

City of Lyons

161 NE Broad St Lyons, GA 30436

Office (912) 526-3626

Fax (912) 526-0607



CITY OF LYONS UTILITY PERMIT REQUEST

DATE: _____

PERMIT#

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 City 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 City of Lyons 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 City of Lyons codes, regulatory directives issued by the City of Lyons Public Works Department and requirements contained in the City of Lyons 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 City of Lyons Public Works Department 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.

My signature assures the City of Lyons that I have read and agree with the above terms.

Signature

Supervising Engineer or Manager

No work shall begin without prior 24 hour notification at 912-526-3626. Notification should include permit number, project name, location, 24 hour contact name and phone number and any other pertinent information.

(FOR CITY PUBLIC WORKS DEPARTMENT SECTION ONLY)

AUTHORIZED BY: _____ DATE APPROVED: _____

COMMENTS/ CONDITIONS: _____

City of Lyons
Revised 04/13/16

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

Please submit four complete copies of each permit application request

I. 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**)

II. PROOF OF INSURANCE

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

III. COPY OF BOND

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

**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
Application Fee (\$50.00) per Applicant	= \$

Water	
Fee	= \$300.00

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

Number of Feet of Facilities to be Installed	Feet x
Multiply by Variable Fee	\$0.35
Amount Due for Permit Fee (Minimum \$50.00)	= \$

TOTAL AMOUNT DUE: (Application fee + Permit fee) (Minimum \$400.00)	= \$
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Make checks payable to: City of Lyons

CITY OF LYONS 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 3:00pm to 6:00pm.
2. Notification of Work Schedule
 - a. No work shall be started without 24 hours prior notification to the City of Lyons at **(912) 526-3626**.
 - 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. Applicant held responsible for damages to other utilities.
 - c. Trenching will be done with a trenching machine or small bucket backhoe. Plowing will be allowed only on jobs where specifically authorized by the City of Lyons.
 - d. 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).
 - e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. 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.
 - j. All work is to be conducted in a workman-like manner.
 - k. 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.
 - l. 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 City of Lyons at time of engineering. Positioning must not obstruct or compromise other utility services.
4. All utility construction is subject to inspection and control by the City of Lyons and must comply with the City of Lyons Code and Specifications and the regulatory directives of the City of Lyons, 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 City of Lyons, 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 City of Lyons.

**APPLICANT'S SPECIAL ASSURANCES FOR
UTILITY CONTRACT WORK WITHIN CITY OF LYON'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 City of Lyon's rights-of-way under control and permit of the City of Lyons Public Works ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit. 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 City of Lyons, its Council and its members, City of Lyons agencies, council, 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 City of Lyons 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 City of Lyons 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 subcontractors 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 City of Lyons personnel as deemed necessary by City of Lyons 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: _____