Georgia Department of Transportation

MINIMUM INFORMATION REQUIRED FOR GPAS UTILITY PERMIT APPLICATION

- Not everything listed in this checklist is applicable
- UAM = Utility Accommodation Policy and Standards Manual
- The Blasting checklist item has been removed (See UAM 3.1.A.2)

I. GENERAL PERMIT INFORMATION	
☐	1. Select the State Route number or County Route/City Street number when permitting/adding facilities within a GDOT programmed project (Note: Project permits will be submitted by the project identification (PI) number and this information will automatically populate)
☐	2. Choose the County (GPAS interactive map allows search by county to confirm boundaries)
☐	3. Verify access control (Additional restrictions apply on limited access routes. See UAM 2.5.B.)
☐	4. Delineate the location (GPAS will populate the milepost via the interactive map; Provide coordinates for clarification)
☐	5. Determine the applicable Traffic Control (TC) type – Refer to Part 6 of the current Manual on Uniform Traffic Control Devices (MUTCD) and UAM 2.9.A. and 3.7.A.: a. **MUTCD Part 6 – Typical Application Plan -** No additional documentation is required if this is selected. TC plan is based on the typical application drawings contained in Part 6 of the MUTCD b. **Detailed Traffic Control Plan** - This is selected when TC plan is designed solely for a particular work site. Confirm that the typical application shown in Part 6 of the MUTCD will not work with the field conditions and upload detailed TC plan. Any aerial work done on Interstate or Limited Access Highway requires a detailed TC plan (include pacing if applicable) c. **Combination Typical and Detailed plan -** Select if it is determined that a combination of MUTCD Part 6 – Typical Application Plan and Detailed Traffic Control Plan applies. Upload the detailed TC plan as required d. **No Conflict -** This selection typically applies to No Conflict project permits when not impeding traffic
☐	6. Complete Work Description of proposed utility work – Must include all 6 elements below: a. Method of installation- How is the work being performed? b. Quantity, size, type of material- What is being installed? c. Total distance in feet- What is the total distance of the installation? d. Facility placement type on State Route- How will the facilities be placed in the R/W? e. Reason for the installation- Why are you installing the proposed facilities? f. Location of the Installation- Where are you installing the proposed facilities? (See Attachment A for Complete Work Description Guide and Examples)
☐	7. For aerial proposals, field verify that there are no facilities that require transfer or removal of existing facilities on the entire route covered by this permit within that County. If transfers and/or removals are necessary, they will be required to be performed per UAM 3.10.C.. Pole transfer data information will need to be filled out and proposed plan submitted per UAM 3.6.A.
☐	8. Provide legend on plans or show call outs to clearly identify and differentiate existing and proposed facilities/symbols
☐	9. Determine if routine permits within active GDOT project limits are (refer to UAM 3.2.B.3., 3.6.A., 5.1.C., and 5.6.B.4.): a. Within the limits of a proposed project that has not been let - Provide a No cost letter submitted through GPAS on company letterhead, signed, and addressed to the District Utilities Manager - Coordinate with the District Utility Coordinator if GDOT project plans need to be updated b. Within the limits of an active GDOT project that has been let/under construction (refer to UAM 3.10.B.) - Provide a No cost letter submitted through GPAS on company letterhead, signed, and addressed to the District Utilities Manager - Include redlined GDOT project plan sheets showing existing and proposed facilities to be located in such a manner that will avoid conflicts - Coordinate with the respective Local Government as applicable - Review acknowledgement from the Prime Contractor – coordinate with the District Utility Coordinator to obtain the Prime Contractor's WUCS contact information if needed

☐	10. Ensure all previous permit(s) Restoration and Cleanup have been satisfactorily addressed before applying for a new GPAS permit to avoid any delays. Refer to Utility Special Provision Section 104 – Restoration and Cleanup (typically included with each permit) and UAM 3.4.C and 5.1.E.
	11. Submit the following to the District Utilities Manager for any exceptions: a. A formal, written exception request letter on company letterhead including, but not limited to - A detailed description of the proposed utility work/project including information substantiating the project justification for the proposed work - The exact Policy/Polices to be excepted - Detailed reasons for the exception to be considered - A detailed description(s) and cost(s) of each alternative considered - Detailed reasons for choosing the preferred alternative b. Layouts/drawings of all alternative routes considered c. Appropriate technical specifications/drawings for any alternative construction method/materials d. Proof of extreme hardship, if applicable
II. DETAILS REQUIRED IN SUPPORTING DOCUMENTS Confirm supporting documents are legible when printed at 8 ½" X 11" or 11" X 17". NO CADD FILES ACCEPTED.	
A. EXISTING FIELD CONDITIONS	
☐	1. Provide dimensions of the roadbed in English units as follows: a. Pavement width (Indicate centerline, curb & gutter or edge of pavement (EOP)) b. Distance to shoulder point, ditch and/or toe of slope c. Show grass/concrete median and sidewalk, if applicable
☐	2. Mark the Right of Way (R/W) width (Note: If R/W varies, provide a minimum and maximum range and show measurements at key locations on the plans)
☐	3. Show North Arrow on each plan sheet
☐	4. Identify any Traffic Signal or Flashing Beacon within 1,000-feet of proposed installation limits and show on plans (Utility Special Provision – Section 647 Protection of Existing Traffic Signal Facilities to be added by Permit Reviewer if not already added)
☐	5. Show location of all above and below ground structures along proposed path (i.e. storm drain, culverts, bridges, existing utilities, walls, parking lots, buildings, driveways, side streets, signal, etc.). This is not required if attaching to existing poles or pulling through existing conduit
☐	6. Show test hole locations and size with details on existing facility/structure. Test holes are required when boring under or over existing facilities/structures (See Attachment B – Example of Test Hole(s))
☐	7. Show posted speed limit on plans for above ground utility appurtenances to determine clear zone. This is not needed for underground
☐	8. Show local street names (if named) for state route and side streets displayed on plan sheet(s). Include the state route number on all plans (If there are multiple state route numbers, use the lower number; it is acceptable to list them all)
☐	9. Note unpaved roads and if driveways are paved or dirt
☐	10. Note on plans that a Railroad Permit has been applied for separately when proposed installations cross a Railroad (Do not include Railroad footage with the total permit footage): a. GDOT Owned Railroad – Submit a separate Railroad permit b. Non-GDOT Owned Railroad - Contact respective Railroad Owner
B. DETAILS ON PROPOSAL	
☐	1. Show on the plans the distance from the proposed facility to the back right of way, EOP and face of curb where curb exist
☐	2. Note on the plans/profile/cross-section the depth of cover of proposed facility noted at back-slope, ditches, shoulders & pavement. (See UAM 5.2.B.)
☐	3. Show distance in feet for all intersections within 500 feet of proposed installation, or show beginning and end coordinates to provide installation location (Street address is acceptable for service connection installation)

☐	4. Provide the length, size, type of proposed utility, and distance between proposed structures
☐	5. Add detailed distances for offset portions of installation from right of way to the EOP
☐	6. Provide a detailed profile for boring and include the following: a. Type and length of bore b. Length, size and type of casing, if applicable. (Refer to B.11. in this checklist) c. Bore pits - See UAM 5.2.F.3.b. and corresponding Figure 5 for which dimensions to show on detail d. Outside diameter of bore and outside diameter of facility being proposed e. Shoring details if applicable f. Plot existing facility/structure along proposed path g. Depict right of way, ditches, pavement, and other existing features that impact the proposed bore h. Special Provision for directional bore on limited access routes (Directional Boring Under Interstate and Limited Access Highways)
☐	7. Provide the following for pavement cuts: a. Refer to I.11 in this checklist for any pavement cut exception b. Note justification, dimension, distance from EOP and known travel lanes, size and method of repair c. Show or note limits of mill and inlay on plans if applicable. (Depends on age of existing pavement, see UAM 5.2.F.2. for guidance) d. Provide acknowledgement of pavement repair per UAM 5.2.F.1.a.4.
☐	8. Determine which Underground Construction Type to select (To choose multiple types in GPAS, hold either the SHIFT or CTRL +click the additional types)
☐	9. Provide a detailed explanation for any installation not within the back five feet of the right of way (Note on drawing why facilities cannot be located in the back five feet of R/W or refer to I.11 in this checklist for an exception to install under pavement.)
☐	10. Show the location and distance from pavement and R/W to proposed fire hydrants, manholes, and other utility appurtenances
☐	11. Provide casing as required per UAM 5.2.C. Refer to I.11 in this checklist for any encasement exception
☐	12. Include a profile for all road crossings
☐	13. Show limits of area and pertinent dimensions within the R/W if clearing and/or trimming is performed
☐	14. Show interstate crossing on plans per UAM 3.6.A.
☐	15. Note whether company forces or sub-contractor will be used (Special assurance form required for sub-contractor)
☐	16. Select one of the options below and follow the corresponding guide if Utility permit work is for New Development and/or New Driveway on State Route: a. If Utility Owner submits their own plans, include the GPAS approved permit number in the utility permit plan(s). The GDOT Access permit/Special Encroachment permit/GPAS permit will need to first have been approved by GDOT District Traffic Operations and the GPAS approved permit number provided by the Developer or Property Owner. The proposed plans must meet the requirements of this utility permit checklist b. If the Utility Owner submits the Developer's/Property Owner's GPAS permit plans as part of their utility permit plan(s), they must meet the requirements of this utility permit checklist
☐	17. Permit application and permit annual fees are per Board Rule 672-11 (See the Georgia Secretary of State's website for the current Transportation Board Rules). Provide the following information for all telecommunications permits: a. Include a text box on each page showing how much footage will be placed in GDOT's R/W. Make sure that the overall total is shown on the last page or placed in the box showing the footage per page. Each page (if more than one page) when added together should match the overall total proposed in the description entered in the permit data as the installation length shown on the plans b. Provide any joint use/joint trench information
☐	18. Limit proposed conduits allowed within GDOT's R/W as follows: a. Telecommunications - The equivalent total allowable size of the conduit can be no greater than 4-inches (i.e. 1 4-inch, 3 each 1.25-inch or 2 each 2-inch) b. Refer to I.11 in this checklist for an exception to increase the equivalent total allowable size of the conduit

C. ADDITIONAL INFORMATION FOR ABOVE GROUND FACILITIES	
☐	1. Provide the distance from edge of travel way/face of curb for existing and proposed above ground facilities
☐	2. Note the overhead clearance on the profile for crossings at low point (See UAM 5.6)
☐	3. Mark the location of temporary poles or guy poles if applicable
☐	4. Note the Average daily traffic (ADT) volumes when clear zone must be evaluated (See Traffic Analysis & Data Application (TADA) on GDOT's website
☐	5. Indicate poles as new, replaced, or existing to remain
☐	6. Provide cross-sections of the current terrain at the proposed above ground facility if above ground structures are inside clear zone. Cross-section to include slope ratios
III. DETAILS REQUIRED FOR BRIDGE ATTACHMENTS Bridge attachments will not be considered when, in the Department's judgment, practical alternative methods, including joint use of existing facilities, are available. (See UAM 5.7)	
☐	1. Complete the work description per I.6. in this checklist (See Attachment A for Complete Work Description Guide and Examples)
☐	2. Provide the weight of the utility per foot including contents
☐	3. Include the opening size required through end walls, back walls, and diaphragms
☐	4. Specify the maximum diameter of the pipe bell or flanges for water and sewer mains
☐	5. Provide the hanger spacing with hanger details
☐	6. Show the location on the bridge
☐	7. Show proposal on Department bridge plans
☐	8. Provide anchor type and specifications
IV. DETAILS REQUIRED FOR TUNNELS See GDOT standard specifications section 555	
☐	1. Design in compliance with AASHTO specifications for tunneling
☐	2. Provide subsoil surveys, including the elevation of the water table and the classification and relative density of the soils from the ground line to 3 feet below the tunnel liner
☐	3. Provide rock coring data, including rock type and core recovery, when applicable
☐	4. Add the sequence of operation for dewatering where applicable
☐	5. Include shoring details if applicable
☐	6. Show survey of existing field conditions

Georgia Department of Transportation

Attachment A

GPAS Complete Work Description- Guide and Examples
Section 1- Guide

Method of Installation

How is the work being performed?

i. Horizontal directional drilling (HDD)
ii. Jack & Bore
iii. Aerial
iv. Trenching
v. Hand Digging
vi. Micro Tunneling
vii. Plowing etc.

Quantity, Size & Type of Materials

What is being installed?

i. (2) 2-inch High Density Polyethylene (HDPE)
ii. (1) 4-inch HDPE
iii. (1) 3- inch Ductile Iron Pipe (DIP)
iv. (2) 432 CT Fiber Optic Cable

Total Distance in Feet

What is the total distance of the installation?

i. 300ft
ii. 5280ft
iii. 700ft
iv. 5ft

Georgia Department of Transportation

- **Facility Placement Type on SR**

How will the facilities be placed in the R/W?

i. Crossing
ii. Longitudinal
iii. Along
iv. Across
v. Spot Location

- **Reason for the Installation**

Why are you installing the proposed facilities?

i. Providing new internet service
ii. Repairing damaged fiber
iii. Upgrading existing facilities
iv. Relocating existing facilities
v. Service taps

- **Location of the Installation**

Where are you installing the proposed facilities?

i. GPS Coordinates in decimal format (33.8454, -84.83974)
ii. Address (600 West Peachtree St N.W.)
iii. Cross-Street (North Ave & Peachtree St.)

Section 2- Examples that Meet Complete Work Description Criteria

1. Method of Installation **2. Quantity, Size & Type of Materials**

3. Total Distance in Feet **4. Facility Placement Type on SR**

5. Reason for the Installation **6. Location of the Installation**

- **Longitudinal install** on SR 3, **HDD (2) 2-inch HDPE and pull (1) 48 CT FOC**

through conduit for 3,450ft to provide 5G internet services. Start 34.545845, 84.859135 to End 34.949545, -84.964235

- Along & Across SR 14, directional bore (2) 1.25-inch HDPE and (1) 288 CT FOC for 4,214 feet, place (3) 30in x 48in handholes on GDOT's right of way to upgrade existing facilities at 600 West Peachtree St N.W.
- Spot Location on SR 36 and Trench (1) 2in HDPE Conduit for 1ft and pull a 96 CT FOC through conduit to provide internet. 34.98755,-83.85471
- Longitudinal install 2940ft of (1) 12-inch PVC watermain installed by open cut, directional drill, jack and bore to provide water to residents. Tara Blvd & SR 138.
- Work is Aerial. Install 10 new wood poles, (1) which is outside of R/W and 2678ft of 2ACSR primary & neutral along and across SR 135 to provide service to a new home. 475 Spring St. N.W, Atlanta GA 30308

Section 3- Examples that do not meet Complete Work Description Criteria

- Attaching aerial fiber cable to existing poles.

  Items missing from the work description:

  i. Quantity, Size & Type of Materials
  ii. Total Distance in Feet
  iii. Facility Placement Type
  iv. Reason for the installation
  v. Location of the installation

- Drilling from existing Crown HH to customer J-Box. Install and splice cable at existing HH on Peachtree St. NE.

  Items missing from the work description:

  i. Quantity, Size & Type of Materials
  ii. Total Distance in Feet

iii. Facility Placement Type
iv. Reason for the installation
v. Location of the installation

Propose a 24-count fiber within a 2-inch HDPE conduit along SR-125 for 2,109 feet.

Items missing from the work description

i. Method of installation
ii. Reason for the installation
iii. Location of the installation

Attachment B - Example of Test Hole(s)