



**CITY OF BERKELEY LAKE  
RIGHT-OF-WAY USE REGISTRATION/  
ENCROACHMENT PERMIT APPLICATION**

<b>UTILITY INFORMATION</b>	Utility Name		Emergency Contact Name				
	Applicant Name		Title				
	Mailing Address		Mailing Address				
	City	State	Zip	City	State	Zip	
	Business Phone		Business Phone				
	Mobile Phone		Mobile Phone				
	E-Mail		E-Mail				
	Utility Type	Electric	Gas	Water	Telephone	Cable	Other

<b>CONTRACTOR INFORMATION</b>	Contractor		Emergency Contact			
	Mailing Address		Title			
	City	State	Zip	Mobile Phone		
	Business Phone		E-Mail			

<b>PROJECT INFORMATION</b>	Project Description:					
	Start Date:			Completion Date:		
	Areas Disturbed:	Roadway	Sidewalk	Shoulder	Median	Other
	Installation Type:	Aerial	Underground	Project Length:		feet
	Under Road Installation Method:	Boring	Jacking	Open Trench	Other	
	Description of Anticipated Closures (street, lane, sidewalk, driveway, etc.)					
	Description of Equipment to be used in ROW:					

Application shall be accompanied by plans showing in detail the location of the proposed work as described in the permit application and shall be prepared by an engineer licensed in the State of Georgia. Plans shall include:

1. The size of capacity of the facilities to be installed
2. All street names.
3. The facilities' relationship to street features such as right-of-way lines, pavement edge, bridges, culverts or other structures.
4. Distance from back of curb and/or ditch or edge of pavement.
5. Horizontal and vertical to critical elements of the roadway.
6. Positioning of all above and below ground devices or equipment.
7. Right-of-way width.
8. All center lines of ROW and pavement.
9. Length, sizes and types of utilities.
10. Site location map.
11. Cross-section of boring or tunnel.
12. Depth of ground cover.
13. Erosion Control and Land closure plan if applicable.
14. Scale, legend and north indicator.
15. Notice of Intent

*The undersigned applicant hereby attests that the information provided herein and attached as exhibits in support of this application is true and correct, under penalty of perjury. Applicant further attests that all work completed under the permit granted pursuant to this application will be performed in accordance with the 2009 Utility Accommodation Policy and Standards Manual promulgated by the State of Georgia Department of Transportation, as may be amended from time to time.*

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Applicant Signature Date

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Applicant Printed Name

<b>CITY STAFF USE ONLY</b>							
Complete Application Received:		Date:		By:			
Fee: \$		Date Paid:		Check No.		Cash:	
Action:	<b>APPROVED</b>		<b>APPROVED w/modifications</b>		<b>REJECTED</b>		
Action Date:				By:			
Reasons for Modification or Rejection:							
<b>PERMIT NUMBER: ROW _____ - _____</b>							