



Department of Planning & Development

147 Athens Street, Jefferson, GA 30549
Main: (706) 367-5121 - Direct: (706) 367-5011
www.cityofjeffersonga.com



RIGHT-OF-WAY WORK APPLICATION PACKET

The City of Jefferson requires certain construction activities proposed within the rights of way inside the corporate limits certain registrations, agreements, permits, and/or other similar work approvals. It is the policy of the city to follow all applicable local, state, and federal rules and regulations. Submit to permits@cityofjeffersonga.com

The following items are necessary in order to apply for a permit:

1. **APPLICATION FORM:** Complete all sections of the application form. The application MUST be signed by the applicant.
2. **SITE PLAN:** Provide 2 sets of to scale plans showing specific project information including location of project and any proposed temporary or permanent installation. Plans should show street names, nearby or impacted trees, nearby or impacted sidewalks, nearby or impacted curb cuts, property lines of any impacted or adjacent parcels and buildings, and any encroachment into existing buffers or setbacks.
3. **ADDITIONAL PLANS:** Submit additional plans as necessary to support your request. Provide accurate visual depictions or representations for any new aboveground facilities.
4. **TRAFFIC CONTROL PLAN:** If traffic will be impacted by the proposed work, provide a traffic control plan in compliance with the Georgia Department of Transportation Utility Accommodation Policy and Standards Manual, 2016.
5. **CERTIFICATE OF INSURANCE**

"No application will be accepted for processing unless the application is complete and all necessary plans are included with the application."

ADDITIONAL DOCUMENTATION REQUIRED FOR SMALL CELLS:

1. **PROPERTY OWNER AUTHORIZATION:** If applicable, a copy of the authorization for use of the property from the Pole, Tower or Support Structure owner on or in which the Communications Facility will be placed or attached.
2. **SITE PLAN AND DESIGN SPECIFICATIONS:** Detailed construction drawings to scale regarding the proposed facility. Construction drawings must comply with Georgia Department of Transportation Utility Accommodation Policy and Standards Manual, 2016.
 - a. Plans shall depict the exact proposed location and dimensions of all proposed components including but not limited to the pole diameter; number, direction and type of antennas; and location and size of accessory equipment. Show any access or utility easements, existing or proposed landscaped areas, and existing utilities.
 - b. Front, side, and rear elevations showing all proposed accessory equipment and structures. Indicate dimensions, colors and materials of all proposed components. Provide samples of colors and materials of any proposed concealment elements if applicable.
3. **PHOTO SIMULATIONS AND VISUAL IMPACT ANALYSIS:** Photo simulations of the WTF (Wireless Telecommunications Facility), which show "before" and "after" renderings of the proposed facility within the proposed site from at least four (4) directions including all components and any other structures or vegetation that will conceal or screen the WTF.
4. **COST ESTIMATE:** If appropriate given the type of WTF proposed, provide an estimate of the cost of restoration to the public rights-of-way.
5. **STRUCTURAL REPORT:** To the extent the proposed facility involves Collocation on a Pole, Tower or Support Structure, a structural report performed by a duly licensed engineer evidencing that the Pole, Tower or Support Structure will structurally support the Collocation (or that the Pole, Tower or Support Structure will be modified to meet structural requirements) in accordance with Applicable Codes. Detailed engineering plans of the facility and related report prepared by a professional engineer registered in the state documenting the following

- a. Height, diameter, and design of the facility, including technical engineering specifications, economic and other pertinent factors governing selection of the proposed design, together with evidence that demonstrates that the proposed facility has been designed to be the least visible equipment within the particular technology the carrier chooses to deploy. A layout plan, section and elevation of the tower structure shall be included.
 - i. A photograph and model name and number of each piece of equipment included.
 - ii. Total anticipated capacity of the structure, indicating the number and types of antennas and power and frequency ranges, which can be accommodated.
 - iii. Sufficient evidence of the structural integrity of the pole or other supporting structure as required by the Authority.
- 6. **IDENTIFICATION OF FACILITIES IN PUBLIC RIGHT-OF-WAY:** Information that identifies and depicts all utility poles, electrical transmission towers, street light fixtures, traffic control signals and device, and other above-ground structures, fixtures, facilities and equipment currently existing in the area of the public right-of-way to which the permit application applies, and extending one thousand (1,000) feet in each direction along the public right-of-way, if available, including, but not limited to, those owned or used by public utilities, electric membership corporations, electric cooperatives, or the City (such information shall be provided without certification as to correctness, to the extent obtained from other persons with fixtures, facilities or equipment in the public rights-of-way).
- 7. **WTF INVENTORY:** An inventory of all existing wireless telecommunications facilities located in the areas of the public right-of-way to which the permit application applies, and extending one thousand (1,000) feet in each direction along the public right-of-way, including any wireless transmission equipment or support structures that the registrant or its predecessor(s) in interest has previously placed or which are otherwise used by the registrant, and, to the extent such information is available, or which are owned or used by other wireless providers (such information shall be provided without certification as to correctness, to the extent obtained from other persons with WTF's in the public rights-of-way).
- 8. **EVIDENCE OF NEED REPORT:** If required due to the type of WTF proposed, an evidence of need report, which shall include sufficient information to demonstrate that existing WTF's, existing utility poles and/or existing street light standards in the public right-of-way, as applicable, cannot reasonably accommodate the applicant's need because:
 - a. There are no existing WTF's, existing utility poles and/or street light standards, as applicable, located in the public right-of-way within the GSA;
 - b. The existing utility poles and/or street light standards, as applicable, in the GSA cannot accommodate the proposed attached WTF because the antenna and/or other wireless transmission equipment cannot be mounted at a sufficient height to meet the applicant's engineering requirements or there is not sufficient space available for mounting wireless transmission equipment meeting the applicant's engineering requirements due to the location of utility or other equipment currently mounted on the subject structure;
 - c. The existing utility poles and/or street light standards, as applicable, in the GSA do not have sufficient structural strength and cannot be structurally improved to support the wireless transmission equipment for the applicant's proposed WTF, which shall be further certified by a Georgia-licensed professional engineer;
 - d. Taking into consideration economic and technical feasibility, compliance with the design requirements and standards governing the proposed attached WTF are not reasonably practicable due to other existing conditions associated with the existing utility poles and/or street light standards, as applicable;
 - e. To the extent there are existing WTF's within the GSA available for collocation or modification, the collocation of the proposed WTF on or modification to the existing WTF's would defeat the concealment elements required for the existing WTF; or
 - f. The existing utility poles and/or street light standards in the GSA are unsuitable due to other similar limiting factors.



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RIGHT-OF-WAY WORK APPLICATION

Applicant Information:

Name: _____
Address: _____
Phone #: _____ Email: _____

Contractor Information: (If different from applicant)

Name: _____
Address: _____
Phone #: _____ Email: _____

Work/Site Information:

Site Location: _____
Closest Intersection: _____ Disturbed Acreage: _____
Dates of Active Permit: From: _____ to _____
Brief Description of Proposed Work: _____

Type of Activity: (Check all that apply)

Aerial	Road Repair/Construction
Underground	Install/Repair Water Line
Install Conduit/Cable	Install/Repair Sanitary Sewer
Install Fiber Optics	Install New Pole/Tower/Structure
Install Natural Gas	Install/Replace/Remove/Repair Small Cells
Install ADA Curb Ramp	
Other _____	

Areas to be Disturbed: (Check all that apply)

Travel Surface	Asphalt
Shoulder	Sod
Median	Landscaping
Concrete	
Other _____	

Method of Install under Roadbed:	
Boring Jacking	Blasting Open Trench
Impacted Structures: (Check all that apply)	
Bridge Pipe Sidewalk Shrubs Other _____	Box Culvert Curb & Gutter Trees Landscape
Road Closures	
Street Name: _____	
Entire Street Lane of Traffic Sidewalk Other _____	Alley Parking Lot/Space

Provide any additional details necessary: _____

Applicant Certification:

The undersigned below is authorized to make this application.

Applicant's Signature

Date

General Review Notes & Pre-Permitted Procedures

1. The right-of-way permit review process will be conducted in compliance with all applicable local, state, and federal laws and regulations, including but not limited to FCC rules regarding the permitting of small cells.
2. The city will conduct a review to determine if the application is complete. Within 10 days of submitting the application, the listed contact will be notified of any application deficiencies.
3. The city will make a determination regarding the approval of all permit requests within 15 business days of receiving all of the required documentation and a complete application.
4. The city requires a \$100 application and review fee. The fee is required to be paid upon application submittal, before the 15-day review period will begin.
5. The city shall have the authority to prohibit or limit the placement of new or additional wireless telecommunications facilities within certain public right-of-ways as reasonably necessary to protect existing facilities in the public right-of-way, including facilities owned by a public utility or the city, to accommodate city plans for public improvements or projects that the city determines are in the public interest, to prevent interference with the operations of public safety communications services, to accommodate or address traffic safety issues or concerns related to the subject location or arising out of the proposed placement of the wireless telecommunication facility at the subject location, or as otherwise necessary, proper, or incidental to the efficient operation, management or development of the public right-of-way and the municipal street system.
6. A Performance Bond in the amount of \$25,000 will be required to be provided to the city until the project has been completed and final stabilization has been achieved.

General Provisions & Post-Permitted Procedures

1. Small cell work must comply with the specifications listed in Section 11.9.7. of the city's Land Use Management Code.
2. A minimum of two feet (2') horizontal and eighteen inches (18") vertical separation between underground utilities (gas, telephone, power, cable tv) and any water and/or stormwater lines must be maintained when performing site work.
3. Where pavement surfaces are excavated, restoration should be completed within 48 hours. Any cut in a city street shall be replaced per the city standards and approved by city staff.
4. If work is to be done within ten feet (10') of high-voltage lines, the "High Voltage Safety Act" requires the person responsible for the work to call "**Georgia 811**" a minimum of 72 hours (excluding weekends and holidays) before commencing such work. Call (800) 282-7411.
5. Applicant must comply with erosion control and sedimentation specifications listed Article 13 of the Land Use Management Code. Disturbed right-of-way must be protected from erosion. Any sediment entering city drainage systems shall be removed.
6. Disturbed areas shall be stabilized and re-grassed once work is completed. New sod must be watered until survival is assured. Any disturbed landscaping shall be restored to pre-disturbed condition once work is completed.
7. Approval of the work permit does not permit detouring of traffic or street closings unless specifically approved by the Jefferson Roads & Grounds Department.
8. Applicant shall comply with the latest edition of The Manual on Uniform Traffic Control Devices (MUTCD) and is responsible for providing all traffic control devices, including signs, at their own expense.

9. Permits to perform work in the city right-of-way shall be valid for up to ninety (90) days. If work cannot be completed within the date specified, a written request for extension must be made to the Planning & Zoning Administrator. Permits needing additional time must be renewed prior to expiration date.
10. Permittee shall give the City of Jefferson a minimum of one week notice prior to beginning any work under this permit.
11. Permits must be posted at the site in clear view.
12. Permittee shall be responsible for obtaining any other county, state, or federal permits necessary for work performed under this permit.
13. A wireless telecommunications facility, including any antenna or antenna array, that ceases operation for a period of twelve (12) consecutive months shall be determined to have been abandoned and shall be removed within ninety (90) days of such period at the expense of the owner of the wireless telecommunications facility. It is the duty of the wireless telecommunications facility to notify the city in writing of any intent to abandon the use of the structure.

The applicant shall assume all liability for and keep the City of Jefferson, its agents, and employees harmless from any and all claims for damages, actions, or causes of action arising from work done under this permit.

(I,we) the undersigned herewith accept the terms, conditions, and general provisions of the regulation as laid down by the City of Jefferson and agree to fully comply therewith to the satisfaction of the Planning and Zoning Administrator.

Permittee Print

Permittee Signature

Date