



**RIGHT-OF-WAY WORK PERMIT APPLICATION**  
**- APPLICATION / RENEWAL FEE \$45.00 -**

**Four working days required for processing** Utility Franchise \_\_\_\_\_

Site Location: \_\_\_\_\_

Date permit needed: From: \_\_\_\_\_ To: \_\_\_\_\_

If cross street, what Intersection: \_\_\_\_\_

Name of **Applicant**: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX #: \_\_\_\_\_

Party or Organization performing work: \_\_\_\_\_

Address	City	State	Zip Code
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Phone (business): \_\_\_\_\_ Phone (emergency): \_\_\_\_\_ FAX #: \_\_\_\_\_

Type of Activity – SUBMIT DETAILED PLAN/SKETCH (REQUIRED) CIP/SPR #: \_\_\_\_\_

- |                          |  |
|--------------------------|--|
| Install Conduit/Cable    | Install/Repair Water Line  |
| Install Fiber Optics     | Install Sanitary Sewer (Permit Number: _____)  |
| Install Natural Gas Line | Repair Sanitary Sewer (replace lateral, etc.)  |
| Install ADA Curb Ramp    | Other (Describe) <span style="border: 1px solid black; display: inline-block; width: 400px; height: 20px; vertical-align: middle;"></span> |
| Road Repair/Construction | <span style="border: 1px solid black; display: inline-block; width: 600px; height: 20px;"></span>  |

Method of Installing under Roadbed (if open trench, explain why necessary)

- |        |         |             |
|--------|---------|-------------|
| Boring | Jacking | Open Trench |
|--------|---------|-------------|

Area to be disturbed - (Submit detailed sketch - REQUIRED)

- |                |          |        |       |
|----------------|----------|--------|-------|
| Travel Surface | Shoulder | Median | Other |
| Concrete       | Asphalt  | Sod    |       |

Structures / Other

- |                        |                 |          |             |
|------------------------|-----------------|----------|-------------|
| Bridge                 | Curb and Gutter | Trees    | Crane/Lift  |
| Box Culvert            | Sidewalk        | Shrubs   | Moving Van  |
| Pipe (concrete, metal) | Scaffolding     | Planting | Other _____ |

**BLOCK:**     
 **Street**     
 **Lane of traffic**     
 **Sidewalk**     
 **Alley**     
 **Unmetered Parking Spaces**  
                 
 **Metered Parking Spaces**     
 **Other** \_\_\_\_\_

Additional Details:

**GENERAL PROVISIONS**

1. The applicant shall contact Water Operations Department, (912) 651-6584, Storm Water Management, (912) 650-7855, and Sanitary Sewer Operations Department, (912) 351-3897, five (5) days prior to start of construction to coordinate work with these departments, including locating water and sewer mains.
2. The applicant is required to maintain a minimum of ten feet (10') horizontal and eighteen inches (18") vertical separation between utilities (gas, telephone, power, cable TV) and any water lines, sanitary sewer lines, and/or storm water lines.
3. Where pavement surfaces are excavated, restoration should be completed within 48 hours.
4. If work is to be done within ten feet of high-voltage line, the "**High Voltage Safety Act**" requires the person responsible for such work to call 72 hours (excluding weekends & holidays) before commencing such work. Call (800) 282-7411.
5. Applicant must comply with City erosion and sediment control ordinances. Erosion and sediment control is required. 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.
7. Roots, trunk, and branches of city trees shall not be cut, pruned, or removed without prior consent from the Park and Tree Department. It is not permissible to store material, soil, equipment, machinery or vehicles within the drip line of a tree. All utility installation within the drip line of a tree shall be done using jack, bore, or air spade technology only. Contact the Park & Tree Department, (912) 651-6610, with questions.
8. No trench in pavement shall be kept open more than five days (permit void after this date). If work cannot be completed within the dates specified, a written request for extension must be made to the Traffic Engineering Director, Post Office Box 1027, Savannah, GA 31402 or fax to (912) 525-1535.
9. The applicant agrees to comply with the Savannah City Code 4-1071, as it relates to work on the right-of-way. A copy of this section is available.
10. Approval of this work permit does not permit detouring of traffic or street closing unless specifically approved by the Traffic Engineering Director. Method of street closing or traffic detour must accompany permit application.
11. Exposed concrete shall be tinted per City standards.
12. Applicant shall comply with the City of Savannah Traffic Controls for temporary street construction and maintenance as well as the latest edition of The Manual of Uniform Traffic Control Devices (MUTCD) and is responsible for providing all traffic control devices at their own expense.
13. Applicant must comply with all City parking regulations. Permit requests for metered and non-metered regulated areas within the Historic District must include specific information on vehicles which will be parked on site. Vehicles must have current City of Savannah Commercial Decals and only vehicles which are required to be on site for a specific use will be permitted. If you have any questions about parking, please contact the Parking Services Department at (912) 651-6474.

**The applicant shall assume all liability for and save the City of Savannah, 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 Savannah and agree to fully comply therewith to the satisfaction of the Traffic Engineering Director.

**ORGANIZATION:** \_\_\_\_\_

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*\* PLEASE DO NOT SEND COVER SHEET WITH COMPLETED APPLICATION \*\*\***

\*\*\*\*\*FOR INTERNAL USE ONLY\*\*\*\*\*

FEE: \_\_\_\_\_ AMOUNT RECEIVED WITH APPLICATION: \_\_\_\_\_ AMOUNT DUE: \_\_\_\_\_

## FEES AND CONDITIONS

1. Right-of-Way Application / Renewal Fee: \$45.00
2. Permit Fees:
  - Sidewalk – Partial Closure      *No additional fees*
  - Shoulder      *No additional fees*
  - Parking      *No additional fees (Use of metered parking or loading zone: Must abide by Article J, Section 4, by obtaining a commercial vehicle decal from Parking Services prior to application)*
  
  - Sidewalk – Full Closure      \$40.00
  - Traffic Lane      \$40.00
  - Alley Closure      \$40.00
  - Local Street Closure      \$40.00
  - Major Street Closure      \$80.00  
    Requiring Detour
3. All payments shall be made by cashier check or money order to the Traffic Engineering Department.
4. Permits to perform work within the City right-of-way shall be valid for up to ninety (90) days.
5. Permits needed for additional time must be renewed prior to expiration date and will not be reissued until the renewal fee is paid.
6. Permits must be posted at the site in clear view.
7. Contractors are responsible for providing all traffic control devices including signs at their own expense.