



City of Atlanta

**Department of Public Works
Office of Transportation**

City's Public Right-of-Way Manual

*Department of Public Works
Office of Transportation
Transportation Engineering
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Part 1: Conflicts with City of Atlanta Code

In the event that some details in this manual or any attachments or Appendix to it, is in conflict with the City's Code of Ordinances, the Code of Ordinances shall prevail. Refer to the City of Atlanta's Code of Ordinance. If there is a conflict between the Utility Franchise Agreement, Code of Ordinance and/or the Right-of-Way Manual, then the Franchise Agreement shall prevail.

Part 2: Purpose, Introduction, Definition and Legal Authority

Section 1: Purpose of ROW Manual

This manual is intended to serve as a reference anyone needing general information regarding activities conducted under a permit, franchise agreement or special agreement within the City's public right-of-way in the City of Atlanta ("City"). This manual is in its first edition and will be updated as necessary. It attempts to address typical issues and frequently asked questions. It does not include a discussion or information concerning every issue that may arise regarding the City's public right-of-way.

Additional Information Source: For additional information please contact:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue SW, Suite 4900
Atlanta, Georgia 30303
Telephone 404-330-6501

Section 2: Definitions

As used in this manual, the following terms will have the following definitions:

- a. Day: Each day shown on the calendar.
- b. Franchised Utility: A utility business entity that has entered into a Franchise Agreement with the City for the operation of its utility facilities within the City's public right-of-way. Franchised Utilities make regular franchise fee payments to the City for use of the City's public right-of-way, in accordance with the applicable Franchise Agreement.
- c. Governmental Regulations: All applicable federal, state or local statutes, laws, ordinances, codes, rules, regulations, standards, executive orders, consent orders, and guidance from regulatory agencies, judicial decrees, permits, licenses or other governmental requirements of any kind.
- d. MUTCD (*Manual on Uniform Traffic Control Devices*): <http://mutcd.fhwa.dot.gov/>
The national standard for traffic control devices for all highways and streets open to public for travel which has been adopted by the State of Georgia and the City.
- e. Normal Transportation Purpose: The methods to provide an unencumbered way for travel by the public including pedestrians, vehicles and bicyclist, and to provide access to real property.
- f. Person: Any individual or any association, firm, partnership, joint venture, corporation or other legally recognized entity, whether for profit or not for profit. Person does not include the City.

- g. City's public right-of-way: Generally property of any interest therein, whether or not in the form of a strip, for or devoted to (a) public transportation purposes; or (b) the placement of the City's utility easements and other traditional uses along a transportation route, whether by dedication, prescription or otherwise, as well as the spaces above and below.
- h. Sidewalk: The paved portion of the City's public right-of-way intended for use by pedestrian traffic. Sidewalks are usually concrete or brick. Unusual or decorative sidewalks are permitted by special agreement.
- i. Street: The portion of the City's public right-of-way intended for use by vehicular traffic. Streets may be asphalt, concrete, or unimproved.
- j. Traveled Way: The portion of the City's public right-of-way reserved for vehicular traffic, exclusive of shoulders and auxiliary lanes.
- k. Encroachment: Unauthorized use of City's ROW or easements as for signs, fences, building, utilities, parking storage, etc...
- l. Penalty: A punitive measure imposed by the City for a violation of a provision of the City of Atlanta Code of Ordinance, ROW Manual and/or franchise agreement.
- m. Violation Notice: Written or verbal warning of an violation of the Code of Ordinance, ROW Manual or Franchise Agreement
- n. Encroachment Space: implies "advanced beyond proper limits."

Section 3: Introduction

- a. General Purpose of City's public right-of-way

City's public right-of-way was and is established for multiple public purposes. Their primary purpose (Normal Transportation) is to provide for pedestrian and vehicular transportation by the public.

- b. Applicable Governmental Requirements/Regulations

Rules regarding the normal movement of pedestrian and vehicular traffic within the City's public right-of-way are contained in various governmental requirements, including the City's Code of Ordinances and the Georgia Uniform Traffic Code. It is not the intent of this manual to provide a discussion of these rules.

- c. Utility Location

Another significant purpose of the City's public right-of-way is to provide a location for the installation of water, sewer, gas, electric power, telecommunications and other similar services and utilities.

- d. Address System

City's public right-of-way provides for a system of organized and readily identifiable property addresses.

e. Regulation regarding Transportation

Any activity that may interfere with the Normal Transportation purpose or other public purpose of the City's public right-of-way is subject to further regulation by the City. Such regulation may be provided through a permit, franchise agreement, special agreement or any other mechanism recognized by applicable governmental requirements.

Section 4: Improved and Unimproved City's public right-of-way

a. General

The boundaries and ownership of the land are recognized even if that land is "vacant". If a building or structure is built, the land is considered "improved". The improvement may be used or unused, occupied or unoccupied, well maintained or deteriorated.

b. Specific Improvements

City's public right-of-way may or may not be "improved" with a street (travel way), sidewalk or other facilities. It may or may not be graded, drained, or equipped with utilities. Nonetheless, the boundaries and ownership (the state or fact of exclusive rights and control over property) of the City's public right-of-way exist independent of any improvement or lack of any improvement. Ownership may be by fee, expressed dedication or easement.

c. Abandoned City's public right-of-way

1. Scope of Manual with regards to City's public right-of-way Abandonment

The specific terms, conditions, and methods of abandoning a City's public right-of-way under applicable governmental requirements are beyond the scope of this manual. *The City Code of Ordinances Section 138-9 [Vacating and Abandoning Streets](#)* outlines requirements for City's public right-of-way abandonment.

Section 5: Legal Authority and Reference Materials

Pursuant to O.C.G.A 32-4-92, the City of Atlanta is authorized to promulgate rules and regulations regarding the management of its Rights-of-Way.

a. Legal Authority

The OGCA 32-4-92 authorizes the Commissioner of Department of Public Works to impose terms and conditions regarding the conduct and permitting of certain activities in the City's public right-of-way necessary to protect the public health and safety. The City Right-of-Way Manual is an administrative document developed to further outline the policies and procedures of the Department of Public Works.

b. Reference Manuals

The Department of Public Works has previously published documents that provide detailed technical information regarding specific issues. These include:

1. Sidewalks Rules and Regulation Governing Sidewalks
2. Standard Details

Department of Public Works Standard Details and the referenced publications are available from the Department of Public Works.

Information concerning sanitary and storm sewers can be obtained from the City's Watershed Management Department

PART 3: Penalties for Violation of City's public right-of-way Regulations

Section 1: Penalties for violation of City's public right-of-way Regulations

With the exception of the franchised utilities, violators of the rules and regulations described in this manual may be subject to the penalties set forth in [138.4 Section \(Enforcement, Penalties, and Violations\)](#) of the City's Code of Ordinances. This section provides that, among other things, the violator may be subject to one or more of the following penalties:

- a. A Fine of up to \$1000.00 per day per violation
- b. The revocation or suspension of a license, permit or franchise agreement for access to the City's public right-of-way, subject to notice, and opportunity to cure and all other due process procedures as set forth in City of Atlanta Code of Ordinances Chapter 138 Article III, *et seq* and all other applicable agreements between the parties.
- c. A Person may appeal the revocation, suspension of a license, permit or franchise agreement for access to the City's public right-of-way to the Commissioner of Public Works.
- d. The issuance of a stop work order by the Department of Public Works preventing work on the Public Streets or Sidewalks, City's public right-of-way or any associated private projects in the City until the conditions outlined in the stop work order are met.
- e. Notwithstanding the foregoing, a stop work order issued by the City shall be the sole remedy available to the City in the event a franchised utility violates the rules described in this manual.

Section 2: Legal actions against violators of City public right-of-way regulations

The imposition of any of the foregoing penalties does not prevent the City from taking any other administrative or legal actions allowed under applicable regulations, or seeking any other relief that may be granted under applicable law.

Section 3: Repeated Violations

- a. If a violation is continuous with respect to time, each day the violation continues may be treated as a separate offense.
- b. Violations that are continuous with respect to time are a public nuisance and may be abated by injunctive or other equitable relief and by such other means as are provided by law. The imposition of a penalty does not prevent equitable relief.
- c. In the event a violation is committed by a Franchise Utility Company, a stop work order will be issued in lieu of a citation.

Section 4: Enforcement

Notice of Violation -If the City believes that a Person has not complied with the conditions of permit or a term in the Ordinance, the City shall notify the Person in writing of the exact nature of non-compliance. City Code of Ordinance (*138 Section*)

- a. Persons shall have the opportunity to respond to the Violation Notice contesting the assertion of non-compliance ; and
- b. Persons shall have the opportunity to cure the alleged non-compliant issue prior to the invocation of any penalties contained in the foregoing sections.

Part 4: Commercial Activity within the City's public right-of-way

Section 1: Vending

- a. Permit Required

Buying and selling goods within the City' public right-of-way is prohibited except by permit. Vending permits are issued and enforced by the City's Police Department, Licensing and Permits Unit.

- b. Blocking Right-of-Way Prohibited

Blocking a sidewalk when conducting an authorized, City permitted sale of goods is prohibited. A minimum passage way width of at least 4 feet must be maintained along the Sidewalk at all times.

Section 2: Vending Machines (food, drinks, etc.)

Unattended vending machines or similar devices may not be located within the City's public right-of-way.

Section 3: Publication-Vending Devices (Newspaper Boxes)

The placement of publication vending devices in the City's public right-of-way must be pursuant to the City Code Chapter 138

- a. Permit Required

It is unlawful for any Person to place, locate, or operate any publication-vending device on a Sidewalk or within any part of the City's public right-of-way without first obtaining a permit from the Commissioner of the Department of Public Works.

For information regarding the issuance of a permit, contact:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue SW, Suite 4900
Atlanta, Georgia 30303
Telephone 404-330-6501

b. Identification

Every publication-vending device must display the name, address and telephone number of the Person responsible for its placement, maintenance, and repair.

c. Special Encroachment

Constructing, erecting, and maintaining any non-standard structure or facility with in the City's public right-of-way will require a special agreement. Examples include, but are not limited to, street furniture, fountains, trash cans, recreation or playground equipment, kiosk, etc.

1. Encroachments into sidewalk and street

No publication-vending device may project onto, into or over any part of a street, or interfere with or impede the flow of pedestrian or vehicular traffic, including any legally parked or stopped vehicle, or any other lawful use of the applicable City's public right-of-way.

2. Obstruction

No publication-vending device may be located where it presents a dangerous condition or obstruction, or endangers the safety of persons or property, or unreasonably interferes with the entrance or access to any residence, business, utility pole, sign post, traffic sign or signal, fire hydrant, gas or water valve, mailbox or similar utility facility.

3. Multiple Publication-Vending Devices

Publication-vending devices may be placed next to each other, as long as no group of publication-vending devices extends more than 6 feet along a curb or wall, except in Olympic Corridors and in the Downtown Improvement District.

d. Affixation to Property

No publication-vending device may be chained or fastened to any property not owned by the owner of the publication-vending device or to any permanently fixed object. However, publication-vending devices, when placed side by side, may be chained or otherwise attached to one another.

e. Specifically Prohibited Locations

No publication-vending device may be located

1. Within 5 feet of any crosswalk;
2. Within 20 feet of any fire hydrant, fire call box or police call box;
3. Within 5 feet from any driveway;
4. In such a manner that impairs visibility for vehicular traffic;

5. In such a manner that impairs bus, taxicab, truck or passenger loading zones;
6. Within 15 feet of any designated bus stop sign or post;
7. Within 50 feet of any other publication-vending device on the same side of the street containing the same edition of the same publication;
8. At any location where the available area of unobstructed Sidewalk for the passage of pedestrians is reduced to less than 6 feet;
9. Within 2 feet of signs, parking meters, streetlights, or utility facilities;
10. In such a manner that hinders access to parked vehicles in marked parking stalls;
11. In a manner that blocks historic markers, benches, or other public improvements;
12. In any manner otherwise prohibited by applicable governmental requirements;
13. In any area where publication-vending device are prohibited by law;

f. Dimensions

No single publication-vending device may exceed 5 feet in height, 30 inches in width or 2 feet in thickness

g. Maintenance

Each publication-vending device must be maintained in a state of good repair at all times.

h. Abandoned Publication-Vending Devices

Any publication-vending device placed upon the City's public right-of-way that appears, in the sole determination of the City's Commissioner of its Department of Public Works or his/her designee, to have been unused in that location for at least 45 Days will be considered abandoned.

The abandoned publication-vending device will be subject to all removal or other remedial procedures provided for in the City's Code of Ordinances or other applicable governmental requirements.

i. Advertising

It is unlawful for any Person to use a publication-vending device for advertising or purposes other than information identifying the publications sold within the specific device.

Additional Requirements for Publication-Vending Devices in Olympic Corridors and the Downtown Improvement District:

1. Uniformity

Publication-vending devices must be uniform and standardized as per the City's Code of Ordinances.

2. Weight

Publication-vending devices must weigh a minimum of 75 pounds and may be fastened to one another in such a manner that they cannot be easily moved or toppled or otherwise pushed or thrown into a City's public right-of-way or Street.

3. Affixation to Sidewalk

Publication-vending devices may not be fastened to the Sidewalk without prior approval from the Commissioner of the City's Department of Public Works.

4. Groups of Publication-Vending Devices

Publication-vending devices must abut one another beginning at a location not less than 30 feet from the intersection point of the projected curb lines of any intersection. No group of publication-vending devices may extend for more than 13 feet. There must be a space of 50 feet between groups of publication vending devices.

5. Street Furniture Zone

Publication-vending devices must be placed within the Street furniture zone, as described by the pedestrian space plan (sheets 137 and 138 of the City's official zoning map), no closer than 18 inches from the back of the nearest curb of the Street and must be positioned to provide for a minimum of 9 feet of unobstructed Sidewalk, so as not to impede reasonable pedestrian traffic on the Sidewalk. Publication-vending devices will not be permitted on Sidewalks with a width of less than 12 feet.

Section 4: Bus Shelters

A Special Agreement is required to erect or maintain a bus shelter within the City's public right-of-way. Contact the Public Works, Traffic Operations Division for information. Refer to *City Code [138-43 Section](#)* for additional information.

Section 5: Signs within the City's public right-of-way

a. Prohibition

It is unlawful to affix (or cause to be affixed) any signage (including, but not limited to, any handbill, poster, paper, campaign sign, or other written or drawn communication) within the City's public right-of-way or to or upon any Sidewalk, crosswalk, curb, Street lamppost, hydrant, traffic signal control box, utility facilities, tree, stake, post or other structure located within the City's public right-of-way. Refer to City Code Section 138-13 for exceptions.

b. Signs on Private Property

Signs on private property (located outside of City's public right-of-way) are regulated by Sign Ordinance Code and other applicable governmental requirements, and are enforced by, among other Persons, the City's Department of Planning and Community Development.

c. Enforcement

The City of Atlanta Code of Ordinances designates the Department of Public Works as the entity to enforce requirements and penalties related to signs within the City's public right-of-way. Refer to City of Atlanta Code Section 138-4. (138 Section)

d. Removal

The City's Department of Public Works is authorized to remove signage in the right-of-way that violates the City's Code of Ordinances, or to require that it be removed. Refer to City of Atlanta Code Section 138-13. (138-43 Section)

e. Penalties

Any violator of this Section may be held accountable as provided in the penalty Section of the Code of Ordinances. The placement of each individual sign will constitute a separate violation.

Section 6: Utility Boxes within the City's public right-of-way

- a. Utility Boxes may be constructed within the City's public right-of-way after obtaining the necessary permits.
- b. All efforts must be made to ensure the boxes are placed to minimize the impact to private property.
- c. In the event, the box will be placed in-front of a residential home, screening may be required by the City's Department of Public Works, to be installed and maintained by Licensee to ensure that the utility box conforms to its general surroundings.

Part 5: Permitted Construction within the City's public right-of-way

Section 1: Additional Publications

The City's Department of Public Works has previously published various documents outlining the rules, regulations, processes, and standards for various types of municipal construction. These publications include:

- a. Rules and Regulation Governing Sidewalks
- b. City of Atlanta Department of Public Work Standard Details.

These publications are available from:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue SW, Suite 4900
Atlanta, Georgia 30303
Telephone 404-330-6501

Section 2: Authorized Contractor Registration

Franchised Utilities are not subject to the subsequent provisions-See Part 7

- Contractors performing work under permits issued to Franchised Utilities will be covered under the terms of the Franchise Agreement with that Franchised Utility.
- Registration Required

Any Person engaging in construction activities within the City’s public right-of-way is required to be registered with the City’s Department of Public Works as an Authorized City’s public right-of-way Contractor. This process may sometimes be referred to as a “Qualified Contractor Permit”. Any Contractor installing utilities must be licensed by the State of Georgia as a “Utility Contractor.”

Registration Requirements

To register with the City as a Qualified Contractor, an applicant must provide proof of:

1. A State of Georgia business license or
2. Certificate of Authority issued by the State of Georgia for out-of-state business
3. Liability Insurance with a minimum policy in the amount of \$3,000,000. The amount of the policy is updated as deemed necessary by the City’s Risk Manager and shall name the City of Atlanta, its officers, employees and agents as additional insured.
4. Qualified to do work required. Qualified Contractors should, contact the City of Atlanta Public Works at (404) 330-6501 for additional information on how to obtain a permit.

a. Registration Information

Authorized City’s public right-of-way Contractor registration information will be kept on file in the Department of Public Works.

b. Registration Fee

The Registration Fee varies from \$45 - \$200 depending on the type of activity being performed within the right-of-way. Annual registration will be valid for multiple work locations. Registration as an Authorized Contractor is separate from and in addition to a Construction Permit.

c. City Department Responsible For Registration

Authorized City’s public right-of-way Contractor registration is issued by:

Department of Public Works/Office of Transportation
 City Hall South
 55 Trinity Avenue SW, Suite 4900
 Atlanta, Georgia 30303
 Telephone 404-330-6501

Section 3: City public right-of-way Construction Permits

a. Issuance Relation to Building Permits

Permits for construction within the City public right-of-way are issued by the City's Department of Public Works. These permits are separate from and independent of, Building Permits, which are issued by the Bureau of Buildings for construction activities on private property.

b. Specific activities requiring Permit

A permit from the City's Department of Public Works is required for:

Any type of construction, repair or maintenance of any facility within the City's public right-of-way that impacts the traveled way, with the exception of repair and maintenance conducted by franchise utilities to existing facilities pursuant to the issuance of a maintenance permit as set forth in Sec. 138-65 (a) (1) of the City of Atlanta Code of Ordinances requires a Permit. Maintenance and repair activities shall include, but not limited to the repair of low hanging cable wires, repair or replacement of poles to facilitate the improvement of the City's public right-of-way or in order to protect public health, safety and welfare.

1. Any type of construction exceeding 500 feet that involves digging, excavating, or placing material within the City's public right-of-way
2. Any type of construction that involves the use of mechanized construction equipment within the City's public right-of-way
3. Digging up and carrying away earth and other material from street or sidewalk. It is unlawful for any person to dump or deposit, remove and carry away gravel earth, dirt, rock, sand or other materials which are a part of any street or sidewalk of the City Refer to City of Atlanta *Code of Ordinances Section 138-11*
4. Any type of construction that involves cutting or removing pavement or placing poles, transformers, or control cabinets.

c. Engineering Drawings Required

To receive a permit to conduct construction activity within a City's public right-of-way, the applicant must submit engineering drawings for review and approval by the City's Department of Public Works.

d. Inspections

All work performed in the City's public right-of-way is subject to inspection by the City's Department of Public Works. It is the obligation of the permitted person to make the site available to inspection within 24 hours.

e. Inspection Costs

The cost of basic site inspection is included in the permit fee. If repeat or extended inspections are required, an inspection fee of \$50.00 per hour will be charged. Franchise Utilities are exempt from all permit fees.

Section 4: Construction in the City's public right-of-way in Conjunction with Permitted Private Property Construction

a. Requirements for additional Permit

An additional and separate permit from the City's Department of Public Works is not required if all of the following apply:

1. A private property construction project was issued a Building Permit through the Bureau of Buildings
2. In the course of the permitting process, the permitted plans were reviewed and stamped by the City's Department of Public Works
3. The permitted plans provide for the construction of storm sewers, sanitary sewers, other utilities, Sidewalks, or driveway aprons within the City's public right-of-way as a condition of the building permit, for which permit and inspection fees were paid.

b. Work within the City's public right-of-way

Any work within the City's public right-of-way must be performed by an Authorized public right-of-way Contractor, and the Department of Public Works must be notified immediately prior to construction so that its inspectors may monitor and inspect the work within the City's public right-of-way.

c. Inspection Fees

The cost of inspection will be included in the Site Development inspection fee.

d. The aforementioned section shall not apply to franchised utilities.

Section 5: Additional Permits required

Construction in the City's public right-of-way may require additional permit(s) beyond the construction permit. Additional permits which may be required include:

a. Driveway Permit

1. Requirements

A Driveway Permit is required for a curb cut, or to construct or repair a driveway apron along a public Street. A Person registered as an Authorized City's public right-of-way Contractor must perform any work within the City's public right-of-way.

b. Open Cuts Requirements

1. Contractors must obtain a valid permit.
2. Contractors must call in all locations.
3. Contractors must provide a brief explanation, on the plans, as to why an open cut is necessary.
4. Contractors must call inspectors prior to the start of work.
5. Contractors must use a trench box in all cuts with a depth of 4ft or greater.
6. All work and repairs are to be performed per City of Atlanta's standards.

7. Contractors must provide uniformed officers on major thorough fares, at signaled intersections and full street closures.
- c. Exception

A separate Driveway Permit is not required for Construction in the City's public right-of-way in Conjunction with Permitted Private Property Construction if all of the previously listed requirements are met.
- d. Issuance

Driveway Permits are issued by:

City of Atlanta
Department of Public Works/Office of Transportation
Suite 4900 City Hall, South
55 Trinity Avenue SW
Atlanta, GA 30303-0325
404-330-6501
- e. Fees

The Driveway Permit fee is \$50.00 per location unless inspection has been included in other permit fees. Notwithstanding the foregoing, inspection costs shall not apply to franchised utilities. Such payment shall be in lieu of permit, inspection or driveway fees.
Franchise Utilities are exempt from all permit fees.

Section 6: Lane Closure, Full Street Closure or Sidewalk Closure Permit

- a. Requirements

With the exception of work conducted by a Franchise Utility pursuant to a scheduled maintenance permit for limited time and scope, a lane closure, full street closure or sidewalk closure permit is required for any activity that requires blocking or closing a lane (s), street or the sidewalk. This permit is in addition to a construction permit. Please refer to Appendix F for specific requirements. In lieu of a permit, Franchise Utilities shall provide general notice to the City of work conducted by a Franchise Utility pursuant to a Scheduled Maintenance Permit.

Full street closure requires submission of application at least 96 business hours in advance of the date of closure in order to notify emergency services, affected property owners and other affected public agencies.
- b. Issuance

Street closure, lane closure and sidewalk closure permits are issued by:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue SW
Atlanta, GA 30303-0325
Telephone: 404-330-6501
- c. Franchise Utilities

Notice of lane and sidewalk closure for limited scope and duration shall be provided by the Franchise Utility to:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue SW
Atlanta, GA 30303-0325
Telephone: 404-330-6501

Permits are processed via PWOP

d. Fees

The fees for street closure, lane(s) closure and sidewalk closure depend on a number of factors including the number of days and length of closure. To the extent that a Person pays or remits payment to the City pursuant to section 138-127 (h)(1) of the City of Atlanta Code of Ordinances, such payment shall be in lieu of permit fees.

Franchise Utilities are only exempt from those permit fees that are specified in State Law or Franchise Agreements. All other permit fees remain in effect.

Section 7: Material Hauling Permit/Haul Route Assignment

a. Requirements

Transporting excavation or fill material to or from a location inside the City will require a permit and the assignment of a "Haul Route". The intent is to ensure that loaded dump trucks and other equipment travel the route that causes the least disruption.

b. Building Permit Condition

The assignment of a haul route may be a condition for the issuance of a building permit for work on private property.

c. Additional Permits maybe Required

Material Hauling Permits are separate from and in addition to other applicable permits.

d. Assignment of Routes: Haul Routes are assigned by:

Department of Public Works/Office of Transportation
Office of Transportation Suite 4900
City Hall South
55 Trinity Avenue, S.W.
Atlanta, GA 30303-0325
Telephone: 404-330-6501

e. Fees

The permit fee for a haul route is \$45
Franchise Utilities are exempt from all permit fees.

Section 8: Minimum Requirements for City public right-of-way Construction Permit

a. Requirements

In order to obtain a construction permit, the applicant must provide the following:

An engineering plan meeting the City's Department of Public Works' Standards illustrating the work to be done. In final form (4) sets of plans are required for department approval. The plan will be reviewed and approved by the Department of Public Works prior to the issuance of a permit.

1. At minimum, open cut utility projects require a dimensioned plan showing all existing utilities. Projects proposing directional drilling require a plan and profile. A detailed checklist of information required is available from the City's Department of Public Works.
2. A proposed schedule of activities
3. Proof of registration as an "Authorized City's public right-of-way Contractor or Qualified Contractor" with the Department of Public Works
4. Proof of receipt of any other necessary review or permit which may be required. (Example: Lane Closure, Street Closure Permit, The Georgia Department of Transportation (GDOT) is responsible for review and approval), any work carried out inside the (GDOT) Right-of-Way must be authorized and permitted only by the GDOT.
5. Proof of any required Bonds or Insurance

b. Disposition of Plans

1. Plans not meeting the necessary standards set forth will be marked and returned to the applicant for correction or revision and
2. If a project requires a Lane Closure or street closure or sidewalk closures, the applicant will be referred to the Office of Transportation.
3. Upon meeting all necessary requirements, and payment of appropriate fees, a permit may, at the discretion of the City, be issued.

c. Franchised Utilities

1. Separate Handling

Construction permits for Franchised Utilities are handled separately from other City's public right-of-way construction permits.

2. Issuance

Franchised Utility construction permits are reviewed and issued by
Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue, S.W., Suite 4900
Atlanta, GA 30303-0325
Telephone: 404-330-6501

3. Fees

The permit fee is \$200.00 per project location. An inspection fee of \$50.00 per hour will also apply. The minimum charge for a single inspection is \$50.00 (one hour). Certain companies are exempt as franchise fees are paid in lieu of permit fees as stated in the franchise agreement.

Section 9: Conditions of Permits

a. Compliance

1. Failure to comply with any of the conditions of permit is a violation of the City's Code of Ordinances and will be subject to the penalties set forth in City's Ordinance, ([Violation Notices.doc](#))
2. Notice of Violation-If the City believes that a Person has not complied with the conditions of permit, the City shall notify the Person in writing of the exact nature of non-compliance. ("Violation Notice")
3. Persons shall have the opportunity to respond to the Violation Notice contesting the assertion of non-compliance ; and
4. Persons shall have the opportunity to cure the alleged non-compliant issue prior to the invocation of any penalties contained in the foregoing sections:

b. Standard Condition of Permitting

Any permit for construction or other activities is subject to the following standard conditions unless specifically agreed otherwise in writing.

1. Notification for Inspection

At least 24 hours prior to beginning construction, the Permit Holder must notify the City's Department of Public Works designated contact person, identified on the permit, advise of the pending construction schedule and arrange for inspection of the work by the City. Failure to notify the designated contact person is a violation of the permit and may subject the violator to penalties. Permit inspector's name and contact number will be listed on the approved permit,

2. Access to Abutting Property

Anyone engaged in permitted activities within the City's public right-of-way is obligated to maintain reasonable access to property abutting the City's public right-of-way at all times.

c. Traffic Control:

All traffic control must adhere to the standards set forth by the Manual on Uniform Traffic Control devices (MUTCD) and be approved the Department of Public Works..

Any traffic control left in the right-of-way, overnight, must be properly inspected and maintained by the contractor at the end of the work day.

d. Staging/Storage Areas

Parking equipment and/or storing material or supplies within the City's public right-of-way is not allowed unless a designated parking/storage area is included and approved in the permitted plan.

e. Permissible working hours:

Monday – Friday (9:00 am – 4:00 pm) and (6:00 pm – 10:00 pm)
Exceptions may be granted.

In an effort to minimize the negative effects of noise and traffic congestion caused by construction activities, time limitations may be imposed on construction activities as stated in the City's Noise Ordinance [138-Section \(See 138-16\) and Code 150-293.](#)

f. Exceptions

Driveways, entrances to businesses, including, but not limited to, loading docks, work areas, parking areas and other methods for obtaining access to property, may be temporarily disrupted only under the following conditions:

1. If specifically stipulated in the permit
2. For periods of short duration at non-critical times
3. After sufficient notice has been given to the affected property owner(s) resident(s) & tenant(s).

Section 10: Public Notification, Signs & Identification

a. Public Notification and Site Identification

1. Whenever construction activities are to be performed in the City's public right-of-way, the Commissioner of Public Works shall require the Person conducting activities pursuant to a permit to provide the public with reasonable notification of impending work.
2. Public notice shall be made to the affected neighborhood in the form of the placement and maintenance of appropriate signs in appropriate locations and/or notification in writing to the Neighborhood Planning Organizations (NPU), as required by the City's Department of Public Works, in advance of the construction activities. The notification should include type of construction, dates and affected streets. This will be a condition of the permit for any activity within the public right-of-way that may reasonably be expected to:
 - Continue for more than 8 hours
 - Cause an unusual degree of noise or vibration
 - Involve the closure of a full street.
 - Include an excavation within or the cutting or removal of asphalt or concrete pavement.

b. Signs

1. Sign Requirements

The posting of signs must adequately identify each construction site. Failure to properly maintain appropriate signage for the duration of the project could be a cause for suspension of construction permits.

2. Number of Signs

A minimum of two signs must be placed at each construction site. However, where the manual on Uniform Traffic Devices (MUTCD) requires more signage, MUTCD requirements shall be used.

3. Location of Signs Visibility Other Physical and Temporal Sign Requirements:

- Sign location, size and installation shall conform to MUTCD requirements.
- Signs must be placed in a location adjacent to the construction activity, readily visible to the traveling public.
- Signs may be posted on traffic barricades, installed on temporary stakes, or by other means acceptable to the City's Department of Public Works. Permission must be obtained from the pole owner prior to attaching signs to their poles.
- Signs must be visible to vehicles and pedestrians traveling in either direction.
- Signs must have a surface area of not less than 3 square feet.
- Lettering must be legible block letters not less than 2" high.
- Sign material must be sufficient to withstand outdoor exposure for the duration of the project.
- Signs must remain in place until all work is complete, including any re-paving and re-grassing.
- A sample Public Notification and Construction Site Identification Sign is shown in the *Appendix D*

c. Door-to-Door Notification

1. Requirements

Abutting property owners and tenants along the route of the construction must be notified of the pending activity within the City's public right-of-way that would unreasonably interfere with either the egress or ingress into said owner's property or include the placement of a permanent structure (Utility Box). Notification shall consist of the distribution of flyers, pamphlets, door-hangers, etc... identifying the area, activities and duration at least 5 days prior to the beginning of construction. Construction activities should be defined to include work that involves demolition, excavation and explosives and not include routine repairs such as service connects and/or disconnect.

****Note:** Franchise Utilities may use any combination of door hangers, signs or mailings to advise affected residents and/or NPU Organizations, as required by the City's Department of Public Works, of scheduled and active construction projects.

d. Vehicle Identification

1. Clear Markings Required

Any vehicle and/or construction equipment or equipment used in conjunction with permitted activities within the City's public right-of-way must be clearly marked or labeled, identifying the Company for which the work is being performed, as well as the Company performing the work.

2. Vehicle Display of Type of Permit

All vehicles must display on the rear of the vehicle or inside the rear windshield a notice, in legible form, clearly visible to the public, stating the type of permit under which the work is being performed.

3. Compliance

- a. Failure to display appropriate notice will be a violation and will be subject to penalties.
- b. Notice of Violation-If the City believes that a Person has not complied with provisions of this section, City shall notify the Person in writing of the exact nature of non-compliance. ("Violation Notice")
- c. Persons shall have the opportunity to respond to the Violation Notice contesting the assertion of non-compliance ; and
- d. Persons shall have the opportunity to cure the alleged non-compliant issue prior to the invocation of any penalties contained in the foregoing sections.

Section 11: Excavation within the City's public right-of-way

There is a three (3) year moratorium on all open cuts on streets resurfaced under the Renew Atlanta Program. Emergency repairs, service connections and disconnections will be allowed in the event of eminent danger to public safety, health and wellness. In the case of emergency repairs, service connections and disconnections, the restoration required is mill and/or overlay 100 feet each side of the trench for the full width of the lane, lanes or street.

Any permit for construction or other activities that involve excavation within the City's public right-of-way is subject to the following conditions unless specifically agreed otherwise by the City.

a. Tie Back Wall Agreement

A Resolution authorizing the Mayor to accept and execute an agreement to permit the construction of Temporary Retaining Walls, employing a Pre-stressed Tie-Back system locates within the and under the City's public right-of-way adjoining the private property. The City reserves the rights to limit and regulate the usage of the surface, to provide conditions for allowing for other purposes.

b. Utility Location and Marking

1. Utility Protection Notification

Unless part of a large project agreement, at least 48 hours prior to any excavation, directional drilling, jacking and boring, or other similar activity that may damage existing utilities within the City’s public right-of-way, the Person responsible for that activity must notify the Utility Protection Center (Call before You Dig) at 1-800-282-7411 or 811 to request the marking of all existing utilities in the affected area. No excavation, directional drilling, jacking or boring, or other similar activity, may begin until all utilities are appropriately and accurately marked.

2. Removal of Utility Markings

Utility Markings are water soluble and will be removed by normal weather conditions. The City recognizes the following standard marking codes as set by the American Public Works Association (APWA).

Table 1 Department of Public Works Color Code for Underground Utilities Marking (adopted from American Public Works Association)

White	Proposed Excavation
Pink	Temporary Survey Makings
Red	Electric Power Lines, Cables, Conduit, and Lighting Cables
Yellow	Gas, Oil, Steam, Petroleum, or Gaseous Materials
Orange	Communication, Alarm or Signal Lines, Cables or Conduits.
Blue	Potable Water
Purple	Reclaimed Water, Irrigation, and Slurry Lines
Green	Sewers and Drain Lines

c. Duration of Excavation

Upon opening an excavation within the City’s public right-of-way, the Permit Holder must diligently execute the work in order to minimize the duration of any open excavation.

d. Dimension of Excavation

The open portion of any trench excavation must be kept at a minimum. Trenches must be backfilled as soon as the necessary utility work is completed. No opening of additional length of trench may be performed prior to the timely backfilling of the completed portion. At no time may any open construction trench or ditch to exceed 500 feet in length. Exceptions may be granted.

e. Closure of Excavations

Persons performing excavations must close all excavations immediately upon completion of the work or upon notice from the City. Where an excavation in a vehicular traffic lane must be temporarily opened to traffic prior to the final closure, a metal plate or plates may be used as a temporary closure so long as appropriate installation and safety issues are addressed, and all conditions set for the use of metal plates in this manual or by applicable governmental requirements are met.

f. Safety

1. Excavation Shoring: Compliance with Governmental requirements

All work within the City's public right-of-way must be done in a safe and lawful manner. Excavation must be appropriately shored and workers must be adequately protected. Contractors, subcontractors, utility owners, and any other associated Person will all be responsible for meeting the appropriate OSHA regulations and all applicable industry safety requirements and other governmental requirements.

2. Public Protection

The public must be adequately protected (as specified in the current MUTCD) in and around all excavations by the erection of appropriate barricades, warning signs, flashing lights, and other necessary safety devices. A safe route of passage around the excavation site must be provided to pedestrians at all times. Unless specifically permitted by the City, the use of metal plates to cover sidewalk excavations is prohibited.

3. Compliance

Failure to maintain a safe site is a violation of applicable governmental requirements and is subject to penalties, including revocation of permit.

- a. Notice of Violation-If the City believes that a Person has not complied with provisions of this section, City shall notify the Person in writing of the exact nature of non-compliance. [Violation Notices.doc](#)
- b. Persons shall have the opportunity to respond to the Violation Notice contesting the assertion of non-compliance ; and
- c. Persons shall have the opportunity to cure the alleged non-compliant issue prior to the invocation of any penalties contained in the foregoing sections.

g. Best Management Practices for Soil Erosion and Sedimentation Protection

<http://www.state.hi.us/dlnr/dofaw/wmp/bmps.htm>

Persons engaged in "earth-disturbing activities" within the City's public right-of-way must employ "Best Management Practices" for soil erosion and sedimentation protection as required by applicable Georgia Soil and Water Conservation (http://www.gaswcc.org/docs/field_manual_4ed.pdf) and the City's Code of Ordinances ([ARTICLE II Erosion.doc](#)) Failure to employ best management practices will be reason to Revoke a permit and those responsible will be subject to fines and legal action.

h. Liability for Damage

Permits for construction within the City's public right-of-way do not limit liability for damage to existing utilities or public facilities, or any other damages that may ensue from the Permit Holder's activities. The named Permit Holder is liable for all damages done in the execution of the work. Contractors and Franchised Utilities are liable for all damages caused by any of their contractors, subcontractors, material men, suppliers or other similar Persons at any tier.

i. Alternative Excavation Technology

All Permit Holders must employ all reasonable efforts to minimize damage to the City's public right-of-way and to reduce risk to existing utilities. Persons engaged in excavation in the City's public right-of-way are encouraged to utilize "alternative technology" such as "dirt vacuuming" when such technology is appropriate and will reduce the negative impact on the City's public right-of-way.

j. Directional Drilling

Directional drilling may only be used in those areas in which other construction techniques pose an equal or greater risk of damage to existing utilities, and to areas where the risk of damage is offset by public convenience.

a. Restoration of the City's public right-of-way

1. Restoration after construction

Upon completion of the permitted work, including restoration notification to the Department of Public Works is required. Restoration may include the repaving of streets, removal of barricades, or obstructions and excavation material and the installation of appropriate vegetation.

- Restoration responsibility

The Permit Holder is liable for any damage done in the execution of work within the City's public right-of-way and is responsible for restoring the City's public right-of-way.

- Flowable Fill - Optional as backfill

- Vegetation

Restoring appropriate vegetation within the City's public right-of-way is a condition of the permit and a requirement of applicable governmental requirements, including Georgia State Law and the City's Code of Ordinances

<http://www.municode.com/resources/gateway.asp?pid=10376&sid=10>

k. General Requirements

Unless specifically permitted otherwise by the City, all excavations within the City's public right-of-way that impact the existing asphalt or concrete pavement of Streets or Sidewalks may be backfilled with "Flowable Fill." Excavated material must be removed from the site.

l. Characteristics of Flowable Fill Material:

1. Flowable Fill is also known as "Controlled Low Strength Material (CLSM)", "Lean Mix Backfill", or "Flowable Mortar". It is a blend of cement, water, sand and flyash designed as a low strength, flowable material requiring no subsequent vibration or tamping to achieve complete consolidation. It is self-leveling, self-compacting, and fills all voids. It does not settle or rut under loading, thus preventing the formation of "dips" in the pavement above utility cuts 2 or 3 years after the repair of an excavation.

2. Flowable Fill will generally set hard enough to support the weight of an individual within 2 to 4 hours after its initial placement. (Quicker setting mixes can be achieved at additional cost, if necessary.) At 24 hours, flowable fill can support the weight of vehicles yet can still be excavated manually with a shovel.

Table 2

Compressive Strength of Flowable Material

Days Compressive Strength, PSI

3	23
7	40+
28	50-100
90	317
180	417
365	403

Typical Ratio of Contents of Flowable Fill***

Cement	100 lbs/cy
Fly Ash (type F)	200 lbs/cy
Sand	2700 lbs/cy
Water	550 lbs/cy

***The City may request the Permit Holder to use a specific ratio of contents of flowable fill, depending upon the specific requirements of the project at issue. And to the extent practicable, the Permit Holder shall make a good faith effort to comply with City's request for a specific ratio of contents of flowable fill.

Flowable fill is NOT a substitute for or interchangeable with concrete. It has no large aggregate and less than 20% of the cement content of concrete. Concrete is also not a substitute for flowable fill.

m. Placement of Flowable Fill at or Below Pavement Level Time Requirements.

1. If the final surface course of pavement can be restored within 3 Days, flowable fill must be placed short of the final surface elevation by the thickness of the final pavement, thereby, allowing the final pavement to be placed flush with the existing pavement. Metal plates must cover the incomplete repair until the final pavement is restored.
2. If the final surface course of pavement cannot be restored within 3 Days, flowable fill must be placed flush with the existing pavement. Metal plates

must be used over this flowable fill until the fill has sufficiently hardened to carry traffic loads (approximately 24 hours). Metal plates must then be removed and the backfill must temporarily support traffic until the pavement can be restored. When final pavement is placed, the backfill must be removed to an appropriate thickness such that the final pavement is flush with the existing pavement.

n. Metal Plates

1. Length of Use Limitations

The use of metal plates to cover pavement cuts and excavations will be limited to 5 business days after work is completed unless special permission is granted by the City's Department of Public Works. Plates left in the City's public right-of-way more than 5 business days after work is completed, weather permitting and/or availability of materials, are subject to removal by the Department of Public Works. An assessment of \$100.00 will be charged for the removal of any metal plate. The assessment must be paid in full before the Department of Public Works will return the metal plate. Assessments do not apply to Franchise Utilities.

2. Liability

The owner, lessor, user, installer, or other similar Persons, of metal plates used within the City's public right-of-way is liable for all injuries or damages to Persons, vehicles or other property (real or personal) that may result from their improper placement or use, or the failure to ensure that they continue to be properly and securely placed and appropriately used.

3. Plate Identification Required

Whenever metal plates are either leased, rented or placed, the said plates must be clearly identified with the name or initials of the owner.

4. Record of Plate Identification Information with City

In order to minimize confusion in identifying plates, plate owners must record their company name and plate identification initials with the Department of Public Works. Plate identification marks currently on record with the Department of Public Works at the time of the publication of this manual are:

1. AGL-Atlanta Gas Light
2. ANSCO-Ansco
3. DPW -Department of Public Works
4. AWW, SEWER – Department of Watershed Management
5. BST – Bell South/AT&T
6. GPC – Georgia Power Company
7. LVL3 – Level (3) Communications
8. USRP – U. S. Rental Plates and
9. BDW – Bureau of Drinking Water
10. COM-Comcast Cable Communications

The City may, from time to time, issue a list of current registrants without the need to formally amend this manual.

5. Alternative Plate Identification Methods

Adhesive plastic signs similar to that typically used on vehicle “bumper stickers” may identify plates provided, however, that the surface of the metal plate is sufficiently prepared to allow the adhesive plastic sign to remain affixed to the metal plate for the entire duration it is intended to protect an excavation area within the City’s public right-of-way.

It is, at all times and regardless of the method of metal plate identification used, the responsibility of the plate user to ensure that plates are adequately and legibly identified at all times.

6. Failure to Identify Plates

Metal plates placed in the City’s public right-of-way without proper identification are subject to immediate removal and confiscation by the Department of Public Works. If an unidentified plate is removed, the site will be made safe by the Department of Public Works.

o. Asphalt Pavement damage repair Requirements:

The Commissioner of Public Works shall require an inlay or overlay beyond the cut limits for the full width of the lane, lanes or road surface to improve the road smoothness and appearance depending on the age of the last paving operations as follows:

There is a three (3) year moratorium on all open cuts on streets resurfaced under the Renew Atlanta Program. Emergency repairs, service connections and disconnections will be allowed in the event of eminent danger to public safety, health and wellness. In the case of emergency repairs, service connections and disconnections, the restoration required is mill and/or overlay 100 feet each side of the trench for the full width of the lane, lanes or street.

1. If the existing pavement is up to 4 years old, mill and/or overlay 100 feet each side of the trench for the full width of the lane, lanes or street.
2. If the existing pavement is 4 years up to 7 years old, mill and/or overlay 50 feet each side of the trench for the full width of the lane, lanes or street.
3. If the existing pavement is over 7 years old, pavement repair shall be replaced in kind using construction procedures in accordance with the City Standard details for the full width of the lane, lanes or street.
4. If in any one block or 500 linear feet, the cumulative damage to the pavement exceeds 200 square feet, the affected lane must be resurfaced for the length of damage.

p. Multiple Lanes

If pavement is damaged in more than one lane, the City may require that the Street be repaved across its full width.

q. Milling Requirements

If field conditions warrant, milling may be required prior to repaving. In the event of a requirement of milling, terms and conditions shall be specified in the permit.

r. Sidewalks

1. Application of City Standards

Damage to Sidewalks must be repaired in accordance with the City's Standard Details.

2. Asphalt Prohibited

Concrete Sidewalks may not be permanently or temporarily repaired with asphalt.

3. Decorative Sidewalk Agreements

Sidewalks previously improved under the terms of a Decorative Sidewalk agreement must be repaired in compliance with the terms of that agreement

4. Additional Special Conditions

The City may impose additional requirements for scheduling work in designated Pedestrian Zones and for the repair of Sidewalks in areas where the Sidewalk improvement program is currently active, according to the MUTCD.

Part 6: Special Agreements

Section 1: General Provisions Concerning Encroachments

Any activity that occupies space (encroaches) in a City's public right-of-way for a continuous or extended period requires, in addition to a permit, a Special Agreement. Special Agreements are in effect contracts between the property owner and other appropriate Persons, depending on the circumstances, and the City. Special Agreements must be authorized by the City Council and signed by the Mayor or his designee, as set forth in the City's Code of Ordinances.

a. Required Special Agreement Provisions

The City' Code of Ordinances requires Special Agreements to contain certain provisions for the City's protection: Specifically, Special Agreements are generally required to contain provisions including, but not limited to the following:

1. Indemnifying and holding the City harmless
2. Posting Appropriate Bonds
3. Maintaining Adequate Insurance
4. Maintaining the Encroachment
5. Removing the Encroachment
6. Paying rental fees relating to the Encroachment in accordance with the City's Code of Ordinances

b. Contact Information

Persons wishing to enter into special agreements with the City should contact:

Department of Public Works/Office of Transportation
Office of Transportation Suite 4900

City Hall South
55 Trinity Avenue, S.W.
Atlanta, GA 30303-0325
Telephone: 404-330-6501

c. Potential Situations Involving Special Agreements

The most frequently encountered situations requiring Special Agreements are privately constructed and operated Bridges or Tunnels, Decorative Sidewalks, Awnings or Marquises, and Special Encroachments.

Section 2: Bridges and Tunnels

In order for a person to construct, own, or operate a private pedestrian, vehicular, or utility bridge, tunnel, or similar passage between buildings over, under, or into the City's public right-of-way, a Special Agreement is required. Use of a bridge, tunnel, or passageway is limited solely to intermittent passage of pedestrians or vehicles, or for locating (non-franchise) utilities. Encroachment space cannot be utilized as occupied space for Persons, for the transaction of business, or for storage of material.

Section 3: Decorative Sidewalks

a. City Standards Policy

The City maintains standards for Sidewalk construction within the City's public right-of-way. The intent of these standards is to ensure that Sidewalks are constructed in a safe, cost effective, and easily repairable manner.

b. Special Sidewalk Districts:

Certain historic or special districts within the City may have additional requirements for brick Sidewalks, extra width Sidewalks, or other details. These requirements are on file with the City's Bureau of Planning.

c. Decorative Sidewalk Agreements

If a Person desires to construct a Sidewalk in the City's public right-of-way abutting that Person's property that is to be constructed from unusual or exotic material, is to be of a non-standard design or construction, will vary from the requirements of an applicable historic or special district, or otherwise will be special or unique, a Special Agreement (Decorative Sidewalk Agreement) is required. Civic improvement groups or other entities wishing to construct decorative Sidewalks

Abutting multiple properties may enter into Special Agreements with the City.

d. Limitations Applicable To Decorative Sidewalks

1. The use of light gray or buff color tinted concrete, or geometric imprints (hex pattern, brick pattern, etc.) in broom finish concrete, do not alone constitute a Decorative Sidewalk, and do not require a Special Agreement. However, such details must be shown on the engineering plans submitted for a permit.
2. The use of vivid or exotic colors, inlays, special stones, non-standard textures, or pavers does constitute a Decorative Sidewalk and requires a Special Agreement.
3. Unless a Special Agreement specifically states to the contrary, the owner of abutting property is obligated to maintain the Sidewalks fronting the owner's

property, including any Decorative Sidewalks. If City or public utility work crews cut or damage a standard Sidewalk, they must repair the Sidewalk to good condition. If City or public utility work crews damage a Decorative Sidewalk, they must make good faith efforts to minimize damage, save paving materials removed, and repair the Sidewalk in a compatible manner.

However, if the repair of a Decorative Sidewalk requires extraordinary time, effort, or material, the owner of the Sidewalk is responsible for the extra time, effort, and material, necessary to make the repair.

Section 4: Awnings and Marquees

Erecting and maintaining any awning, canopy, marquee, or sign structure attached to a building or free standing, that occupies space within the City's public right-of-way, or that, in the event of failure, may present a danger to the public, will require a Special Agreement.

Section 5: Special Encroachment

Constructing, erecting, and maintaining any non-standard structure or facility within the City's public right-of-way will require a Special Agreement. Examples include, but are not limited to, Street furniture, fountains, trash cans, recreation or playground

a. Tie Back Wall Agreement Encroachment

A resolution authorizing the Mayor to accept and execute an agreement to permit the construction of temporary Retaining Walls employing a Pre-stressed Tie-Back system located within and under the City's public right-of-way adjoining the private Property. The City reserves the right to limit and regulate the usage of the surface, subsurface and aerial space within the City's public right-of-way, to provide equipment, kiosk, etc.

Section 6: Categories of City Streets

The City of Atlanta's street system is functionally classified as Local, Collector, Arterial and Expressway. The classification system groups streets based on their intended purpose such as providing mobility between destinations, access to properties and a combination of mobility and access. Please refer to *Appendixes A and B* for a list of collector and arterial streets within the City limit.

Section 7: Time of Day Restrictions

a. Specific Restrictions

Unless specifically stated otherwise in the permit, the following time of Day restrictions will apply to permitted construction within the City's public right-of-way:

1. No lane of any arterial or collector Street may be blocked for any period between 7:00 AM and 9:00 AM or between 4:00 PM and 6:00 PM
2. No nighttime activities are allowed as per City Code Chapter 74, Article IV Noise Control. Please refer to the Code Section for exempted activities and specific requirements.
3. Adjustment of Time of Day Restrictions

- a. The Department of Public Works reserves the right to adjust or amend the allowable time of day restrictions (in general or in a specific location) for any permitted activity within the City's public right-of-way, as circumstances require.

City of Atlanta
Department Of Public Work – Right-of-Way

Plan Review Checklist [Further Discussion by Parties]

Address: _____ Reviewed By: _____

1. Show project number (phase and section number) on plans.
2. Show and label land lot numbers and lines.
3. Show and label land district numbers and lines.
4. Flag project site on location sketch and show north arrow.
5. Note Stations on primary centerline used throughout the project.
6. Label limits of rights of way acquisition on cross streets (where station/offset information is taken from cross street centerline).
7. Note the beginning and end of right of way Acquisition. Mile log designation – to the nearest tenth – if available. Project show one Begin and one end acquisition; with beginning right of way acquisition extending from left to right without regard to the north arrow direction.
8. Show full stations and offsets (on Metric Plans include English and Metric offset distances); if more than one centerline is used state which centerline the information is taken from or provide general note. If general note is provided; please make sure it agrees with centerline stations and offsets are taken from in alignment. Includes existing and required right –of- way points at P.C. and P.T. Stations.
9. Label survey centerline with bearing.
10. Label construction centerline with bearing.
11. Show street names - all existing locations including mainline, State Route and U.S. Numbers
12. Label or provide legend to identify construction limits, include symbols for cut “C” or fill “F”.
Sheet may overlap. (For clarity of parcels, however, duplicate information should be kept to a minimum).
13. Label or provide legend for existing right of way and existing limited access. Existing right of way must be shown on County Roads. If existing right of way were determined, please show area maintained as existing right of way.
14. Label or provide legend for required right of way and limited access.
15. Show curve data.
16. Show revision block, all revision must be shown on cover sheet
17. Clearly show for dual project plans the beginning/end of each project.
18. Show the beginning and end Right of way acquisition.
19. Provide a title block.

20. Include "Legend" for limited access, required right of way, property lines, existing right of way, construction limits, easements and any other symbols used in the plans. Complete Standard Right-of-Way Legend by using additional symbols.
Show Angles and stations where centerline crosses street.
21. Show Edge of pavement where (existing and proposed) on mainline, cross roads and drives.
22. Label limits of rights of way acquisition on cross streets. Where station/offset information is taken from cross street centerline
23. Include equality stations.
24. Identify any utility relocation.
25. Show and label drainage, culverts, channel changes, side and cross drains.
26. Show driveways, tie-ins and cross streets.
27. Sheet must have revision block.
28. Show the scale on each plan sheet.
29. Show property limits on all projects if available
30. Coordinates are required at two points on the centerline for each plan sheet. These points should be reference points such as Pac's, Pit's, side sheet centerline intersections or railroad intersections. (If reference point is not available, every station should be used).
31. Right of Way from railroads should be referenced from both the centerline and the nearest railroad milepost. Coordinates are required.
32. Locate the railroad milepost apply to all areas of right of way and easement, which are not contiguous.
33. Right of Way for Individual Property (Parcels). & P.T. Stations.
34. On all lines within the required right of way, show bearings and distances (arcs), and radius on all curved lines. On Curved line, include chord length and chord bearing. Exception: Bearings not required on existing right of way.
35. The area for required Right of Way. (Square feet and acres) Acres and hectares should be computed to three decimal places; Square Feet and Square Meters to two decimal places.
36. Any Parcels with remainders on each side of a project or which cross street on the project must show separate areas for each remainder. Parcels with easement acquisition only (except driveway easement) should give a remainder or total lot size. Any area less than an acre should be shown as 0. --+/- Acre, 1- 10 acres - - And over 10 acres to the nearest acre plus or minus.
37. Provide Easement Labeled or legend. Full Station and Offset required; hatch construction easements. On railroad parcels, easements should not be closer than 15 feet from the centerline of the tract.
38. Driveway easement should have full station and offset on all points. Metric Plans should give both Metric and English Offsets. Specify in Data Table the total number of driveway easements per parcel.
39. Show easement area in square feet for each type of easement. This (Does not include driveway easements). Any Parcels requiring easement only should also give a remainder or total lot size (This does not include driveway easements).
40. Show all applicable parcel number on all sheets. Survey Chain numbers are not acceptable as Parcel numbers.
41. Show all applicable names of the property owner's on all sheets.
42. Label all Buildings. (If Data is Available)
43. Access Breaks. Show dimension of Access Breaks and Driveways. Provide station and offset, parcel number, owner name, and total area.
44. Show paving improvements within required right of way.

45. Show signs, gas islands, pump tanks, and permanent light fixtures. Signs within the required rights of way should be located and annotated.
46. Note the reference parcel number must be shown on sheet to cover the entire parcel as shown on plans.
47. Note any parcels with tracts should show a total area for the required right of way, easement (for each type of easement excluding driveways).
48. Note the descriptions shown for each Parcel should proceed in a clockwise direction.



Office of Transportation's Franchised Utilities Section

There is a three (3) year moratorium on all open cuts on streets resurfaced under the Renew Atlanta Program. Emergency repairs, service connections and disconnections will be allowed in the event of eminent danger to public safety, health and wellness.Part 7: **Franchised Utilities**

In general, Franchised Utilities with facilities located in the City's public right-of-way are subject to the requirements, conditions, and obligations as any other Person working within the City's public right-of-way. However, certain specifics particularly applicable to Franchised Utilities are more fully discussed.

Section 1:

Permits Issued to Franchised Utilities

Permits for Construction, Maintenance, or Repair of facilities owned by Franchised Utilities in the City's public right-of-way are issued by the City's Department of Public Works. Permits are issued to Franchised Utilities only and not to the Franchised Utilities' individual contractors, subcontractors, material men, suppliers or similar person at any tier. A Franchised Utility is responsible for all work performed in the City's public right-of-way and all damages caused by or resulting from any person performing work for the Franchised Utility.

Section 2:

Submittal of Permit Applications

Permit Applications for work in the City's public right-of-way should be submitted to:

Department of Public Works/Office of Transportation
City Hall South
55 Trinity Avenue, S.W., Suite 4900
Atlanta, GA 30303-0325
Telephone: 404-330-6501

Or electronically by utilizing the Public Work's Online Permitting System

Section 3:

Route Selection

Pursuant to public, health, safety, and welfare, the Department of Public Works reserves the right to review the selection of locations and routes of utilities, proposed by Franchised Utilities. The design and construction of distribution and transmission facilities are in accordance with the National Electric Safety Code (NESC) and is regulated by State & Federal Government.

Placement of Support Facilities:

1. Right of Review

The Department of Public Works reserves the right to review, the placement of support facilities and equipment within the City's public right-of-way, proposed by Franchised Utilities. Support equipment and facilities (switching boxes, amplifiers, connection panels, poles, etc.) must be located such that they do not interfere with the movement of vehicles or pedestrians, or block sight-lines at intersections. Request for placement of support facilities and equipment within the City's public right-of-way by Franchised Utilities shall not be unreasonably withheld. Moreover, Franchised Utility may appeal any

denial for request of placement of support facilities and other equipment to the Commissioner of Public Works.

2. Support Facilities

The City may designate geographical areas in which facilities are preferred to be placed underground; provided however, that Franchisees are not required to place transmission and distribution facilities underground when aerial facilities exist and that where existing aerial facilities are being retired and removed from service, replacement will be made using underground construction if technically practical and economically feasible and subject to applicable state and federal law.

Section 4:

Expedited Process for Co-Location and Joint Applications

Policy Statement

1. Intent of Manual

It is the intent of this manual to encourage Franchised Utilities to cooperate with each other in the construction of new facilities, repair and maintenance of existing facilities and similar functions, and the scheduling of activities within the City's public right-of-way. The goal is to minimize the disruption to the public caused by multiple construction projects in any one area.

2. Priority of Permit Applications Complying With Policy

Permit applications meeting the goals of this Policy will be given priority for review by the City's Department of Public Works.

Section 5:

Minimal Submittal Requirements for Utility Construction Permits

a. Engineering Plan

An engineering plan meeting the Department of Public Works' standards illustrating the work to be done must be submitted. The plan must show the proposed work location in reference to neighboring street. The plan will be reviewed and must be approved by the Department of Public Works prior to the issuance of a permit.

1. Traffic Control Plan

Temporary traffic control must be provided in accordance with the current edition of the MUTCD.

2. Schedule

A schedule of activities.

3. Additional Requirements

Additional requirements may apply, depending on the specific circumstances of the application.

Section 6:

Utility Maintenance

Franchised Utilities engaged in routine and repetitive repair and maintenance activities within the City's public right-of-way may be eligible for special blanket permits. These permits are available for limited, short-term, and minimal impact activities. The following provisions apply to Blanket Permits. Blanket permits will be giving to franchise utilities with a good work history. The blanket permit will be issued on a bi-annual basis after a review of previous work history to ensure the continuation of a good work history. In the event a franchise utility is required to park at a parking meter to perform maintenance, no fee is required.

1. **Qualifying Activities:**

Installation of customer service connections to existing facilities

- a. Minor adjustments to existing facilities or service connections.
- b. Various miscellaneous activities, such as checking and maintaining equipment.
- c. Any and all work necessary to restore services to customers in an impacted area.

2. **The following conditions apply utility scheduled maintenance activities:**

- a. No lane of any arterial or collector Street may be blocked for any period between 7:00 and 9:00 AM or between 4:00 and 6:00 PM, Monday through Friday. (Morning and Evening Rush Hour)
- b. No lane of any arterial Street may be blocked for any period exceeding 1 hour between 9:00 AM and 4:00 PM, Monday through Friday, unless a uniformed police officer is employed on site to direct traffic. A company flag man may be provided to direct traffic in lieu of uniformed police officer if blockage occurs for less than an hour between 9:00 am – 4:00 pm.
- c. No lane of any Street in a commercial or retail area may be blocked for any period exceeding 1 hour between 7:00 am and 6:00 pm, Monday through Friday.
- d. No nighttime activities are permitted, seven days a week (9:00 pm to 7:00 am.) unless circumstances exist where there is need to conduct maintenance, trouble calls, restore service to customers or repair work in the evening.
- e. No pavement cuts or excavations of any type are permitted. Minimal excavation for the purpose of replacement of existing poles is permitted, as long as dirt is removed from the site or otherwise disposed of in a manner acceptable to the City.
- f. No activities that create an unacceptable level of noise, dust, or disruption to normal activities of the population are permitted.

2. Emergency Repair

Work performed pursuant to an emergency shall qualify as work performed.

a. Qualification Requirements

In order to performed work to qualify as activities performed for Emergency Repair one or more of the following circumstances must exist:

1. Immediate danger to life, health, or property
2. Immediate threat of environmental damage
3. Necessity to repair damage to essential facilities resulting from extreme weather events or traffic accidents
4. Loss of service to a single customer
5. Immediate response to the problem will result in significantly reduced inconvenience to the public in the long term
6. Delay of repair will result in further damage to facilities
7. Other extraordinary conditions that can be documented as an emergency.

b. Notification Requirements

Within 24 hours of the occurrence of the emergency or at the beginning of the next business day, whichever later occurs, the Franchised Utility owner must notify the City's Department of Public Works in writing of the location and nature of the emergency and submit the following, as appropriate, specifics concerning the emergency:

1. Information detailing the threat to public health or safety
2. Information concerning the threat of environmental damage
3. An engineering plan meeting the Department of Public Works standards, illustrating the work done or remaining to be done.
4. A schedule of activities
5. Payment of applicable fees and
6. Any additional information that the City may require, depending on the specific circumstances of the event.

c. Maintenance of Equipment in the City's public right-of-way

The owner of any equipment or facility in the City's public right-of-way must maintain that equipment or facility with good appearance. Upon written notice from the City, and receipt of said notice by the owners, owners are required repair vandalism and to remove or cover graffiti as soon as practicable.

Appendix A:

Arterial Streets

Alphabetical Listing

Note: Streets listed may also be classified as State or Federal Highways and may be identified by a highway number designation.

<u>STREET NAME</u>	<u>SEGMENT</u>	<u>Miles</u>
Baker Street, N.E.	Luckie Street to Piedmont Avenue	0.76
Bankhead Highway, N.W.	Marietta Street to City Limits	6.4
Bell Street, N.E.	Auburn Avenue to Hill Street	0.38
Bolton Road, N.W.	Fulton Industrial Blvd. to Marietta Blvd	3.0
Briarcliff Road, N.E.	Ponce de Leon to City Limits	0.47
Buford Highway, N.E.	City Limits to Piedmont Road	1.1
Campbellton Road, S.W.	Lee Street to 166	4.53
Campbellton Road, S.W.	166 to City Limits	2.65
Candler Road, N.E. & S.E.	City Limits to City Limits	0.70
Capitol Avenue, S.W.	University Avenue to MLK Jr. Drive	1.8
Cascade Road, S.W.	City Limits to Gordon Street	3.06
Central Avenue, S.W.	Dodd Avenue to Edgewood Avenue	1.4
Cheshire Bridge Road, N.E.	Piedmont Road to Buford Highway	1.4
Cleveland Avenue, S.E. & S.W.	City Limits to Jonesboro Road	2.85
Courtland Street, N.E.	North Avenue to MLK Jr., Drive	1.5
Crown Road, S.W.	City Limits to City Limits	0.55
Decatur Street, S.E.	Peachtree Street to Gunby Street	1.4
Dekalb Avenue, N.E.	City Limits to Gumby Street	3.1
East Roxboro Road, N.E.	West Roxboro Road to Wood Circle	0.2
Edgewood Avenue, N.E.	Peachtree Street to Krog Street	1.5
Fulton Industrial Blvd., S.W.	Old Gordon Road to Bolton Road	1.8
Fulton Street, S.W.	Pryor Street to Capitol Avenue	0.4
Georgia Avenue, S.W.	Glenn Street to Capitol Avenue	1.15
Glenn Street, S.E.	Murphy Avenue to Stewart Avenue	0.2
Glenwood Avenue, S.E.	Hooper Street to Clifton Street	2.35
Gordon Street, S.W.	Cascade Avenue to Glenn Street	1.2
Harris Street, N.E.	Luckie Street to Piedmont Avenue	0.7
Hightower Road, N.W.	Bankhead Highway to MLK Jr., Drive	1.7
Hill Street, S.E.	Bell Street to Glenwood Avenue	0.4
Howell Mill Road, N.E.	Collier Road to Marietta Street	2.1
International Blvd., N.E.	Northside Drive to Piedmont Avenue	1.2
James Jackson Parkway, N.W.	City Limits to Bankhead Highway	3.0
Jonesboro Road, S.E.	City Limits to McDonough Blvd.	5.4
Juniper Street, N.E.	14 th Street to North Avenue	1.0
Lakewood Avenue, S.E.	166 to Jonesboro Road	1.1
Lavista Road, N.E.	Cheshire Bridge Road to City Limits	0.18
Lee Street, S.W.	City Limits to West Whitehall St.	2.4
Linbergh Drive, N.E.	Peachtree Road to Cheshire Bridge Road	2.1
Macon Drive, S.E.	Cleveland Avenue to Lakewood Avenue	1.35
Memorial Drive, S.W. & S.E.	Peachtree Street to City Limits	6.0
Marietta Blvd., N.W.	City Limits to West Marietta Street	3.3

Marietta Street, N.W.	Peachtree Street to West Marietta Street	2.5
MLK Jr. Drive, S.E. & N.W.	Hill Street to City Limits	8.7
Mitchell Street, S.W.	Martin Luther King Jr. Dr. to Capitol Avenue	0.9
Moreland Avenue, S.E. & N.E.	Ponce de Leon Avenue to City Limits	5.7
McDonough Blvd., S.E.	Moreland Avenue to University Avenue	2.5
North Avenue, N.W. & N.E.	Northside Drive to Bonaventure Avenue	2.5
Northside Drive, N.W.	Steward Avenue to Northside Parkway	7.1
Northside Parkway, N.W.	Northside Drive to City Limits	3.6
Old Gordon Road, S.W.	MLK Jr. Dr. to Fulton Industrial Blvd	0.38
Peachtree St. & Rd., N.W. & N.E.	Memorial Drive to City Limits	10.0
Peachtree Center Avenue, N.E.	Decatur Street to Edgewood Avenue	0.1
Peachtree Dunwoody Rd., N.E.	Roxboro Road to Meadowbrook Drive	1.9
Peters Street, S.W.	Trinity Street to West Whitehall Street	1.0
Piedmont Avenue, S.E. & N.E.	ML King Jr. Dr. to Cheshire Bridge Road	4.3
Piedmont Road, N.E.	Cheshire Bridge Road to Roswell Road	3.5
Ponce De Leon, N.E.	Peachtree Street to City Limits	3.2
Pryor Street, S.W.	Edgewood Avenue to University Avenue	2.3
Ridge Avenue, S.E.	Capitol Avenue to Pryor Street	0.4
Roswell Road, N.E. & N.W.	Peachtree Road to City Limits	2.7
Roxboro Road, N.E.	Peachtree Road to East Roxboro Road	0.9
Sawtell Avenue, S.E.	McDonough Blvd. to Jonesboro Road	0.7
South West Connector, S.W.	West Marietta Street to Bankhead Highway	1.0
Spring Street, S.W. & N.W.	Peachtree Street to Trinity Avenue	2.25
Stanton Road, S.W.	Campbellton Road to City Limits	0.4
Steward Avenue, S.W.	City Limits to Glenn Street	4.5
Techwood Drive, N.W.	West Peachtree Place to Walker Street	0.95
Trinity Avenue, S.W.	Spring Street to Memorial Drive	0.5
Walker Street, S.W.	Techwood Drive to Peters Street	0.4
Washington Street, S.W.	Martin Luther King Jr. Dr. to Memorial Drive	0.21
West Marietta Street, N.W.	Ashby Street to Marietta Blvd.	0.55
West Peachtree Street, N.W.	Peachtree Street to Peachtree Street	2.2
West Whitehall Street, S.W.	Lee Street to Peters Street	1.52
Whitehall Street, S.W.	Memorial Drive to Murphy Avenue	0.8
Williams Street, N.E.	West Peachtree Place to International Blvd.	0.3
Total # of Arterial Streets = 75	Total # of Miles	158.24

Appendix B: State Routes

STATE ROUTE	FROM	TO
S. R. 3; U.S. 19/41 (Metropolitan Parkway)	A point 50 feet north of Mt. Zion Road (Hapeville city limits)	Northside Drive
S. R. 3 ; U.S. 19/29/41 (Northside Drive)	Metropolitan Parkway	A point 0.10 miles north of Northside Parkway
S. R. 3; U.S. 41 (Northside Parkway)	A point 0.10 miles north of Northside Drive	Cobb County Line
S. R. 8; U. S. 78/278 (Bankhead Highway)	Cobb County Line	Northside Drive
S. R. 8; U. S. 29/78/278 (North Avenue)	State Route 3/US 19/29/41 (Northside Drive)	Piedmont Avenue
S. R. 8 (Ponce De Leon Avenue)	Piedmont Avenue	Dekalb County Line
S. R. 9; U. S. 19 (14th Street)	Northside Drive	West Peachtree Street
S. R. 9; U. S. 19 (West Peachtree Street)	14th Street	Peachtree Street
S. R. 9; U. S. 19 (Peachtree St./Rd.	West Peachtree Street	Roswell Road
S. R. 9; U. S. 19 (Roswell Road)	Peachtree Road	A point 50 feet north of Meadowbrook Drive
S. R. 9; SOUTH (Spring Street)	Peachtree Street	14th Street
S. R. 10 (Freedom Pkwy.)	State Route 401/I-75	State Route 8/Ponce de Leon Avenue
S. R. 13 (Buford Highway)	Peachtree Road	Dekalb County Line
S. R. 14; U. S. 29 (Lee Street)	A point 0.05 miles north of Womack Avenue (East Point city limits)	Avon Avenue
S. R. 14; U. S. 29 (Lee Street/ West Whitehall Street)	Avon Avenue	Chapel Street
S. R. 14 (West Whitehall Street/Peters Street)	Chapel Street	Spring Street
S. R. 42; U. S. 23 (Moreland Avenue)	Dekalb County Line	A point 0.10 miles south of Custer Avenue
S. R. 42; U. S. 23 (Moreland Avenue)	A point 0.10 miles south of Custer Avenue	Ponce de Leon Avenue
S. R. 42; (Briarcliff Road)	Ponce de Leon Avenue	Dekalb County Line
S. R. 42 CONN. (Freedom Parkway Connector)	State Route 10	State Route 42
S. R. 42 SPUR (McDonough Boulevard)	Moreland Avenue	Jonesboro Road
S. R. 54 (Jonesboro Road)	Clayton County Line	Harper Road

S. R. 54 (Jonesboro Rd., McDonough Blvd., University Ave.)	Harper Road	State Route 401/I-75
S. R. 54 CONN. (Sawtell Avenue)	Jonesboro Road	McDonough Blvd.
S. R. 70 (Fulton Industrial Blvd.)	Aviation Circle	Bankhead Highway
S. R. 139 (Ralph David Abernathy Boulevard)	State Route 14/US 29/ W. Whitehall Street	Martin Luther King Jr. Drive
S. R. 139 (Martin Luther King Jr. Drive)	Ralph David Abernathy Drive	A point 0.10 mile west of Old Gordon Road
S. R. 141 (Peachtree Road)	State Route 9	Dekalb County Line

STATE ROUTE	FROM	TO
S. R. 3; U.S. 19/41 (Metropolitan Parkway)	A point 50 feet north of Mt. Zion Road (Hapeville city limits)	Northside Drive
S. R. 3 ; U.S. 19/29/41 (Northside Drive)	Metropolitan Parkway	A point 0.10 miles north of Northside Parkway
S. R. 3; U.S. 41 (Northside Parkway)	A point 0.10 miles north of Northside Drive	Cobb County Line
S. R. 8; U. S. 78/278 (Bankhead Highway)	Cobb County Line	Northside Drive
S. R. 8; U. S. 29/78/278 (North Avenue)	State Route 3/US 19/29/41 (Northside Drive)	Piedmont Avenue
S. R. 8 (Ponce De Leon Avenue)	Piedmont Avenue	Dekalb County Line
S. R. 9; U. S. 19 (14th Street)	Northside Drive	West Peachtree Street
S. R. 9; U. S. 19 (West Peachtree Street)	14th Street	Peachtree Street
S. R. 9; U. S. 19 (Peachtree St./Rd.	West Peachtree Street	Roswell Road
S. R. 9; U. S. 19 (Roswell Road)	Peachtree Road	A point 50 feet north of Meadowbrook Drive
S. R. 9; SOUTH (Spring Street)	Peachtree Street	14th Street
S. R. 10 (Freedom Pkwy.)	State Route 401/I-75	State Route 8/Ponce de Leon Avenue
S. R. 13 (Buford Highway)	Peachtree Road	Dekalb County Line
S. R. 14; U. S. 29 (Lee Street)	A point 0.05 miles north of Womack Avenue (East Point city limits)	Avon Avenue
S. R. 14; U. S. 29 (Lee Street/ West Whitehall Street)	Avon Avenue	Chapel Street
S. R. 14 (West Whitehall Street/Peters Street)	Chapel Street	Spring Street
S. R. 42; U. S. 23 (Moreland Avenue)	Dekalb County Line	A point 0.10 miles south of Custer Avenue
S. R. 42; U. S. 23 (Moreland Avenue)	A point 0.10 miles south of Custer Avenue	Ponce de Leon Avenue
S. R. 42; (Briarcliff Road)	Ponce de Leon Avenue	Dekalb County Line
S. R. 42 CONN. (Freedom Parkway Connector)	State Route 10	State Route 42
S. R. 42 SPUR (McDonough Boulevard)	Moreland Avenue	Jonesboro Road
S. R. 54 (Jonesboro Road)	Clayton County Line	Harper Road
S. R. 54 (Jonesboro Rd., McDonough Blvd., University Ave.)	Harper Road	State Route 401/I-75
S. R. 54 CONN. (Sawtell Avenue)	Jonesboro Road	McDonough Blvd.
S. R. 70 (Fulton Industrial Blvd.)	Aviation Circle	Bankhead Highway
S. R. 139 (Ralph David Abernathy Boulevard)	State Route 14/US 29/ W. Whitehall Street	Martin Luther King Jr. Drive
S. R. 139 (Martin Luther King Jr. Drive)	Ralph David Abernathy Drive	A point 0.10 mile west of Old Gordon Road
S. R. 141 (Peachtree Road)	State Route 9	Dekalb County Line

Appendix C:

Collector Streets

Alphabetical Listing

Note: Streets listed may also be classified as State or Federal Highways and may be identified by a highway number designation.

STREET NAME	SEGMENT	Miles
Alexander Street, N.E.	Marietta Street to West Peachtree Street	0.47
Arizona Avenue, N.E.	Rogers Street to Dekalb Avenue	0.1
Ashby St, S.W. & N.W.	White Street to West Marietta Street	3.5
Atlanta Avenue, S.E.	Capitol Avenue to Boulevard	1.1
Auburn Avenue, N.E.	Peachtree Street to Randolph Street	1.5
Auburn Avenue, N.E.	Randolph Street to Port Street	0.6
Avon Avenue, S.W.	Lee Street to Cascade Avenue	1.5
Austin Avenue, N.E.	Euclid Avenue to Elizabeth Street	0.3
Bakers Perry Road, S.W.	City Limits to M.L.K. Jr. Dr.	2.0
Baker Road, N.W.	Hightower Road to West North Avenue	0.9
Barge Road, S.W.	Stone Road to Fairburn Road	1.4
Barnett Street, N.E.	Ponce De Leon Avenue to Virginia Avenue	0.6
Beecher Street, S.W.	Donnelly Ave to Benjamin E Maya Drive	2.55
Benjamin E. Mays DR SW	Beecher Road to Fairburn Road	2.95
Berne Street, S.E.	Boulevard South East to Moreland Avenue	1.11
Beverly Road, N.E.	West Peachtree Street to Polo Drive	0.7
Bishop Street, N.E.	Howell Mill Road to Mecaslin Street	0.75
Blackland Road, N.E.	Roswell Road to Northside Drive	1.4
Bohler Road, N.W. ~	West Wesley Road to Defoors Perry Road	1.1
Bolton Road, N.W. - I	Barrett Road. To M.L.K. Dr. Drive	2.2
Bolton Road, N.W.	Coronet Way to Marietta Boulevard	0.3
Bouldercrest Drive, S.E.	Flat Shoals Road to Fayetteville Road	0.85
Boulder Park, S.W.	Fairburn Road to Mendell Drive	1.9
Boulevard, S.E.	North Avenue to Edgewood Avenue	1.1
Boulevard, S.E.	McDonough Blvd to Glenwood Avenue	1.95
Boulevard Drive, N.E.	Moreland Avenue to Candler Road	3.4
Brown Mills Rd, SW & SE	Crown Road to Jonesboro Road	4.2
Butler Street, N.E.	Houston St. to Martin Luther King Jr. Dr.	0.7
Butler Road, S.W.	Tell Road to Campbellton Road	1.3
Carroll Drive, N.W.	Chattahoochee Avenue to Marietta Road	0.6
Centra Villa Drive, S.W.	Cascade Avenue to Campbellton Road	1.0
Chappell Road, N.W.	Bankhead Hwy to M.L.King Jr. Dr.	1.2
Chattahoochee Ave, N.W.	Howell Mill Road to Marietta Boulevard	1.0
Cherokee Avenue, S.E.	Memorial Drive to Atlanta Avenue	1.1
Childress Drive, S.W.	Cascade Road to Campbellton Road	1.6
Claire Drive, S.W.	Lakewood Avenue to Pryor Road	0.85
Clifton Road, N.E.	Ponce De Leon Avenue to Dekalb Avenue	0.8
College Avenue, N.E.	Howard Street to City Limits	0.8
Collier Drive, N.W.	Old Gordon Road to Hightower Road	2.7
Collier Road, N.W.	Defoor Hills Road to Peachtree Street	2.4
Confederate Avenue, S.E.	Boulevard South East to Edie Avenue	0.75
Conley Road, S.E.	Jonesboro Road to City Limits	0.7

Constitution Road, S.E.	Jonesboro Road to Macon Highway	1.0
Continental Colony Pkwy S.W	Greenbriar Parkway to Hogan Road	0.6
County Line Road, S.W.	City Limits to City Limits	0.4
County Line Road, S.W.	Tell Road to City Limits	1.8
Custer Avenue, S.E.	Moreland Avenue to Boulevard	1.1
Defoor Avenue N.W.	Howell Mill Road to Collier Road	1.1
Defoor Ferry Road, N.W.	Collier Road to Coronet Way	1.9
Delmar Lane, N.W.	On Ramp to I-285 East Bound	0.9
Delow Drive, S.W.	Campbellton Road to Cascade Avenue	1.3
Derring Road, N.W.	Northside Drive to Peachtree Street	1.0
Dill Avenue, S.W.	Murphy Avenue to Stewart Avenue	0.9
Dodson Drive, S.W.	City Limits to Cascade Road	1.6
Donnelly Avenue, S.W. -	Lee Street to Cascade Avenue	1.2
East Andrews Drive, N.E.	Roswell Road to West Paces Ferry Road	0.4
East Confederate Ave, S.E.	Edie Avenue to Moreland Avenue	0.8
East Morningside Dr, N.E.	Piedmont Ave to East Rock Spring Rd	0.8
East Paces Ferry Rd, N.E.	Piedmont Road to Roxboro Road	1.15
East Rock Spring Rd, N.E.	Morningside Drive to City Limits	0.8
East Wesley Road, N.E.	Piedmont Road to Peachtree Road	1.3
Ellis Street, N.E.	Piedmont Avenue to Peachtree Street	0.3
Empire Boulevard, S.W.	Oak Drive to Brown Mills Road	0.85
Euclid Avenue, N.E.	Moreland Avenue to Austin Avenue	0.2
Fair Street, S.W.	Walker Street to Lawton Street	1.15
Fairburn Road, S.W.	City Limits to Bolton Road	3.35
Fairburn Road, S.W.	City limits to City Limits	4.1
Fayetteville Road, S.E.	Flat Shoals Road to Bouldercrest Drive	0.65
Flat Shoals Avenue, S.E.	Moreland Avenue to Bouldercrest Drive	1.1
Fiat Shoals Road, S.E.	Bouldercrest Drive to Fayetteville Road	0.85
Forrest Park Road, S.E.	Thomasville Drive to Conley Road	3.5
Forsyth Street, N.W.	Whitehall Street to Peachtree Street	0.9
Fort Street, N.E.	Irwin Street to Auburn Avenue	0.2
Fulton Street, S.E.	Capitol Avenue to Connally Street	0.35
Fulton Street, S.W. -	Humphries Street to Pryor Street	0.6
Garmon Road, N.W.	Mount Paran Road to City Limits	0.6
Georgia Avenue, S.E.	Capitol Avenue to Cherokee Avenue	0.75
Gilbert Road, S.E.	Brown Mills Road to City Limits	1.1
Glen Irish Drive, N.E.	Highland Ave to Ponce De Leon Avenue	0.8
Gordon Street, S.W.	Martin Luther King Jr. Dr to Cascade	1.1
Greenbrier Parkway, S.W.	Campbellton Road to Barge Road	1.4
Habersham Road, N.E.	Peachtree Battle Avenue to Roswell Road	2.8
Harbin Road, S.W.	Cascade Road to Campbellton Road	1.3
Hapeville Road, S.W.	Cleveland Avenue to Oak Drive	0.8
Harwell Road, N.W.	Bankhead Highway to Collier Drive -	1.3
Hemphill Avenue, N.W.	Northside Drive to 10th Street	0.40
Hill Street, S.E.	Milton Avenue to Glenwood Avenue	1.65
Hills Avenue, N.W.	Chattahoochee Ave to Defoor Hills Road	0.4
Hillside Drive, N.E.	Powers Ferry Road to Northside Drive	0.8
Highland Avenue, N.E.	Alaska Avenue to Piedmont Avenue	1.14
Hightower Road, N.W.	Bankhead Hwy to James Jackson Pkwy	1.1
Hogan Road, S.W.	City Limits to Continental Colony Pkwy	0.4
Hogan Road, S.W.	Fairburn Road to Stone Road	1.2

Hollywood Road, N.W.	Bolton Road to Bankhead Highways	3.0
Houston Street, N.E.	Butler Street to Peachtree Street	0.4
Howard Street, N.E.	College Avenue to Boulevard Drive	0.6
Huff Road, N.E.	Howell Mill Road to Marietta Boulevard	1.0
Hutchens Road, S.E.	Forrest Park Road to Jonesboro Road	1.1
Irwin Street, N.E.	Lake Avenue to Fort Street	1.0
Jackson Street, N.E.	Decatur Street to Highland Avenue,	0.7
James P Brawley Dr., S.W.	Greensferry Avenue to Bankhead Highway	1.75
Jefferson Street, N.W.	Ashby Street to South West Connector	0.45
Jett Road, N.E.	Powers Ferry Road to City Limits	0.6
Johnson Road, N.W.	Hollywood Road to Perry Boulevard	1.3
Johnson Road, N.E.	Lenox Road to Briar Cliff Road	0.8
Kimberly Road, S.W.	Campbellton Road to Melvin Drive	0.9
Kimberly Road, S.W.	City Limits to City Limits	0.59
Lake Avenue, N.E.	Elizabeth Street to Irwin Street	0.4
Lake Forrest Drive, NW.	Powers Ferry Road to City Limits	2.6
Lakewood Avenue, S.E.	Claire Drive to Milton Avenue	1.1
Lakewood Way, S.E.	Pryor Road to Lakewood Avenue	0.4
Langston Avenue, S.W.	Sylvan Road to Murphy Avenue	1.0
Lawton Street, S.W.	Fair Street to Donnelly Avenue	1.15
Lee Street, S.W.	White Street to West End Avenue	0.8
Lenox Road, N.E.	Cheshire Bridge Road to East Rock Spring	1.45
Lenox Road, N.E.	Peachtree Road to Buford Highway	1.8
Linkwood Road, N.W.	Collier Dr to Martin Luther King Jr. Drive	0.7
Luckie Street, N.W.	North Avenue to Forsyth Street	1.1
Lynhurst Drive, S.W.	Martin Luther King Jr. Dr to Cascade Road	2.2
McDaniel Street, S.W.	Northside Drive to University Avenue	1.7
McLendon Avenue, N.E.	Moreland Avenue to City Limits	1.8
McWilliam Road, S.E.	Brown Mills Road to Forrest Park Road	0.75
Macon Drive, S.W.	Mount Zion Road to Cleveland Avenue	0.6
Marietta Road, N.W.	Perry Boulevard to Bolton Road	2.7
Mason Turner Road, S.W.	Simpson Road to Chappell Road -	0.19
Maynard Terrace, S.E.	Glenwood Avenue to Memorial Drive	0.5
Mecaslin Street, N.E.	Bishop Street to Derring Road	0.2
Milton Avenue, S.E.	Capitol Avenue to Hill Street	0.7
Mitchell Street, S.W.	Martin Luther King Jr., Dr to Magnum St.	0.4
Moore Mill Road, N.W.	Bolton Road to West Paces Ferry Road	3.4
Montgomery Ferry Rd, N.E.	Polo Drive to Piedmont Ave	0.6
Monroe Drive, N.E.	Piedmont Cir to Ponce De Leon Ave	3.1
Mount Gilead Road, S.W.	Fairburn Road to Campbellton Road	1.2
Mount Paran Road, N.W.	City Limits to Paces Ferry Road	2.9
Mount Zion Rd, S.W. & S.E.	Stewart Avenue to Brown Mills Road	1.4
Murphy Avenue, S.W.	Glenn Street to Dill Avenue	1.55
Niskey Lake Road, S.W.	Campbellton Road to County Line Road	1.14
North Avenue, N.E.	Bonaventure Avenue to Oakdale Road	1.1
North Highland Ave, N.E.	East Rock Spring to Alaska Avenue	2.95
Northside Drive, N.W.	Northside Parkway to City Limits -	3.0
Northwest Drive, N.W.	Bolton Road to Hightower Road	1.45
Oakdale Road, N.E.	Dekalb Avenue to City Limits	1.35
Oakland Drive, S.W.	Richland to Campbellton Road	0.8
Old Ivy Road, N.E.	Piedmont Road to Wieuca Road	1.2
Old Hapeville Road, S.W.	Macon Drive to Cleveland Avenue	0.6

Ormond Street, S.E.	Cherokee Avenue to Capitol Avenue	0.75
Parkway Drive, N.E.	Highland Ave to Ponce De Leon Avenue	0.8
Parrott Avenue, N.W.	Bolton Road to Bolton Road	1.0
Peachtree Battle Ave, N.W.	Moore's Mill Road to Peachtree Road	3.2
Peachtree Center Ave N.E.	Edgewood Avenue to Peachtree Street	0.6
Perkerson Road, S.W.	Stewart Avenue to Sylvan Road	1.3
Perry Boulevard, N.W.	Southwest Connector to Hollywood Road	2.9
Peyton Road, S.W.	Benjamin E Mays Drive to M.L.K. Jr. Drive	2.2
Pharr Road, N.E.	Peachtree Road to Piedmont Road	0.75
Piedmont Circle, N.E.	Piedmont Avenue to Monroe Drive	0.1
Polo Drive, N.E.	Beverly Road to Montgomery Ferry Road	0.2
Poole Creek Road, S.W.	Jonesboro Road to Brown Mills Road	1.6
Powers Ferry Road, N.W.	Roswell Road to City Limits	1.9
Pryor Road, S.W.	University Avenue to Lakewood Way	1.6
Ralph McGill Blvd, N.E.	North Avenue to Peachtree Street	2.2
Randolph Street, N.E.	Auburn Avenue to Highland Avenue	0.35
Ridgewood Road, N.W.	Paces Ferry Road to Moore's Mill Road	2.5
Rogers Street, N.E.	Boulevard Drive to Arizona Avenue	0.5
Sandtown Road, S.W. -	Venetian Drive to Cascade Road	1.0
Simpson Road, N.W.	Collier Road to Marietta Street	4.2
S. River Industrial Blvd SE	Forrest Park Road to City Limits	0.6
Stone Hogan Connector SW	Stone Road to City Limits	0.4
Stone Road, S.W.	Fairburn Road to City Limits	1.8
Sydney Street, S.E.	Connelly Street to Cherokee Avenue	0.4
Sylvan Road, S.W.	Murphy Avenue to City Limits	1.9
Techwood Drive, N.W.	10th Street to 16th Street	0.6
University Avenue, S.W.	Stewart Avenue to Ridge Avenue	1.1
Veltre Circle, S.W.	Cascade Road to Benjamin E Mays Drive	0.7
Venetian Drive, S.W.	Cascade Avenue to Campbellton Road	2.0
Virginia Avenue, N.E.	North Highland Avenue to Monroe Drive	0.75
Waters Road, S.W.	Cleveland Avenue to Hapeville Road	0.4
Wells Street, S.W.	Glenn Street to Humphries Street	0.3
West Lake Avenue, N.W.	Bankhead Hwy to MLK Jr. Dr.	1.5
West North Avenue, N.W.	Baker Road to Chappell Road	1.35
West Peachtree Place, NW	Alexander Street. to Peachtree Street	0.38
West Wesley Road, N.W.	Peachtree Road to Ridgewood Road	3.9
West Wieuca Road, N.W.	Loridans Drive to Lake Forrest Drive	0.9
Westmont Road, S.W.	Venetian Drive to Beecher Street	1.3
Westview Drive, N.W.	Cordon Street to West End Avenue	1.7
Weyuan Avenue, S.W.	Capitol Avenue to Ridge Avenue	0.1
White Street, S.W.	Cordon Street to Ashby Street	0.95
Whitefoord Avenue, N.E.	Memorial Drive to Dekalb Avenue	1.0
Wieuca Road, N.E.	Peachtree Road to Loridans Drive	1.6
Willis Mill Road, S.W.	Cascade Road to Campbellton Road	1.3
Wyman Street, N.E.	Memorial Drive to Boulevard Drive	0.4
Zip Industrial, S.E.	Poole Creek Road to Brown Mills Road	0.7
10th Street, N.W.	Monroe Drive to Howell Mill Road	2.4
14th Street, N.W.	Howell Mill Road to Juniper Street	1.7

TOTAL # of Streets = 195

Total # of Miles 246.67

Appendix D:

Time of Day Restrictions for working in the right-of-way

Noted: Include working in inclement weather section

In an effort to minimize the negative effects of noise and traffic congestion caused by construction activities, Time of Day Limitations are imposed on construction activities in certain area of the City.

Unless specifically stipulated otherwise by a written permit from the City of Atlanta:

- No lane of any arterial street shall be blocked for any period between 7:00 AM and 9:00 AM or between 4:00 PM and 6:00 PM.
- No lane of any arterial street shall be blocked for any period exceeding 1 hour between 9:00 AM and 4:00 PM unless a uniformed police officer is employed on site to direct traffic.
- No lane of any street in a commercial or retail zone shall be blocked for any period exceeding 1 hour between 7:00 AM and 6:00 PM.
- No nighttime activities in residential areas, define language 10:00 PM to 7:00 AM excluding maintenance that does not exceed – define levels which requires a noise variance. [74.135 Section](#)
- No activities that create an unacceptable level of noise, dust, or disruption to normal activities of the population

Exceptions to Time of Day Restrictions

In the event of a legitimate emergency, time of day restrictions may be waived.

Emergency

In order to be recognized as an emergency for the waiver of time of day restrictions one or more of the following restrictions must exist:

- Immediate danger to life, health, or property.
- Immediate threat of environmental damage.
- Necessity to repair damage to essential facilities resulting from extreme weather events or traffic accidents.
- Loss of service to customers.
- Immediate response to the problem will result in significantly reduced inconvenience to the public in the long term.
- Delay of repair will result in further damage to facilities.
- Other extraordinary condition that can be documented as an emergency.

Within 24 hours of the occurrence of the emergency, or at the beginning of the next business day, the facility owner must notify the Department of Public Works of the location and nature of the emergency and submit the following as appropriate:

Permit has to be submit within 5 days

- Notice and explanation of any threat to public health or safety.
- Notice and explanation of any threat of environmental damage.
- An engineering plan meeting the Department of Public Works standards, illustrating the work done or remaining to be done.
- A schedule of activities.
- Payment of applicable fees

Additional requirements may apply, depending on the specific circumstances of the event.

Appendix E:

Public Notification Sign

- Signs to be Posted Prior to Construction and to Remain In Place during Construction
- Signs must be Visible and Legible to Vehicles and Pedestrians Traveling in either direction.
- Signs and Lettering should be sized appropriate to Location
- Signs must have a surface area of not less than 3 square feet.
- Lettering must be legible block letters not less than 2" high.

(Example)

Water Main Construction

Work Performed by *(Name of Contractor)*

Under Contract to *(Name of Owner)*

Begin Construction: *(Date)*

Project Duration *(# of Days)*

Address questions and complaints to
(Owner's representative and telephone #)

24-Hour Emergency Contact *(Telephone #)*

Vehicle Identification Signs (refer to GDOT 3.12)

To be displayed in front or rear windshield on each vehicle used on a construction site.

Standard Size: 8 ½" X 11"

Vehicle Identification Signs must be consistent with the Type of Work in Progress

Working under Permit from
City of Atlanta

General Construction
In the Public Right-of-Way

(Name of Contractor)

Under Contract to (Name of Owner)

24-Hour Emergency Contact
(Telephone #)

Working under Permit from
City of Atlanta

Emergency Utility Repair
In the Public Right-of-Way

(Name of Contractor)

Under Contract to (Name of Owner)

24-Hour Emergency Contact
(Telephone #)

Working under Permit from
City of Atlanta

Scheduled Utility Maintenance
In the Public Right-of-Way

(Name of Contractor)

Under Contract to (Name of Owner)

24-Hour Emergency Contact
(Telephone #)

Appendix F:

Areas of Special Impact

Note: City of Atlanta Code of Ordinances - Section 138-126 (i.) In this Code Section, the term “Peachtree Corridor” is used in lieu of the term “Areas of Special Impact”. Until this code section is updated, the terms will be interpreted as being interchangeable.

For the purpose of determining Telecommunication Franchise and Revocable License fees and permits, areas of Special Impact (Peachtree Corridor) shall include:

- Buckhead High Impact Area
- Downtown High Impact Area
- Peachtree/Piedmont/Lindberg High Impact Area

Peachtree/Piedmont/Lindberg High Impact Area

1. All of the City’s public right-of-way of Peachtree Street and Peachtree Road between Interstate Hwy 85 and Pharr Road
2. All of the City’s public right-of-way of Piedmont Road between 14th Street and Pharr Road
3. All of the City’s public right-of-way of Lindberg Drive between Peachtree Road and Piedmont Ave

Buckhead High Impact Area

All of the City’s public right-of-way within an area bounded as follows:

1. Beginning at the Point of Intersection of the southern right-of-way of Pharr Road and the western right-of-way of Peachtree Road, said point being the Point of Beginning,
2. Hence, running northerly along the western right-of-way of Peachtree Road to its intersection with West Paces Ferry Road and Roswell Road,
3. Hence, running northerly along the western right-of-way of Roswell Road to the intersection of Piedmont Road,
4. Hence, running southerly along the eastern right-of-way of Piedmont Road to the intersection of Buckhead Loop,
5. Hence, running easterly along the northern right-of-way of Buckhead Loop to the intersection of Phipps Boulevard,
6. Hence, running northeasterly along the northwestern right-of-way of Phipps Boulevard to the intersection of Wieuca Road,
7. Hence, running southerly along the eastern right-of-way of Wieuca Road to the intersection of Peachtree Street,

8. Hence, running easterly along the northern right-of-way of Peachtree Road to the intersection of Roxboro Road,
9. Hence, running along the eastern right-of-way of Roxboro Road to the Southern Railway crossing,
10. Hence, running westerly along the Southern Railway right-of-way to the crossing of Ga. Hwy 400,
11. Hence, along the western right-of-way of Ga. Hwy 400 to the intersection of Peachtree Road;
12. Hence, running southwesterly along the southern right-of-way of Peachtree Road to the intersection of Piedmont Road,
13. Hence, running southerly along the eastern right-of-way of Piedmont Road to the intersection of Pharr Road,
14. Hence, running westerly along the southern right-of-way of Pharr Road to the intersection of Peachtree Road, and the Point of Beginning.
15. All of the area thus described, lying within the Corporate Limits of the City of Atlanta, 17th District, Fulton County, Georgia.

Downtown High Impact Area

All of the City's public right-of-way within an area bounded as follows:

1. Beginning at the Intersection of the southern right-of-way of Martin Luther King Jr. Drive and the western right-of-way of Northside Drive, said point being the Point of Beginning,
2. Hence, running northerly along the western right-of-way of Northside Drive to the intersection of Interstate Hwy 75,
3. Hence, running easterly along the northern right-of-way of Interstate Hwy 75 and continuing easterly along the northern right-of-way of Interstate 85 to the intersection of Peachtree Street,
4. Hence, running easterly and southerly along the northern and eastern right-of-way of Peachtree Street to the intersection of 14th Street,
5. Hence, running easterly along the northern right-of-way of 14th Street to the intersection of Piedmont Avenue,
6. Hence, running southerly along the eastern right-of-way of Piedmont Avenue to the intersection of Interstate Hwy 75/85 (Downtown Connector),
7. Hence, running southerly along the eastern right-of-way of Hwy 75/85 (Downtown Connector) to the intersection of Memorial Drive,
8. Hence, running along the southern right-of-way of Memorial Drive to the intersection of Spring Street,
9. Hence, running northerly along the right-of-way of Spring Street to the intersection of Martin Luther King, Jr. Drive and the point of beginning.
10. All of the area thus described, lying within the Corporate Limits of the City of Atlanta, 17th District, Fulton County, Georgia.

Peachtree/Piedmont/Lindberg High Impact Area

1. All of the City's public right-of-way of Peachtree Street and Peachtree Road between the intersections of Interstate Hwy 85 on the south and Pharr Road on the north; and
2. All of the City's public right-of-way of Piedmont Road between 14th Street on the south and Pharr Road on the north; and
3. All of the City's public right-of-way of Lindberg Drive between Peachtree Road on the west and Piedmont Ave. on the east;
4. All of the area thus described, lying within the Corporate Limits of the City of Atlanta, 17th District, Fulton County, Georgia.

Appendix G: Requirements for street, sidewalk and lane closure permit

Procedures for Granting Full Street and Lane Closure Permits for Construction Purposes

- Applications are either faxed or brought in personally to the Office of Transportation.
- The applications are dated, stamped, and assigned to the Permit Engineer.
- The applications shall indicate the time (in days); the length (in feet); the number of lanes and purpose of the closure
- All permits are approved for operations during the off-peak hours of 9 a.m. to 4 p.m.
- Work done between the hours of 6 pm and 10 pm is approved by the Commissioner of Public Works. Work done between the hours of 10:01 p.m. and 9 a.m. is governed by Article IV. Noise Control – Section 74 of the City of Atlanta Code of Ordinances. Section 74 – 139 permits the condition for the temporary variance.

Full Street closures lasting up to 90 Days:

Full street closure permits require 96 hours notice prior to the commencement of the project. The following additional information is required prior to being approved:

1. A copy of detour route with signage and traffic management plan as per the Manual of Uniform Traffic Control Devices (MUTCD)
2. A copy of notification letter to residences and businesses within a 3 block radius informing them of the closure at least five (5) business days prior to the proposed closure.
3. A signed and dated letter (by the applicant) listing residences and businesses that were notified about the closure.
4. All residences and businesses affected by the closure must be notified.

Full Street closures lasting between 90 Days and 6 months:

1. A 30 calendar day notification will be provided by the applicant to businesses and residents that are located on or have access points on the street that is proposed for closure within a 1 block radius.
2. The applicant will be required to mail or hand delivery, a copy of the notice to the impacted Neighborhood Planning Unit and neighborhood association representing the impacted street 30 calendar days prior to closure.
3. Businesses and/or residents, impacted Neighborhood Planning Units and/or neighborhood association within a 3 block radius should be notified at least 15 calendar days in advance.

4. The applicant will be required to obtain signatures of receipt by the business owners, single family home owners or residents, signatures of the impacted property's managers or authorized representative of multi-family dwellings such as apartments and condominiums.
5. The applicant will be required to submit a copy of the document signed by impacted businesses and residents as outlined above.

The applicant will be required to submit a sworn affidavit stating that he or she complied with notification requirements outlined above.

Full Street closures lasting longer than 6 months:

1. A 45 calendar day notification will be provided by the applicant to businesses and residents that are located on or have access points on the street that is proposed for closure within a 1 block radius.
2. The applicant will be required to mail or hand delivery, a copy of the notice to the impacted Neighborhood Planning Unit and neighborhood association representing the impacted street 45 calendar days prior to closure
3. Businesses and/or residents, impacted Neighborhood Planning Units and/or neighborhood association located within a three (3) block radius should be notified at least 30 calendar days in advance.
4. The applicant will be required to obtain signatures of receipt by the business owners, single family home owners or residents, signatures of the impacted property's managers or authorized representative of multi-family dwellings such as apartments and condominiums.
5. The applicant will be required to submit a copy of the document signed by impacted businesses and residents as outlined above.

The applicant will be required to submit a sworn affidavit stating that he or she complied with notification requirements outlined above.

The Office of Transportation shall attach a cover letter addressed to the applicant and copied to the Fire Chief; the Chief of Police; Grady memorial Hospital; MARTA; the Atlanta Board of Education. This correspondence should be dated and faxed at least 72 hours before commencement of the project.

- Lane closures shall require a minimum of 24 hours notice prior to the commencement of the project, and require traffic control plan per the MUTCD and Police Officers. The safety of the public must be maintained at all times. With the exception of single lane closure that are the result of routine maintenance and repair for a limited duration of time and scope.

- Lane closure permits are issued between the hours of 8:30 a.m. and 1 p.m. Mondays to Fridays.

Street, Sidewalk & Lane Closures for Franchise Utilities are issued in PWOPS

Appendix H:

Utility Permits Issuance Process

1. Request is received by the Traffic Engineering Section from the Utility Company (4 copies)
 - a. Two copies are reviewed for compliance with city code. Are profiles and/or plans (horizontal as well as vertical locates) included, if required based upon method of construction. To be reviewed within 10 business days of receiving the permit.
 - b. The lane or street closure requests can be reviewed and issued within 10 business days after step (a) above.
 - c. A copy is given to the inspector assigned to that Utility Company, to do a preliminary review of the request. The inspector denotes any differences or possible concerns i.e. vaults in the sidewalk, brick pavers etc. not noted on plans. The inspector also determines if any other company is currently working at or in close proximity to the requested location. To be reviewed and return within 15 business days of step (a) above.
2. After traffic permits from Traffic Operations and preliminary reviews from inspectors in Street Operations are received, i.e. a maximum of 15 business days, the Street Operations Unit's database is checked for open permits at the requested location. Checks are also made by the inspector for any unresolved issues with the requestor, which will impact issuance of the requested permits. If no conflicts are found the permits must be issued, per section 138-65 of the city code, within 60 days.
 - a. If there are problems, in sections 1 (a)-(c) make the requestor aware of them via email, U.S. Mail or by telephone within 20 business days from receipt of the permit.
 - b. If there is open permit at the location, a second permit shall not be issued unless an exception is granted by the Department of Public Works. Wait until the existing permit is closed, by the inspector, before issuing another permit. If after 60 days the permit has not been completed, notify the requestor in writing (as to why the permit has not been issued) via email or by U. S. Mail.
 - c. If there are no problems, stamp, date and sign (include cost, if applicable) two copies and deliver them to the permit clerk before 4:00 p.m. Timeframe for issuance by section 138-65 of the city code of ordinances, no longer than 60 days.

- d. The permit clerk calls the contact person listed on the permit, informing them the permit is being issued.
- e. The permit clerk provides the requestor with the Department of Public Works permit (1 copy) and also provides Public Works with the same permit (1 copy) with drawings. The packet is given to inspector monitoring the Utility Company until completion.

Street, Sidewalk & Lane Closures for Franchise Utilities are covered in PWOPS