

RIGHT OF WAY APPLICATION

Department of
Public Works
3121 Norman Berry Drive,
East Point, GA 30344
Phone 404-902-2562



Staff use only

Permit no. _____

Date issued _____

Fee _____

Project type: ☐ Utility ☐ Residential ☐ Commercial ☐ Driveway ☐ Other: _____
Obstruction request: ☐ Partial Lane Closure ☐ Full Lane Closure ☐ Sidewalk Obstruction / Detour ☐ Shoulder
☐ No Closure Required
Pole Attachment: ☐ No ☐ Yes, attach approved Pole Attachment Permit from pole owner prior to ROW submittal

Address or location(s): _____

Located between the following streets: _____ and _____

Applicant / Owner		Site Contractor	
Name		Name	
Title		Title	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
Email		Email	
24 Hr. Contact		Phone	

Project Information										
Project Dates: (mm/dd/yyyy)	From:		To:		Duration (days):					
Description of Work:										
Purpose of Work:										
Approx. Limits of Disturbance:										
Method of Installation: ☐ Open Cut ☐ Bore ☐ Aerial ☐ Other: _____										
Required Attachments										
As applicable: ☐ Site/Utility Plan ☐ Temporary Traffic Control (TTC) Plan ☐ Certificate of Insurance ☐ Approved Pole Attachment Permit ☐ Other Agency Approvals ☐ Other: _____										

Special Provisions
- A Temporary Traffic Control (TTC) Plan shall be submitted when proposed work impacts vehicular, bicycle, or pedestrian travel within the public right-of-way. The TTC Plan shall comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and applicable City requirements. - The City may require East Point Police Department personnel for traffic control based on the location, duration, traffic impacts, or complexity of the work. Required police services shall be coordinated by the permittee at the permittee's expense. - Work is authorized between 8:00 AM and 4:00 PM unless otherwise approved by the City. - The applicant shall notify transportationdivision@eastpointcity.org and publicworksmaintenance@eastpointcity.org before commencing work and provide the estimated project duration. - If a road closure is necessary, the Fire and Police Departments shall be notified through Non-Emergency Dispatch at (404) 761-2170. - A final inspection is required. Contact Public Works at (404) 902-2562 to schedule the inspection.

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I hereby certify that the above and attached statements and documents are true to the best of my knowledge and belief.

Applicant signature: _____ Date _____

Permission is granted for the above-described work inside the city right of way in accordance with the plans/drawings and provisions hereof. This permit is strictly construed and no other than that specifically described is hereby authorized.

Approved By: _____ Date _____
City of East Point Department of Public Works

City Of East Point Department Of Public Works Right Of Way Permit - General Provisions

- It is expressly stipulated that this permit is a license for permissive use only. Placement of facilities upon public property pursuant to this permit shall not create or vest any property right in the permittee.
- No inherent or retained right or privilege of any abutting property owner is affected by this permit, nor is the City responsible for claims between the permittee and any property owner concerning use of the right-of-way. The permittee shall maintain reasonable access to private driveways during construction and restore disturbed driveways.
- The applicant is responsible for providing advance notification by letter, door hanger, signage, or other City-approved method to affected residents, homeowners' associations, and businesses.
- Whenever necessary for construction, repair, improvement, maintenance, safe operation, alteration, or relocation of a City street, facilities authorized under this permit shall be removed, reset, or relocated as required by the Department of Public Works and at the permittee's expense unless reimbursement is authorized by separate agreement.
- The applicant agrees to indemnify and hold harmless the City of East Point, the Department of Public Works, and its officers, employees, and agents from claims, damages, demands, actions, costs, and expenses arising from construction, operation, maintenance, repair, removal, or relocation of facilities covered by this permit, to the extent permitted by law.
- The City, its engineers, officers, and employees shall not be responsible for damage to facilities covered by this permit resulting from road maintenance, construction activities, or permittee operations. The City's contractor shall not be liable for damages where the permittee was notified of a construction conflict and given reasonable time to mark or relocate facilities but failed to do so.
- If the City undertakes improvements to the roadway, the permittee shall coordinate with the City and its contractor regarding the schedule for any required adjustment of permitted facilities.
- During installation, repair, removal, relocation, or other operations, the permittee shall provide and maintain all necessary flaggers, signs, channelizing devices, barricades, and other safety measures in accordance with the current edition of the MUTCD and the approved TTC Plan.
- The applicant is responsible for verifying the limits of public right-of-way for the location of the facilities authorized by this permit.
- Approval of this permit does not constitute approval of design or construction details for proposed facilities. The applicant remains responsible for compliance with applicable local codes, regulations, permits, and approvals.
- Use of explosives within the roadbed or beneath pavement is prohibited unless separately approved by the appropriate City authority.
- The applicant is responsible for obtaining approvals required by other governmental entities or agencies having jurisdiction over affected roads, streets, utilities, or facilities.
- Prior to excavation, the permittee shall contact Georgia 811 and obtain required utility locates. The permittee is responsible for protecting existing utilities and coordinating with affected utility owners.
- The permittee shall restore pavement, curb and gutter, sidewalk, driveway, landscaping, drainage facilities, pavement markings, signs, and other disturbed public improvements to a condition equal to or better than that existing before construction, as determined by the City.
- Except for emergency work, the permittee shall provide the City with a minimum of 24 hours' notice before beginning work. Emergency work necessary to protect life, property, or essential utility service may proceed, when necessary, provided the City is notified as soon as practicable.
- This permit is void unless work begins within twelve (12) months of approval and expires eighteen (18) months after the issue date unless otherwise noted.
- The provisions of this permit are regulatory and not contractual. Rights granted under this permit may not be transferred without written consent of the City.
- This permit may be revoked by the City upon thirty (30) days' written notice to the permittee.

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Rights-of-Way and Excavation Permit Fees

Item Description	Permit Fee Amount	Fee Total
Longitudinal and Transverse Excavation – Paved Areas	\$0.50 per LF (\$100 minimum)	\$
Longitudinal and Transverse Excavation – Unpaved Areas	\$0.10 per LF (\$25 minimum)	\$
Longitudinal and Transverse Excavation for Point Repairs, Service Lines, etc. – Paved Areas	\$15.00 per SY	\$
Excavation for Utility Construction for Point Repairs - Unpaved Areas	\$6.00 per SY	\$
Boring and Jacking Operations, Tunneling, Retrofitting of Existing Utility Lines	\$0.10 per LF (\$50 minimum per block)	\$
Utility Poles – New Installations to include Guy & Anchor (No fee/permit will be required for replacing existing poles of similar size or routine inspections)	\$5.00 per pole	\$
Terminal Boxes, Junction Boxes, Equipment Cabinets, Splice Boxes, Regulator Stations, Meters and Valves and Vaults	\$25.00 each	\$
Sidewalk, Driveway Aprons, Curb and Gutter (new construction, replacement and repair) 0 – 2 SY 2 – 25 SY 25 – 100 SY 100 – 500 SY 500 +	Application fee waived for driveway apron replacement and repair \$10.00 \$30.00 \$40.00 \$50.00 \$60.00	\$
Steps	\$50.00 per location	\$
Monitoring Wells	\$100.00 per location	\$
Temporary Pedestrian Walkways	\$50.00 per location	\$
Total Fee Amount		\$

***Please note – All fees are Non-Refundable**

Final Inspection By _____ Date _____