



# CITY OF GLENNVILLE

## RIGHT-OF-WAY PERMIT APPLICATION

**\*\*\* Four working days required for processing \*\*\***

Utility Franchise: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date Permit Needed: From: \_\_\_\_\_ To: \_\_\_\_\_

If Cross Street, What Intersection: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor or Organization Performing Work: \_\_\_\_\_

Address	City	State	Zip Code
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Phone (Business): \_\_\_\_\_ Phone (Emergency): \_\_\_\_\_ Fax: \_\_\_\_\_

**TYPE OF ACTIVITY: DETAILED PLAN/SKETCH (REQUIRED)**

- |   |  |
|---|--|
| <input type="checkbox"/> Install Conduit / Cable  | <input type="checkbox"/> Install / Repair Water Line |
| <input type="checkbox"/> Install Fiber Optics     | <input type="checkbox"/> Install Sanitary Sewer      |
| <input type="checkbox"/> Install Natural Gas Line | <input type="checkbox"/> Repair Sanitary Sewer       |
| <input type="checkbox"/> Install ADA Curb Ramp    | <input type="checkbox"/> Other (Describe): _____     |

**METHOD OF INSTALLING UNDER ROADWAY:**

Open trench will NOT be allowed except in special circumstances and MUST have PRIOR approved by the City.

- Boring                       Jacking                       Open Trench

**AREA(S) TO BE DISTURBED: DETAILED SKETCH REQUIRED**

- |   |                                   |                                 |                                |
|---|-----------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Traveled Surface | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Median | <input type="checkbox"/> Other |
| <input type="checkbox"/> Concrete         | <input type="checkbox"/> Asphalt  | <input type="checkbox"/> Sod    |                                |

**STRUCTURES / OTHER:**

- |  |                                 |                                       |                                      |
|--|---------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Curb and Gutter         | <input type="checkbox"/> Trees  | <input type="checkbox"/> Crane / Lift | <input type="checkbox"/> Box Culvert |
| <input type="checkbox"/> Sidewalk                | <input type="checkbox"/> Shrubs | <input type="checkbox"/> Moving Van   | <input type="checkbox"/> Planting    |
| <input type="checkbox"/> Pipe (Concrete / Metal) |                                 | <input type="checkbox"/> Other: _____ |                                      |

\*continued on back

**BLOCK AREA(S):**

\_\_\_\_\_ Street

\_\_\_\_\_ Lane of Traffic

\_\_\_\_\_ Sidewalk

\_\_\_\_\_ Alley

**ADDITIONAL DETAILS:**

**GENERAL PROVISIONS**

1. The applicant shall contact Public Works Director, (912) 654-2476, five (5) days PRIOR to start of construction to coordinate work.
2. The applicant is required to maintain a minimum of five (5) feet horizontal and five (5) feet vertical separation between all water lines, sanitary sewer lines, and / or storm water lines.
3. Where pavement surfaces are excavated, restoration shall be completed within 48 hours.
4. Applicant must comply with City of Glennville Erosion and Sediment Control Ordinances. Erosion and sediment control is required. Disturbed right-of-way must be protected from erosion. Any sediment entering City drainage systems shall be removed.
5. Disturbed areas shall be stabilized and re-grassed once work is completed. New sod must be watered until survival is assured.
6. No trenching in pavement shall remain open at close of business day.
7. Approval of this work permit does not permit detouring of traffic or street closing unless specifically approved by the Public Works Director or Chief of Police. Method of street closing or traffic detour must accompany permit application.

*The applicant shall assume all liability for and hold the City of Glennville, its elected and appointed officials and its employees, harmless from any and all claims for damages, actions, or causes of action arising from work done under this permit.*

(I, we), the undersigned, herewith accept the terms, conditions and general provisions of the regulation as laid down by the City of Glennville and agree to fully comply therewith to the satisfaction of the Chief of Police and / or Public Works Director.

**ORGANIZATION:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*----For internal use only -----*

**FEE \$** \_\_\_\_\_ **AMOUNT RECEIVED WITH APPLICATION: \$** \_\_\_\_\_ **Check No.** \_\_\_\_\_

## FEES AND CONDITIONS

### 1. Permit Fees:

• Shoulder	No Additional Fees
• Sidewalk - Partial / Full Closure	\$40.00
• Traffic Lane	\$40.00
• Local Street Closure	\$40.00
• Major Street Closure (Requiring Detour)	\$80.00

2. All applications shall include payment of fees which are payable by business check or money order payable to the "City of Glennville".

3. Fees / Applications are to be submitted to the Code Enforcement Officer / Inspector with the City of Glennville.

- Mailing & Physical Address: 134 South Veterans Boulevard, Glennville, GA 30427

4. Permit to perform work within the City right-of-way shall be valid for up to ninety (90) days.

5. Contractors are responsible for providing all required traffic control devices including signage at their own expense.