incorporating the Georgia Department of Transportation's Utility Accommodation Policy and Standards). The Department shall have the right to inspect the work and to require any action necessary to correct all deviations from said terms and conditions.

Applicant agrees to indemnify and hold harmless Cobb County, its Board of Commissioners and its members, Cobb County agencies, boards, departments and employees from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which may result from any injury to, or the death of, any persons or from the loss of, or damages to property of any kind or nature, including the Cobb County roadway ("roadway") and facilities or structures which now or may hereafter occupy the rights-of-way of the said roadway, when such injury, death, loss or damages arise out of the construction, installation, maintenance, repair, removal, relocation, operation or use of the pole line, buried cable or conduit, pipeline, or miscellaneous use of the utility facility covered by the permit or out of miscellaneous operations authorized by the permit.

Applicant also agrees that the Cobb County Department of Transportation shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its obligees in reliance on any pre-permit conference discussions, or as a result of the requirement(s) for compliance with the Department's standards and specifications or any corrective action which the Department may order in enforcement thereof. Applicant also agrees that Contractor and any and all sub-contractors must comply with all rules and regulations or the permit may be suspended, cancelled or revoked by a Stop-Work Order. Applicant also agrees to pay for any extraordinary inspections performed by Cobb County personnel as deemed necessary by Cobb County personnel to assure public safety, unless a specific agreement as to fees should supersede this agreement.

Applicant agrees that all limitations of liability as found in the State of Georgia Department of Transportation's Utility and Accommodation Policy and Standards shall also apply, and in the event of conflict, the least restrictive provision shall apply.

Signed, sealed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative

(seal)

\_\_\_\_\_  
Notary Public  
My commission expires: