

City of Atlanta Public Right-of-Way Manual

Second Edition, 2019

PLAN * PERMIT * CONSTRUCT * COMPLY





City of Atlanta

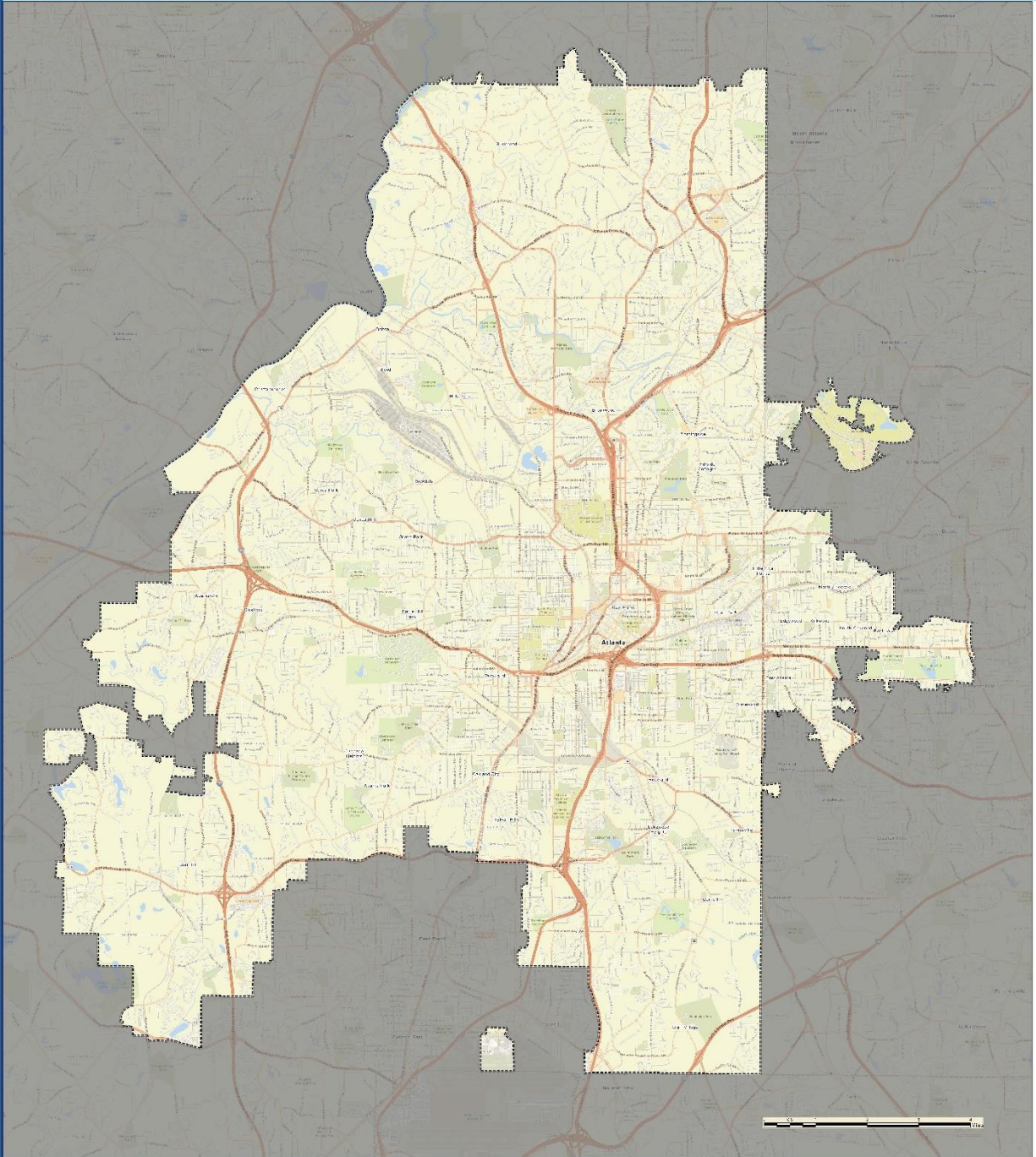
Department of Public Works (DPW)

Office of Transportation

Public Right-of-Way Manual

The mission of the Department of Public Works is to deliver industry leading Public Works services that maintain and improve the City's infrastructure through strong community partnerships, transparent policies, and sustainable procedures, utilizing a highly effective and dedicated workforce leading to increased public safety, health, and wellness for the citizens of Atlanta.

City Limits - The City Of Atlanta



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City of Atlanta
Department of Public Works

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Common Acronyms Used in this Document

ABI – Atlanta Beltline, Inc.

ADA – Americans with Disabilities Act

AASHTO – American Association of State Highway and Transportation Officials

ATCC – Atlanta Traffic Control Center

ATP – Atlanta Transportation Plan

CID – Community Improvement District

CIP – Capital Improvement Program

COA – City of Atlanta

DPW – Department of Public Works

DWM – Department of Watershed Management

GDOT – Georgia Department of Transportation

GIS – Geographic Information Systems

IFC – International Fire Code

MARTA – Metropolitan Atlanta Rapid Transit Authority

MUTCD – Manual on Uniform Traffic Control Devices

NACTO – National Association of City Transportation Officials

OOT – Office of Transportation (DPW)

ROW – Right of Way

RTOP – Regional Traffic Operations Program (GDOT)

SPI – Special Public Interest District

Chapter 1: General Purpose

There are 1372 centerline miles of public streets in the City of Atlanta. These streets are traveled by pedestrians, bicyclists, public transit, trucks and other private vehicles, as well as various new and emerging mobility options. Additionally, there's other vital infrastructure, housed within the public ROW, such as in the air, on the ground and/or under city streets, such as water, sewer, power and telecommunications. Effective management of the public space is essential for long-term sustainability of transportation infrastructure, as well as the health and safety of residents and businesses. It is anticipated that this manual will be used by private contractors, utility companies, developers, and any other qualified entities that may be permitted to perform work in the right-of-way.

This manual is intended to serve as a reference for anyone needing general information regarding activities conducted under a DPW-issued permit, franchise agreement, special agreement or any other proposed activities within the City's public right-of-way, specifically as it relates to streets, sidewalks, curbing and other ROW surface elements. This manual is to be utilized as a tool to minimize conflicts and ensure the right-of-way is built in conformance with the City's standards. It will address typical issues and frequently asked questions but may not address every issue that could arise regarding the City's public right-of-way. Any matters not addressed in this manual should be discussed with the Department of Public Works directly.

Note: This manual may be reviewed and updated periodically as deemed necessary by the City.

Section 1.1: General Overview

- a) **Atlanta 311:** ATL 311 is the city's primary phone number for government information and reporting/requesting non-emergency services. Visit the ATL 311 website and download the mobile app. <https://www.atl311.com/>
- b) **Alleys:** Per Sec. 138-5 of the City code, the City is not responsible for the maintenance of any alleys, with the exception of three (3), which are sometimes referred to as "public alleys". These alleys have been historically maintained by the City, are located in the central business district, connect major thoroughfares, are paved, and serve general transportation and public purpose. Alleys currently maintained by the city are:
 1. Mortgage Place, N.W., from Carnegie Way to Ellis Street
 2. Equitable Place, N.E., from Auburn Ave to Edgewood Ave
 3. Cain Place, N.W., from International Boulevard to Harris Street
- c) **Americans with Disabilities Act (ADA):** Per the city's ADA Policy, the City of Atlanta does not discriminate against qualified individuals with disabilities on the basis of disability in the city's services, programs, or activities. The full policy is available as [Appendix V](#) within this document. Complying with the requirements of ADA is a priority and mandate for the city, so any proposed improvements must conform with local, state, and/or federal ADA requirements. Any such right-of-way improvements must be approved by the Department of Public Works.
- d) **Applicable Governmental Requirements and Regulations:** Rules regarding the construction of right-of-way and normal movement of pedestrians, bicycles, vehicular traffic, and other mobility options within the City's public right-of-way are contained in various governmental regulations, 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 or paraphrase the specifics of the City code and its varying applicability to roadway design and construction.

- e) **City Street Types:** The City of Atlanta's transportation system currently follows the National Highway System of functional classification, and are designated as either Local/Residential, Collectors, Arterials or Expressways. 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. Refer to [Appendix A](#) and [Appendix B](#) of this document for a list of arterial and collector streets within the City limits. DPW recognizes that City streets are complex and generally require more analysis beyond the standard highway classification when making decisions about design and varying factors are taken into consideration. However, these classifications are utilized for guiding construction standards and requirements.
- f) **Geographic Information Systems (GIS):** The City utilizes Geographic Information Systems (GIS) in many aspects, such as to identify property boundaries, to map data, as well as to manage its public assets. Various city-sponsored projects and city-issued permits information is available on the City's website in GIS format. Visit the Peach Portal Map at link below.
<http://dpwatl.maps.arcgis.com/apps/webappviewer/index.html?id=43c973f8e7d04970af16393af6bf5504>
- g) **Regulation of Transportation System:** 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 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.
- h) **Utility Locates:** The City's public right-of-way houses various utility components, including water, sewer, gas, electric power, telecommunications, and other similar services. Utility locating must be conducted through Georgia 811 services or any other officially-recognized utility locate system, prior to any trenching, digging or boring in the right-of-way.

Section 1.2: Department of Public Works Overview

- a) **Organizational Overview:** The Department of Public Works consists of the following Offices:
 - 1. Solid Waste: Manages street and right-of-way cleaning and residential solid waste/recycling collections for the City of Atlanta.
 - 2. Transportation and Capital Projects: Manages and improves transportation facilities and assets for the City of Atlanta.
 - 3. Fleet Services: Responsible for the acquisition, maintenance, and disposal of motorized equipment fleet for the City of Atlanta.
- b) **Maintenance and Management of the ROW:** The DPW Office of Transportation (OOT) manages and maintains the City's public ROW. This manual will largely focus on authorized regulations managed by the Office of Transportation. DPW's OOT issues all ROW permits, performs plan review and approval for ROW projects, and maintains

certain elements within the public right-of-way. The DPW OOT is also responsible for monitoring, operating, and maintaining the City's traffic control devices and systems, to promote the safe and efficient movement of all roadway users, and maintaining the public right of way to an exceptional state of good repair, such as:

1. **Bridges and Culverts (except highway bridges):** OOT maintains and manages many of the bridges within the City of Atlanta, which may also include some pedestrian bridges. There are approximately 539 bridges in the city, in which 269 are city-owned and maintained, while the remaining are either owned and maintained by GDOT or other private entities. Some private bridges are not under the purview of DPW or GDOT, and may be maintained by other entities, MARTA, or even some industrial rail operators, such as CSX and Norfolk Southern. Some pedestrian bridges may be maintained by local hospitals and educational institutions, or Atlanta Beltline (ABI). Furthermore, bridges found along state highways and interstates are also maintained by GDOT. The Office of Transportation collaborates with the city's Department of Watershed Management (DWM) to maintain and clean culverts and certain storm drains in the City.



Newly Constructed Northside Pedestrian Bridge
near Mercedes-Benz Stadium

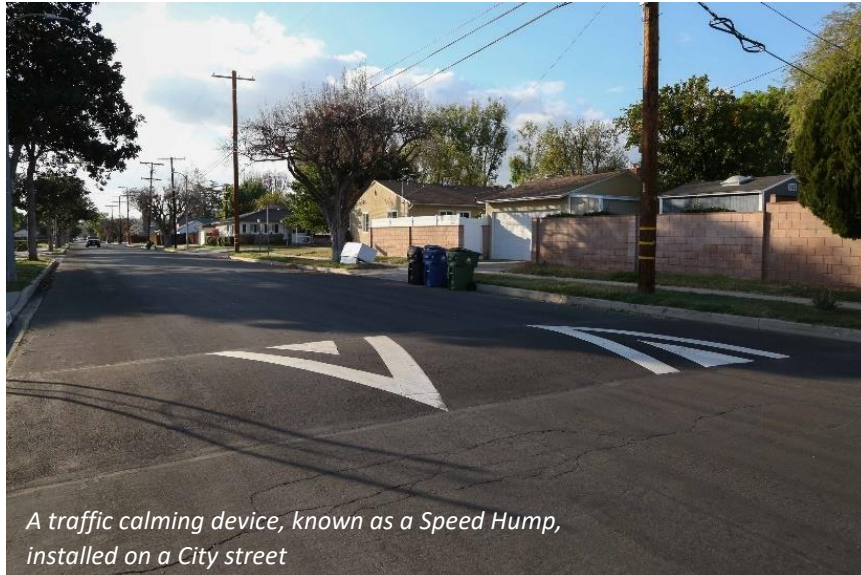


2. **Point Repairs and Potholes:** Potholes are generally formed from overall wear and tear and/or pavement erosion, caused by various factors such as weather, large vehicles, and aging infrastructure. The OOT conducts point repairs upon request or as determined necessary. The Fix It ATL program is an aggressive pothole repair program that encourages citizens to report needed pothole repairs via ATL 311.
3. **Roadway Resurfacing:** OOT is responsible for routine pavement maintenance of the City's streets. Generally, street resurfacing occurs between the months of March and November but is also weather dependent. OOT determines street resurfacing projects based on pavement age and condition and other priority rating criteria established by the city. Any resurfacing of a city street, whether

performed with private funding or public funding, will require upgrading and/or installation of curb ramps, as required by ADA.

4. **Sidewalks/Curb Ramps and Curbs/Gutters:** Per Sec. 138-14 of the City Code, it is the primary responsibility of the property owner to maintain the sidewalk area abutting their property, including removal of snow and ice, as well as repairs to damaged concrete and maintenance of sodded or planted areas. Under this code, the city has the authority to make repairs to sidewalks as needed but may seek recompense from the abutting property owner. However, in some fiscal years, the City may also assist in the construction and maintenance of sidewalks, under certain guidelines and conditions and upon funding availability. When funding is made available, DPW will make repairs to damaged or broken sidewalks and curbing without requesting reimbursement from the abutting property owner. These repairs are generally prioritized per city criteria, such as proximity to schools, transit, senior facilities, other public facilities and/or parks. Further guidance related to new construction of sidewalks can be found in Chapter 2 of this document.
5. **Signals:** There are over 960 traffic signals in the City of Atlanta, in which DPW maintains and manages nearly 300 of those traffic signals and others managed by GDOT's Regional Traffic Operations Program (RTOP). Each of these programs require DPW participation and coordination at varying levels. DPW also maintains and manages pedestrian signals along City streets. GDOT's RTOP is a multi-jurisdictional signal timing program which aims to improve traffic flow and reduce vehicle emissions through improved signal timing. Any issues with signals, such as outages or flashing, may be reported via 311. Any proposed improvements that involve City signals must be reviewed and approved by DPW prior to any issuance of permits or initiating construction activity. Additionally, OOT manages the Atlanta Traffic Control Center (ATCC), which operates CCTV cameras, signal communication, and monitoring traffic and signal control.
6. **Signs and Markings:** OOT maintains roadway signs and markings/striping within the public ROW, with the exception of those located along state routes. The general public should contact 311 to report any damage, faded or other general needs related to roadway signs and markings.
7. **Street Lighting:** OOT has a dedicated team that manages and inspects street lighting within the City of Atlanta. Street lights that are located on metal poles typically belong to the City, and those located on wooden poles belong to Georgia Power. Some exceptions may be those street lights that are non-standard or on private property, which then typically belong to the property owner, unless there are other agreements in place between the City and the other party. For City-owned street light repair and maintenance, residents may report outages or other concerns to 311. Outages on wood poles may be reported to Georgia Power at 1-888-891-0938.
8. **Traffic Studies and Traffic Calming:** DPW conducts studies at the request of citizens for traffic calming, which may include bump-outs/bulb outs, speed bumps/humps, speed reductions, and others. A community may request to have a street studied for traffic calming by contacting the City's 311. DPW utilizes engineering principals to determine appropriate applicability of traffic calming treatments, such as vehicle volumes along the street and percentage of vehicles

speeding above the posted speed limit. On streets where applicable, pedestrian, bicycle, and/or freight volumes are also considered.



Section 1.3: Definitions

1. **Abandoned/Abandonment:** The voluntary surrender of property, owned or leased, without naming a successor as owner or tenant.
2. **Adjacent/Abutting Property Owner:** The owner(s) of property abutting and contiguous to the street or right-of-way in question.
3. **Bus Shelters:** A shelter or bench located at a bus stop for the convenience of passengers of public transportation systems owned and operated by governmental units or public authorities.
4. **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. Generally, areas (streets and sidewalks, etc.) used by government for public access, and is typically situated between property lines. See [Appendix X](#).
5. **Commercial Advertisement:** Printed or painted sign encouraging or promoting the purchase or use of goods, services or events and includes public service announcements and art displays, but does not include campaign posters, signs or advertisements prohibited by O.C.G.A. § 32-6-51 and § 21-1-1.
6. **Contractor:** Any business, other than a franchise organization, that has all required licenses to perform construction and/or consulting activities in the state of Georgia and City of Atlanta.
7. **Easement:** The right, privilege, or interest that one party has in the land of another. The City in some circumstances, with collaboration from the Law department, would seek temporary easements
8. **Encroachment:** A building, a part of a building, or an obstruction that physically intrudes upon, overlaps, or trespasses upon the property of another. Unauthorized use

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

9. **Encroachment Space:** Implies "advanced beyond proper limits."
10. **Franchised Utility:** A utility business entity that has entered into a Franchise Agreement, with the exception of certain permitted telecommunications companies, 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.
11. **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.
12. **Improved/Improvements:** Additions to land, such as buildings, streets, sewers, etc., tending to increase value.
13. **Licensee:** Any person that is a party to a revocable license issued by the City.
14. **Maintenance:** The process of repairing and improving public transportation and mobility facilities over time to improve their condition.
15. **Normal Transportation Purpose:** The methods to provide an unencumbered way for travel by the public including pedestrians, vehicles, bicyclists, and others, and to provide access to real property.
16. **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.
17. **Peak hour:** Typically, weekday hours when traffic movement is the heaviest; for example, 7am to 9am and 4pm to 6pm.
18. **Permit:** An authorization which grants permission to conduct specific regulated activities on, in, over, under or within any public right-of-way, and which is subject to the conditions set forth in Chapter 138 of the City Code (Streets, Sidewalks, and other Public Spaces).
19. **Permittee:** Any person who holds a permit issued by the City.
20. **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.
21. **Right of Entry:** A permission awarded for the purpose of entering on to a private property; typically, by a municipality for the purpose of servicing a public asset, a utility asset, or to do corrective or mitigative work
22. **Sidewalk:** The paved portion of the City's public right-of-way intended for use by pedestrian traffic and ensuring ADA compliance. Sidewalks are usually made of concrete materials, however, non-standard materials, such as brick may be allowed by special agreement.
23. **State of Good Repair:** Transportation facilities are maintained in a condition allowing operation at their full level of performance.
24. **Street:** The surface of, as well as the spaces below, any and all paved or unpaved public roads consistent with GA Code Ann. § 32-1-3(24) 1998. "Street" shall include the land area set aside for public uses as a travel way for vehicular traffic, pedestrian access, public utilities and other uses.
25. **Transportation Asset:** A public transportation facility that has value and is managed and maintained by the City, such as a light pole, bridge, sidewalk, signal, etc.
26. **Unimproved:** Land that has received no development, construction, or site preparation.
27. **Utilities:** Services, such as water, sewer, gas, electricity, and communications, that are generally required to operate a building, and service available for public use.
28. **Utility Facility:** Includes, but not limited to, any and all poles, wires, guys, anchors,

buried cable, conduit, pedestals, pipe lines, hydrants, valve boxes, manholes, casings, river gages, and related fixtures.

29. **Vacant Land:** Land not currently being used but may have utilities and/or off-site improvements.
30. **Vending:** A person engaged in selling to the public.
31. **Violation Notice:** Written or verbal warning of a violation of the Code of Ordinance, ROW Manual or Franchise Agreement.

Section 1.4: Code/Ordinance Conflicts with ROW Manual

If any details in this manual, and/or its associated appendices, is in conflict with the City's Code of Ordinances, the Code of Ordinances shall prevail. If there is a conflict between the Utility Franchise Agreement or any other special agreement, and the City's Code of Ordinance and/or the Right-of-Way Manual, then the Agreement shall prevail.

Section 1.5: Legal Authority and Reference Material

Pursuant to O.C.G.A 32-4-92, the City of Atlanta is authorized to promulgate rules and regulations regarding the management of the ROW. The City Codes and other reference materials mentioned in this section, are used to support decision making and actions taken by the City.

- a) Legal Authority
 1. Applicable City Codes
 - i. § 15 Land Subdivision Code
 - ii. § 16 Zoning Code
 - iii. § 74 Environment Code
 - iv. § 138 Streets, Sidewalks and Other Public Spaces
 - v. § 150 Traffic and Vehicles
 - vi. § 158 Tree Ordinance
 2. Applicable Georgia State Codes
 - i. § 32-4-92 Municipal Street Systems/General Powers and Duties of Municipality: Authorizes the Commissioner of the 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.
 - ii. §40 Motor Vehicles and Traffic
 - iii. § 120-3-20 Georgia Accessibility Code/Access to and Use of Public Facilities by Handicapped Persons
 3. Applicable Federal Requirements
 - i. International Fire Code (IFC)
 - ii. Americans with Disabilities (ADA)
- b) Other Reference Materials and Guiding Documents: The Department of Public Works adheres to the standards and guidelines set forth in the following publications:
 1. Atlanta Transportation Plan (ATP): The city's comprehensive transportation plan, updated and adopted in 2018, which provides a vision for addressing current and future mobility needs.

2. American Association of State Highway and Transportation Officials (AASHTO): AASHTO provides roadway engineering and design guidance for highways and streets through various publications, and is nationally used by municipalities, counties and states across the country. The City of Atlanta has adopted its guidelines as a part of the city's multimodal streets policy.
<https://www.transportation.org/>
3. COA Construction Standard Details: The City's standard details for transportation elements can be found on the City's website
<https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way>. Standard Details concerning sanitary and storm sewers can also be obtained from this site, however, plans for these must be approved by the COA Department of Watershed Management.
4. Georgia Department of Transportation (GDOT) Design Policy Manual: This manual provides guidance for projects along state highways and bikeways, as well as projects funded by GDOT. It includes design specifications, such as sidewalk and lane widths, sight line requirements, and acceptable level of service.
<http://www.dot.ga.gov/PartnerSmart/DesignManuals/DesignPolicy/GDOT-DPM.pdf>
5. Manual on Uniform Traffic Control Devices (MUTCD): 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. The full document can be found on the website of the U.S. Department of Transportation.
<http://mutcd.fhwa.dot.gov/>
6. National Association of City Transportation Officials (NACTO): NACTO provides numerous published street design guides offering city's with global best practices for designing safer streets for all. The City of Atlanta is an official member of NACTO and has adopted its design principals as a part of the city's multimodal streets policy. <https://nacto.org/>

Chapter 2: Construction Plans/Document Review and Approval

All construction plans that include or propose construction activities and/or improvements within the City's public ROW must be reviewed and approved by DPW OOT, prior to any permit approval and issuance or initiation of construction activity. Construction engineering drawings should be submitted as early in the design process as possible to ensure the required improvements are budgeted and scheduled appropriately. Roadway design projects should be submitted to the OOT starting at 30% design and continuing through 60%, 90% and final plans or until project is approved by the department. Any comments provided by the department are expected to be revised within the plans prior to any subsequent submissions or approvals.

Section 2.1: Document Standards and Submissions

There are essentially two (2) different types of plan review processes for DPW OOT and are described below. One plan review process may occur through the application of a Building Permit or other associated applications (i.e. rezoning, special administrative permit, variance, etc.), the other may occur as a submission as a right-of-way improvement only. Construction drawings should follow GDOT's Plan Presentation format, which can be found on GDOT's website http://www.dot.ga.gov/PartnerSmart/DesignManuals/Plan/Plan_Presentation_Guide.pdf and should include all applicable plan sections, sequence and numbering. Two sets of full-size plans, unless otherwise requested by DPW, must be delivered to the following address:

**DPW Office of Transportation
55 Trinity Avenue SW, Suite 4900
City Hall South
Atlanta, GA 30303**

- a) **Building Permits:** The City of Atlanta Department of City Planning, Office of Buildings issues permits for residential and commercial development. Permits are required for **all** new construction of buildings as well as for specific alterations to existing structures. Any proposed improvements on private property must be reviewed, approved and permitted by the Office of Buildings. Any private development with proposed changes/improvements impacting the public ROW, must be reviewed and approved by DPW. Generally, this approval is done as a part of the Building Permit approval. However, **permits issued by the Office of Buildings does not exempt the requirement for the necessary ROW permits issued by DPW.** Upon receiving a Building Permit, a ROW permit must be obtained from the OOT if any construction activity is to be done within the public ROW. It is the responsibility of the project owner and it's hired contractors to obtain all required permits from any impacted entities, including Buildings, Watershed Management, and Public Works. In some scenarios, private development may propose to impact or alter GDOT right-of-way, in which approvals and encroachment permits must be obtained from GDOT. Coordinated reviews with the Office of Buildings include applications and plans for Subdivisions, rezoning, variances, Special Administrative Permits (SAPs), and Special Use Permits.
- b) **Right-of-Way Improvements:** Any proposed improvements in the City's right-of-way require review and approval from the Department of Public Works as stated in the beginning of this section. Some proposed ROW improvements may not be a part of a

private development. In this case, construction plans must be submitted directly to DPW OOT for review and approval. Submittals to the Department of Watershed Management may also be necessary and are the responsibility of the project owner.

Section 2.2: Plan Review and Approval

- a) See [Appendix D, Plan Review Checklist](#), for specific requirements related to plan submittals and approvals.
- b) Any proposed improvements impacting water, sewer, and stormwater utilities and/or other green infrastructure must be reviewed and approved by the COA Department of Watershed Management. This approval must be obtained prior to final approval by DPW.
- c) All plans must be stamped approved by a DPW staff engineer prior to any permits being issued.
- d) Plans not meeting the necessary requirements set forth will be marked and returned to the project owner for correction and revision.
- e) Once plans are approved, the project owner must apply for all necessary ROW permits (see Chapter 3 for types of ROW permits issued by DPW) prior to initiating any construction. Permits are issued on a first-come, first-serve basis and will take into consideration any previously issued active permits.
- f) General Provisions:
 1. Sidewalks:
 - i. The City maintains standards for sidewalk construction within the City's public right-of-way. Sidewalk installation is required during development by City Code section 138-97. DPW retains the right to require sidewalks, curb ramps and curbs to be constructed or repaired, based on existing conditions or to meet future design preferences. Sidewalk widths and materials must meet city standards and code requirements. The intent of these standards is to ensure that sidewalks are constructed in a safe, cost effective, and easily repairable manner. The standards may be found on the [City's website](https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way) <https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way>.
 - ii. Certain historic, landmark, special interest, and other "Quality of Life" zoning (including Beltline overlay) districts within the City may have specific sidewalk design and width requirements. These requirements can be found in Sec. 16 of the City code. These requirements are adhered to and enforced by the City.
 - iii. Where historic, SPI, or overlay zoning requirements do not exist, the City requires a minimum of 5-foot width sidewalks to be installed. Additional footage should be provided to accommodate for any street furniture, trees, lighting, etc. to be installed. Special exemptions may be requested if 5 feet width can not be accommodated.
 - iv. If a person desires to construct a sidewalk in the City's public ROW that is to be constructed from non-standard material (generally any material other than concrete), 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.

- a. 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.
 - b. 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.
- v. 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 a contractor or person cuts or damages a standard sidewalk, they must repair the sidewalk to the previous or better condition. If a contractor or person damages a decorative sidewalk, they must attempt to save all paving materials removed, and restore the sidewalk to a previously compatible or improved condition and using like materials.
- vi. ADA Requirements for Sidewalk and Curb Ramps:
- a. Sidewalks shall be constructed with no less than 5 feet width. Additional width may be required based on zoning code requirements.
 - b. Curb ramps shall be provided at every intersection within project limits.
 - c. Resurfacing/repaving projects shall include curb ramp upgrades and installations at intersections and corners where deemed necessary within project limits.
 - d. Sidewalk and curb ramp cross slope shall not exceed 1.5% for design and layout, and 2% for acceptance unless it is technically infeasible due to terrain or other site constraints. Any exemptions or exceptions must be documented.
 - e. Sidewalk grade shall not exceed the grade of the adjacent parallel street.
 - f. Ramped sidewalk sections across the driveway opening shall not be steeper than 7.5% for design and layout, unless it is technically infeasible due to terrain or other site constraints. Use the ADA requirements for all design in the ROW.
 - g. Detectable Warning Surfaces shall be provided on all ADA curb ramps, as well as at locations where a stop or yield controlled commercial driveway intersects with a sidewalk.
 - h. The turning radii for all truck services and/or collection vehicles should be fifteen (15) feet for static turns and forty-seven (47) feet for continuous turns, from centerline to the curb.

2. Street Lighting:
 - i. Street lighting plans must be approved by DPW Street Lights section through the plan review process, and prior to the permit issuance or prior to any street light installations. An electrical permit is required from the Bureau of Buildings for the metered pedestal and must be approved prior to the Street Light section of DPW inspecting the lights. The specific requirements and standards for street light installations may be found in [Appendix T](#): Street Light Checklist. The approved fixture detail standards will be provided upon request.
3. Bridges and Tunnels:
 - i. 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.
4. Large Signs, Billboards, and Monuments: In coordination with the Office of Buildings, DPW reviews projects that include large signs, such as billboards or digital monitors that are proposed by private development. Generally, these large signs must be installed on private property and should not impair sight distance.
5. Sanitation Review: DPW will review plans to ensure that trash pickup vehicles can access dumpsters (turn radius and road width). Commercial sites are always served by non-city (private) sanitation companies. Generally, the City serves most non-commercial sites that utilize herbie curbies (residential trash and/or recycling containers). A "will-serve" memo is provided by the City to the developer or property owner during the plan review process, to confirm that the City will service the development. All plans must have Fulton County Health Department approval prior to DPW approval.
6. Driveway Aprons
 - i. The City maintains standards for driveway apron construction within the City's public ROW. DPW provides technical and procedural requirements involved in the planning, design, construction and maintenance of entrances or driveways. The detailed standards may be found on the City's website, <https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way>
 - ii. Issuance of a permit is contingent upon review and approval of DPW and the Department of City Planning.
 - iii. **General Design Requirements and Guidelines:** The placement and size of driveways may be reviewed and approved within the context of preferred urban design criteria, as well as other engineering judgments. The design section is intended to consider traffic flow and safety of the roadway for all modes of the traveling public. The Atlanta Transportation Plan provides guidance on street design standards, which shall also be considered as a part of the plan review and approval process. DPW reserves the right to

impose any additional requirements it deems necessary for maintaining or enhancing public safety.

- a. The driveway or a driveway system shall be so located as to provide:
 - 1) The most favorable vision (sight distance) and horizontal and vertical alignment conditions for users of the proposed driveway apron.
 - 2) No undue interference with nearby driveways, intersections, interchanges and turning or acceleration and deceleration lanes.
 - 3) Maximum safety and convenience for vehicles, cyclists, pedestrians, and other users of the ROW.
 - 4) Consistency with driveway spacing standards presented in this section or other locally-adopted driveway spacing standards for arterial or collector corridors.
 - 5) Accessibility for persons with disabilities and meet applicable ADA standards.
- b. In the interest of public safety and traffic flow, DPW may restrict the placement of a driveway to a particular location along the owner's frontage, restrict the type of access, require shifting of an existing driveway, or reducing or increasing the size of a driveway. If a property is fronting a state route, and/or proposes to impact, alter or tie into GDOT right-of-way, then approvals and/or necessary permits must be obtained from GDOT.
- c. In alignment with the ATP, DPW retains the right to not permit curb cuts on certain streets as determined or in conformance with the city's core/growth corridor character area.
- d. Spacing of driveways:
 - 1) The following instructions are provided to help locate new or reconstructed driveways for a particular site. DPW may modify distances if an engineering determination indicates another dimension is more suitable for a site.
 - 2) DPW may restrict or prohibit specific movements if it determines that such movement(s) will interfere with safe and efficient traffic flow within or near an intersection.
 - 3) DPW may not allow construction of a driveway along acceleration or deceleration lanes, lane tapers and near expressway or other limited access states highway ramps. Refer to AASHTO Highway Design Manual (HDM) for specific access control limits at interchanges.
- e. Number of Driveways: The number of approved driveways will be considered project by project and will aim to conform with city design and access management principals. Generally, only one driveway per residential or minor property may be permitted and the city will encourage that driveway to be on a lower classified street, where feasible.
- f. Sight Distance considerations include:

- 1) Inadequate sight distance or safety operational deficiencies may require that one-way or turn restrictions (no left or right turns) be imposed at the driveway.
 - 2) The length of the roadway visible to a driver.
 - 3) Uncontrolled intersection is nearby.
 - 4) Intersection sight distance should meet or exceed the values in HDM chapter 7 and HDM chapter 5. Intersection sight distance at a driveway allows the drivers of approaching vehicles a sufficient view of the roadway to decide when to enter the intersection to avoid collisions. Use of signals, turn restrictions, and/or acceleration lanes can mitigate nonconforming intersection sight distance(s). Lower sight distance values may be used if the local Traffic Engineer determines that they will not significantly degrade traffic safety and operations, and there is no reasonable alternative.
- g. City Code: The City code may have specific requirements and/or restrictions as it pertains to driveways and curb cuts. In addition to the aforementioned guidelines, the City code may take precedent where appropriately applicable.
- iv. Driveway Profile (Design)
- a. Profile within the edge of the pavement.
 - b. All driveway shall be constructed according to COA standards with the correct slope away from the edge of the travel lane at the same slope as the street shoulder which normally varies in down-slope from 2% to 5% (0.25 in/ft to 0.75 in/ft.) Where special circumstances require steeper driveway grades, contact DPW Traffic Engineer for assistance in establishing a safe profile design.
 - c. Minimum vertical curve to accommodate the design vehicle. Whenever the driveway grade changes, the profile should be rounded by connecting the two different grades with a smooth vertical curve. Driveway profile should prevent safety problems and facilitate entering and exiting maneuvers.
- v. Commercial driveways must be installed according to COA standards and use the depth required. They should be designed to permit access without unduly affecting traffic on the street. The driveway should not exceed 40 foot including the flares. Where the oversized vehicle enters only occasionally, the driveway may be considered a minor commercial driveway provided the area that will need to accommodate the larger vehicles is either.

Chapter 3: Permitting

Section 3.1: General ROW Permits

Permits for construction within the 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 Department of City Planning, Office of Buildings for construction activities and building modifications on private property. DPW permits are also separate from any permits issued by the Department of Watershed Management.

A permit issued by DPW is required for any type of construction, repair or maintenance of any facility within the City's public right-of-way, with the exception of repair and maintenance of existing facilities conducted by franchise utility companies. Maintenance and repair activities of Franchise Utility companies shall include, but are 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. To receive a permit to conduct construction activity within the public right-of-way, the applicant must submit engineering drawings for review and approval by the City's Department of Public Works prior to applying for a permit.

Note: The general requirements of this section, typically are not applicable to Franchise Utility entities.

Type of activities requiring a ROW Permit:

- a) Any type of construction that involves digging, blocking, excavating, or placing material and/or containers within the City's public right-of-way
- b) Any type of construction that involves the use of mechanized construction equipment within the City's public right-of-way
- c) 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
- d) Any type of construction that involves cutting or removing pavement or placing poles, transformers, or control cabinets.
- e) Any closures along the Marta Streetcar Right-of-Way must have prior approval from Marta Streetcar. Please contact MARTA at 404-848-5157.
- f) Open Cut Requirements:
 1. Open cuts are required where a water main larger than 12" is present.
 2. Boring may be done where a water main is less than 12".
 3. Contractors must obtain a valid permit.
 4. Contractors must call in all locations to 811 or other utility locator.
 5. Contractors must provide a brief explanation, on the plans, as to why an open cut is necessary.
 6. Contractors must call inspectors prior to the start of work.
 7. Contractors must use a trench box in all cuts with a depth of 4ft or greater.

8. All work and repairs are to be performed per City of Atlanta's standards.
9. Contractors must provide uniformed officers on major thoroughfares, at signaled intersections and full street closures.

Section 3.2: Qualified Contractor Permits

Any Person engaging in construction activities within the City's public right-of-way is required to be obtain a Qualified Contractor Permit. Additionally, any Contractor installing utilities must be licensed by the State of Georgia as a "Utility Contractor." Prior to starting any construction activity in the City's right-of-way, contractors must apply for a Qualified Contractor Permit via DPWTOPS online permit application system. See [Appendix E, Qualified Contractor Checklist](#), for requirements.

Franchised Utilities are not subject to the provisions of this subsection. Contractors performing work under permits issued to Franchised Utilities will be covered under the terms of the Franchise Agreement with that Franchised Utility.

Qualified Contractor permit information will be kept on file with DPW for one year, consistent with Georgia open records law.

The Permit Fee varies depending on the type of activity being performed within the right-of-way.

Section 3.3: Lanes, Streets, and Pedestrian Thoroughfares/Sidewalks Closure Permits

If any contractor or organization needs to utilize the City's right-of-way for vehicles, equipment or any construction related activity, a closure permit must be obtained by the contractor via [DPWTOPS online permit application system](https://app.apply4.com/worksapp/usa/atlanta). (<https://app.apply4.com/worksapp/usa/atlanta>)

Except for work conducted by a Franchise Utility 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 pedestrian thoroughfare. This permit must be obtained in addition to a qualified contractor permit.

Lane closures require the submission of an application at least 5 business days in advance of the day of the closure. Applications must include a detailed Temporary Traffic Control plan as per standards listed in the Manual on Uniform Traffic Control Devices (MUTCD). See [Appendix F, Lane/Sidewalk Closures Checklist](#).

Full street closures require the submission of an application at least 10 business days in advance of the date of closure, in order to notify emergency services, affected property owners and other affected public agencies. Applications must include traffic detour plan as per standards listed in the Manual on Uniform Traffic Control Devices (MUTCD), notification letters to residences and businesses within a three (3) block radius of closure area and list of addresses of residences and businesses that were notified. See [Appendix G, Full Street Closures Checklist](#).

Sidewalk or pedestrian thoroughfare closures require detailed construction schedules, completed sidewalk questionnaire and pedestrian plan. Applications must be submitted no less than 10 business days in advance of the date of closure, in order to conduct field visits. Some pedestrian paths may not have built structures (i.e. sidewalks), however, a space may still be considered used or usable by pedestrians and may require a closure permit. All closures must provide alternative access for pedestrians. See [Appendix I](#), *Department of Public Work Pedestrian Accommodations & Work Zones Policy* and [Appendix J](#), *Sidewalk & Pedestrian Way Impact Questionnaire*.

All closure applications require a completed and notarized Affidavit. See [Appendix N](#), *Affidavit*.

Any closures along the Marta Streetcar Right-of-Way or impacting MARTA Bus stops/stations must have prior approval from Marta. Permittees are required to coordinate with MARTA for any relocations of MARTA bus stops.

Permit fees are determined depending on the type of closure, number of days closed, and length of closure. See [Appendix H](#), *Traffic Permit Fee Schedule* for summary of fees.

Temporary Traffic Control (TTC) is required for lane, sidewalk, and full street closures. The requirements, guidelines, and typical TTC can be found in in the Manual on Uniform Traffic Control Devices (MUTCD) Part 6 - Temporary Traffic Control. Properly designed and implemented TTC helps road/sidewalk users move safely and orderly in a construction zone. As stated in the MUTCD, the needs and control of all road users (motorists, bicyclists, and pedestrians within the roadway, including persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), through a TTC zone shall be an essential part of roadway construction, utility work, maintenance operations, and the management of traffic incidents. Additionally, *Department of Public Works Pedestrian Accommodation & Work Zones Policy*, [Appendix I](#), may be utilized as a guide for appropriate treatments for maintaining pedestrian accessibility.

Section 3.4: Driveway Aprons

A qualified contractor permit must be obtained for the installation/construction of a driveway apron. Driveway aprons must be installed/constructed in accordance with the City's standards. The standard details for driveways can be found on the City's website and is detailed in Chapter 2 of this manual. <https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way>

Section 3.5: Material Hauling Permits and Haul Route Assignments

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 along the city's designated truck routes and/or the route that causes the least disruption. The assignment of a haul route may be a condition for the issuance of a building permit for work on private property. Material Hauling Permits are separate from and in addition to other applicable permits.

Section 3.6: Dumpsters/Pods

A permit is required for all dumpsters/containers and PODS placed on the City's Public Right-of-Way. The application must include Certificate of Liability Insurance with the City of Atlanta listed as certificate holders. Additionally, the dumpster/container provider must complete a Certification Compliance agreement. See [Appendix K](#), *Dumpsters/PODS Checklist for requirements* and [Appendix L](#), *Dumpster/Container provider Certification Compliance Agreement*.

Section 3.7: Oversize/Overweight Vehicles and/or Loads

A permit is required for all vehicles and/or loads which exceed a gross weight of 73,280 pounds and an overall width of 8 feet, an overall length of 55 feet, and/or an overall height of 13.5 feet moving within the City of Atlanta's right-of-way, EXCLUSIVE of those streets that are a part of the State or Federal Highway System. These permits are issued by the Department of Public Works. See [Appendix M](#), *Oversized/Overweight Vehicles Checklist*.

Section 3.8: Banners

DPW issues permits to Non-profit or charitable organizations for hanging banners within the public right-of-way for activities such as festivals, conventions, and other celebrations. Banners are generally only allowed on Type A Streetlights owned by the City of Atlanta.

A permit fee of \$100 is required to hang less than 100 banners, for less than 30 days. An additional fee applies for any overage of quantity or length of time. Additionally, a refundable deposit of \$1000 is required to cover any costs the City may incur if the applicant fails to remove banners within 5 days of its permit expiration date. Applications must be submitted at least 30 days prior to the requested date of installation.

The applicant must submit a letter of approval from the pole owner for any pole not owned by the City of Atlanta. For displays along streets/roads maintained by Georgia Department of Transportation (GDOT), the applicant must petition for approval from GDOT. Written approval must also be obtained from Atlanta Fire Rescue Department that the material(s) to be used will not create a fire hazard. Finally, the applicant must also sign an indemnification agreement with the City. Permits are issued on a first-come basis.



Section 3.9: Small Cells

Pursuant to the City of Atlanta’s small cell policy, the department of Public Works has a mandate to process applications for small cell installations. The requirements and conditions for a vendor to obtain a small cell permit are shown in [Appendix O](#) below. DPW manages all documents, applications, reviews, and approvals relating to the placement of small cell wireless telecommunications infrastructure in the right-of-way on City-owned poles and Third-party poles. Prior to the issuance of any permit(s) to install small cell devices, the telecommunications provider must sign and submit a “Conditions of Permit” agreement. After submission of the agreement, the provider may apply to install small cells on City-owned poles, Third-party poles and/or the installation of a new pole. Applications are submitted via www.atlantaga.gov/dpwpermits. Each application must show the exact equipment the applicant proposes to install and the specific dimensions for any antenna, attachment, cabinet and any underground installation. The GIS coordinates must be provided for any proposed pole location. Photo-simulations showing the proposed installation from at least 3 angles. Application must include a three-dimensional depiction of any facility constructed in the right-of way. Also, mounting details and engineering specifications including a structural analysis, signed and stamped by a GA licensed civil or structural engineer must be provided. DPW will review each application independently and each application will require a site visit. The factors, requirements and guidelines that DPW will consider include;

- a) Public Health, Safety and Welfare
- b) Minimal Impact on Right-of-Way
- c) Availability of space on existing Poles
- d) Aesthetics of the proposed equipment on pole
- e) Access to Public Thoroughfares and Walkways
- f) Interference (No small cell equipment may interfere with City-owned telecommunication systems, emergency systems, traffic signal systems or any other City-owned infrastructure systems whether such systems are in operation now or in the future)

- g) Determination of Need: At the request of the City, the applicant will be required to provide proof of need for placement of equipment on City-owned poles and/or the erection of new poles.
- h) Location and Collocation: To the extent practical, all telecommunication equipment placed shall be attached to a pre-existing pole is owned, controlled, or leased by a utility, franchisee, or the City. If the applicant demonstrates that no co-location opportunity exists in the area, the applicant may request that a new pole be installed.

All required fees must be paid prior to the issuance of a permit to install any small cell equipment in the right-of-way.

See [Appendix O](#) (Conditions of Permit and Small Cell Policy)



Section 3.10: Conditions of Permits

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

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 Conditions**

1. 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. 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.
3. Traffic Control: All traffic control devices must adhere to the standards and guidelines set forth by the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) and be approved by the Department of Public Works. Any Traffic control device left in the right-of-way overnight, must be properly inspected, secured and maintained by the contractor at the end of the work day.
4. 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.

Permissible Working Hours: Generally, permissible hours of construction activity are: Monday – Friday (9:00 am – 4:00 pm) and (6:00 pm – 10:00 pm). Exceptions may be granted and/or additional restrictions may be imposed.

In an effort to minimize the negative effects of noise and traffic congestion caused by construction activities, time limitations are imposed on construction activities as stated in the City's Noise Ordinance [138-Section \(See 138-16\), Code 150-293, and Section 74-131.](#)

5. 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:
 - i. If specifically stipulated in the permit
 - ii. For periods of short duration at non-critical times
 - iii. After sufficient notice has been given to the affected property owners, residents & tenants.
6. Public Notification, Signs & Identification
 - i. Public Notification and Site Identification
 1. Certain construction activities performed in the City's public right-of-way, may 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 Units (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:

- a. Continue for more than 8 hours
 - b. Cause an unusual degree of noise or vibration
 - c. Involve the closure of a full street
 - d. Includes an excavation, cutting, or removal of pavement.
3. Door-to-Door Notifications: 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.
 4. Vehicle Identification: 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. 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.
 - a. Compliance: Failure to display appropriate notice will be a violation and will be subject to penalties. See the compliance section of this manual for additional information related to violations.
- ii. Signs
1. Sign Requirements:
 - a. 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.
 - b. A minimum of two (2) 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.
 - c. Sign location, size and installation shall conform to MUTCD requirements.
 - d. Signs must be placed in a location adjacent to the construction activity, readily visible to the traveling public.
 - e. 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.
- f. Signs must be visible to vehicles and pedestrians traveling in either direction.
 - g. Signs must have a surface area of not less than 3 square feet.
 - h. Lettering must be legible block letters not less than 2" high.
 - i. Sign material must be sufficient to withstand outdoor exposure for the duration of the project.
 - j. Signs must remain in place until all work is complete, including any re-paving and re-grassing.
 - k. A sample Public Notification and Construction Site Identification Sign is shown in the [Appendix D](#)

Section 3.11: Other Non-DPW Permitting

- a) **Atlanta Police Department (APD):** The APD provides permits for non-construction related temporary lane and/or street closures, as well as provides off-duty police officers for traffic control as required. The application for such permits is available on the APD's website. <http://www.atlantapd.org/i-want-to/temporary-street-or-lane-closure-permit-process>
- b) **Mayor's Office of Special Events (MOSE):** This office processes "Outdoor Event Permits" for large outdoor gatherings, such as festivals, parades, and organized marches. This office also permits food trucks. Permit information for this office may be found on the MOSE website. <https://www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-special-events>
- c) **Mayor's Office of Filming and Entertainment (MOFE):** This office provides permits for film productions on public property in the City of Atlanta. Permit information for this office may be found on their website. <https://www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-film-entertainment>
- d) **COA Department of City Planning – Office of Buildings (OOB):** The Noise Ordinance Variance Application is made for the purpose of seeking a temporary noise variance from the City of Atlanta Code of Ordinances, Chapter 74, Article IV. Permit information for this office may be found on their website. <https://www.atlantaga.gov/government/departments/City-planning/office-of-buildings/noise-variance-permit-fyi>
- e) **COA Department of City Planning – Office of Mobility Planning (OMP):** Dockless Mobility Devices are permitted by the OMP. The Department of City Planning issues permits for dockless mobility devices, such as scooters and e-bikes. This permit authorizes these devices to be parked in the public right-of-way, specifically on sidewalks where at least 5 feet (or other width as required by code) is provided and retained for pedestrian access. Scooters shall be parked in a way that they are close to the curb or at the rear of the sidewalk closer to any adjoined building. The Department of Public Works - Solid Waste Education and Enforcement Team (SWEET) officers, provides enforcement for parking of these devices in the right-of-way. See Figure 1 for illustration of legal parking. A citizen may contact 311 to report any illegally parked devices.

LEAVE 5 FEET. KEEP IT NEAT.

Your Guide to Parking Scooters and Bikes in Atlanta



DO park on sidewalks with over 5 feet of space.



DO park upright and off to the side.



DO NOT park on narrow sidewalks without 5 feet of space.



DO NOT leave scooters or bikes tipped over or in the walkway.



Figure 1: Scooter Parking

Section 3.12: 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, specifically bond/TSPLOST financed projects. 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. Otherwise, the pavement restoration requirements are as follows:

- a) 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.

- b) 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.
- c) 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.
- d) 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.
- e) If pavement is damaged in more than one lane, the City may require that the Street be repaved across its full width.
- f) 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.

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: 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. 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.

White	Proposed Excavation
Pink	Temporary Survey Markings
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

Table 1: DPW Color Code for Underground Utilities Marking

- 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. Please see compliance section for further detail.
- g) Best Practices for Soil Erosion and Sedimentation Protection: 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.
- k) Restoration of the City's Public Right-of-Way: Upon completion of the permitted work, including restoration, notification to the Department of Public Works is required. Restoration may include the repaving and restriping of streets, removal of barricades, or obstructions and excavation material and the installation of appropriate vegetation. 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. 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>)

- I) 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.
 1. Characteristics of Flowable Fill Material:
 - i. 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 fly-ash 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. This product does not require vibration or stamping to achieve the complete consolidation.
 - ii. 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.
 - iii. 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.
 - iv. 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. 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.
 - v. Mix Design: Submit mix designs for flowable fill to the City's Engineer for approval. The following table lists mix design proportion ranges for excavatable and non-excavatable flowable fill:

Material	Excavatable	Non-Excavatable
Cement Type 1	75-100 lbs/yd ³ (45-60 kg/m ³)	75-150 lbs/yd ³ (45-90 kg/m ³)
Fly Ash	-	150-600 lbs/yd ³ (90-355 kg/m ³)
Water	*	*
**Air	15-35%	5-15%
3-Day Compressive Strength Minimum	20 psi	-
28-Day Compressive Strength	Maximum 100 psi (690kPa)	Minimum 125 psi (860kPa)
Unit Weight (Wet)	90-100 lbs/ft ³ (1440-1600 kg/m ³)	100-125 lbs/ft ³ (1600-2000 kg/m ³)

Table 2: Compressive Strength of Flowable Material

***Mix designs shall produce a consistency that will result in a flowable self-leveling product at time of placement.**

****The requirement for percent air, compressive strength and unit weight are for laboratory designs only and are not intended for jobsite acceptance requirements.**

- vi. Fabrication (GDOT 600.3.04): Ensure flowable fill is manufactured at plants that qualify as approved sources according to the Standard Operating Procedure for Quality Assurance for Ready – Mix Concrete Plants in Georgia. Mix and deliver according to subsection 500.2.01 of the Specifications or other methods approved by the Engineer.
- vii. Flowable fill may also be specified as Rapid Set (RS) or Normal Set (NS). A minimum compressive strength of 35 psi is required at 16 hours for Type RS or 48 hours for Type NS when cured under standard laboratory condition. Report the laboratory compressive strength at these times as past of the mix design submittal.

Section 3.13: Metal Plates

The use of metal plates to cover pavement cuts and excavations will be limited to 5 business days after work is completed unless an extension 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; the fee will be charged per plate. Additionally, the DPW will charge a rental fee for plates that are encroaching for longer than 10 days after the completion of construction. The fee will be determined based on the location. Moreover, for plates that are difficult to remove, because they do not meet the City’s standards, which is, they lack a hook or hole that could be used for redeployment, the vendor will be charged the cost of the additional equipment that is used to remove the plate. Assessments do not apply to Franchise Utilities.



Standard metal plate installed on City street with appropriate hooks.

- a. **Metal Plate installation (deployment/installation details).** See [Appendix Y](#) for details on Installation of metal plates on Arterial and local streets. (METAL PLATES REQUIREMENTS)
- b. **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. The Department of Public works will hold liable the company whose name or color code is stamped on the metal plate.
- c. **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. DPW has developed a color code for each franchise utility and non-franchise Qualified Contractor. The legend for the color code is below:

Color/Letter Representation	Plate Owner/Lessee
Blue “X”	Watershed Management
White “GPC”	Georgia Power
Yellow “AG”	Atlanta Gas
Green “ATT”	AT&T (and any affiliated contractors)
Purple “V”	Verizon (and any affiliated contractors)
Orange Marking of Co. initials	All Others

Table 3: DPW Required Color Coding for Metal Plates Identification

- d. **Record of Plate Identification Information with City and standard:**
 The metal plate deployed must meet the basic required standard of: the presence of a hook and a hole drilled into the plate, to allow for easy relocation. Furthermore, 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 listed below. The City may, from time to time, issue a list of current registrants without the need to formally amend this manual.

- a. AGL – Atlanta Gas Light
 - b. ANSCO – Ansco
 - c. DPW – Department of Public Works
 - d. AWW, SEWER – Department of Watershed Management
 - e. BST – Bell South/AT&T
 - f. GPC – Georgia Power Company
 - g. LVL3 – Level (3) Communications
 - h. USRP – U.S. Rental Plates
 - i. BDW – Bureau of Drinking Water
 - j. COM – Comcast Cable Communications
- e. **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, always, 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.
- f. **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.
- g. **Asphalt Pavement Damage Repair Requirements:** See section 3.12 for excavation and pavement restoration requirements.

Section 3.14: Sidewalk Repair Requirements

Damaged sidewalks must be repaired in accordance with the City’s Standard Details and must match existing nearby/adjacent conditions. Concrete Sidewalks may not be permanently or temporarily repaired with asphalt and must be repaired panel joint to panel joint. Sidewalks previously improved under the terms of a Decorative Sidewalk Agreement and/or according to the City of Atlanta Zoning Code must be repaired in compliance with that respective agreement or zoning code. 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.

Chapter 4:

Section 4.1: Inspections Required for all ROW Permits

Upon approval of a DPW ROW permit, the applicant (owner, developer or contractor) shall contact the Department of Public Works (DPW), Office of Transportation for scheduling a ROW inspection, at a minimum, 24 hours before any work shall take place in the Public ROW. The Inspector shall schedule an onsite meeting with applicant upon confirmation that ROW permit has been approved.

The inspector shall provide the following documentation submitted by the applicant to the Office of Transportation for review before a scheduled site inspection:

- a) A copy or copies of approved plan(s) stamped, signed and dated by a reviewing engineer from the Office of Transportation.
- b) A copy of ROW/ Qualified Contractor's permit(s) showing begin and end dates, hours of work and the type of work the applicant applied for corresponding to what is on the approved plan(s).
- c) A copy of ROW/ Street and or Sidewalk Closure permit(s) showing street corresponding to the Qualify Contractor's permit, with begin and end date and the hours of work.
- d) Confirm that all ROW agreement(s) are applied for and on file.
- e) Copy of the ROW construction checklist.

The applicant (owner, developer or contractor) shall provide the following documentation approved by the Office of Transportation for all scheduled site inspection by a City of Atlanta ROW Inspector:

- a) A copy or copies of approved plan(s) stamped, signed and dated by a reviewing engineer from the Office of Transportation.
- b) A copy of ROW/ Qualified Contractor's permit(s) (see *Sample Permit*, [Appendix P](#)) showing a begin date and end dates, hours of work and the type of work the applicant applied for corresponding to what is on the approved plan(s).
- c) A copy of ROW/ Street and or Sidewalk Closure permit(s) (see *Sample Permit*, [Appendix Q](#)) showing street corresponding to the Qualify Contractor's permit, with begin and end date and the hours of work.
- d) Approved copy of all ROW agreement(s) with the COA.
- e) Failure to contact the Office of Transportation for ROW inspection, a citation shall be issued for any work performed in the public ROW without an inspector's approval and the City shall require that the contractor remove the uninspected work and schedule for an inspection with the Office of Transportation ROW Inspector.

Note: If a project is long term and require multiple inspections for work in the ROW at different stages of the construction, the applicant shall contact the Office of Transportation ROW Inspector during each stage of the work.

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 and consequent inspection fees.

Section 4.2: Inspections Required for Bond Release

Upon request for bond release by applicant (owner, developer or contractor) to the Office of Transportation, the ROW inspector for DPW, Office of Transportation shall be notified for a final ROW inspection. The Inspector shall schedule an onsite visit, to assess the approved work that was performed in the ROW per approved plan(s) and Qualified Contractor's permit. The bond release will be issued after a review of the inspector's report. All deficiencies must be addressed, within a specified schedule, before a bond release order is issued.

Chapter 5: Penalties for ROW Violations

Section 5.1: Penalties for Violation of ROW 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 measures, 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 5.2: Legal Actions Against Violators

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 5.3: 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.
- d) The City retains the right to not issue any further permits to violators for other projects if violations are repeated or left unresolved.

Section 5.4: Enforcement

If the City believes that a Person has not complied with the conditions of a permit or a term in the Ordinance, the City shall notify the Person in writing of the exact nature of non-compliance per section 138 of the City Code of Ordinance.

- 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.
- c) If a violation goes unresolved by the contractor and/or permittee within the timeframe allotted by the Department of Public Works, then the City has the authority to file a claim against the bond of file.

Chapter 6: Commercial Activity within the ROW

Section 6.1: Vending Permits

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. Blocking a sidewalk when conducting an authorized, City permitted sale of goods is prohibited. A minimum passage way width of at least 5 feet must be maintained within the sidewalk at all times.

Section 6.2: Vending Machines

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

Section 6.3: 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. 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 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

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

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.

Section 6.4: Placement of Vending Devices in the ROW

- a) 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.
- b) 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.

- c) 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) 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) 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) No single publication-vending device may exceed 5 feet in height, 30 inches in width or 2 feet in thickness.
- g) Each publication-vending device must be maintained in a state of good repair at all times by the permittee.
- h) Any publication-vending device placed upon the City's public right-of-way that appears, in the sole determination of the Commissioner of 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 removal or other remedial procedures provided for in the City's Code of Ordinances or other applicable governmental requirements.
- i) 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.
- j) Additional requirements may be applicable if located in the Downtown Improvement District, Special Purpose Interest (SPI) District, or other quality of life district such as:
 - 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. 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.

4. Street Furniture Zone: Publication-vending devices may not be placed in any defined clear pedestrian zone or walk zone and shall be placed within the Street furniture zone or amenity zone, as described in Chapter 16 of the city's zoning code. Vending devices shall be 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 6.5: Sidewalk Dining Facilities within the Public Right-of-Way

At this time, sidewalk dining facilities in the right-of-way is prohibited. However, in June 2019, legislation was drafted and presented in City Council for approval, to authorize the Commissioner of Public Works to issue a permit to qualified eating and drinking establishments for allowance of utilizing the public right-of-way (i.e. sidewalks) for serving customers. If approved by Council, the ROW Manual will be updated to reflect the permitting process.

Chapter 7: On-Street Parking Management

Section 7.1: Parking Enforcement

The City of Atlanta Department of Public Works is committed to improving traffic flow in the City and maximizing the utilization of parking spaces for the public, residents, business owners, tourists and employees. The Office of Transportation provides oversight of services regarding On-street Parking Program. This oversight includes:

- Maintenance of parking meters and regulatory signage
- Parking meter collections
- On-street parking and right-of-way regulation enforcement
- Parking citation processing and delinquent collection services
- Vehicle booting and towing services

Parking Enforcement Hours of Operation are: Monday – Saturday, 7:00 AM – 10:00 PM. Sundays and City Holidays are exempt from enforcement.

Upon written request, Department of Public Works may extend enforcement hours to 2:30 a.m. to manage increased parking demand near bars and nightclubs.

- a) Regulations and Citations: All services are performed in accordance with City regulations and guidelines per City of Atlanta Code of Ordinances. A list of parking enforcement regulations are provided in the table below.

GA/COA Violation	Violation Code	Violation Description
State of Georgia	40-6-200	Wrong Way Parked
State of Georgia	40-6-203	Parked On Crosswalk Or Bridge
State of Georgia	40-6-203(A)	Blocking Public Or Private Driveway
State of Georgia	40-6-203(B)	Parked Within 20 Ft of Crosswalk, 15 Ft of Fire Hydrant, or 30 Ft of Stop Sign
City of Atlanta	150-65	Parking Prohibited In Bike Lane
City of Atlanta	150-86	General Parking Violation
City of Atlanta	150-86(A)	No Parking Any Time Or No Parking Tow Zone
City of Atlanta	150-89	Violation Of Rush Hour Parking
City of Atlanta	150-90	On-Street Handicapped Parking
City of Atlanta	150-91	Parking Not To Obstruct Traffic
City of Atlanta	150-92	Parking On Narrow Streets
City of Atlanta	150-93	Parking Prohibited For Certain Purposes
City of Atlanta	150-93(2)	Parking Prohibited Wash/Grease/Repair Vehicle

City of Atlanta	150-95	Parking In Business District
City of Atlanta	150-97	Parking Restrict/Truck And Bus
City of Atlanta	150-99	Parking On City Sidewalk
City of Atlanta	150-99(A)	Truck/Motor Vehicle On Sidewalk
City of Atlanta	150-113	Park In Passenger Loading Zone
City of Atlanta	150-114	Park In Freight Loading Zone
City of Atlanta	150-115	Designed For Bus Stops, Taxicab, Vehicle For Hire
City of Atlanta	150-117	Parking Bus Or Taxi Not In Stand
City of Atlanta	150-118	Parking In Bus Stop Or Taxi Stand
City of Atlanta	150-133	Parking Meter Violation
City of Atlanta	150-158	Resident Parking Permit – False Information On Application
City of Atlanta	150-159	Penalty For Parking Without Permit During Permitted Festivals

Table 4: Governing Parking-Related Ordinances

- b) **Appealing a Citation:** The City of Atlanta’s Department of Public Works and the Atlanta Municipal court have partnered together to streamline the appeals process regarding parking tickets to enhance the customer experience. All appealed citations, within 14 days of the issuance of the citation, will be entered into a single source database to be reviewed by each entity. All parking fees, including late fees, will be suspended during this process.

All upheld citations reviewed by the City’s on-street parking service provider and the City of Atlanta’s DPW Parking Administrative Review Team will automatically be forwarded to the City of Atlanta’s Municipal Court for a court date assignment. Customers assigned a court date must either pay the citation or appear in court. Please be advised, any customer failing to appear for their assigned court date may be issued a “failure to appear.”

1. How to Submit an Appeal:
 - i. All appeals should be entered into <http://atlplusemobility.com/citations/appeal-a-citation/> and select “Appeal Citation”.
 - ii. In Person: In the event that a customer does not have computer access, they must file their parking appeal form in person at 150 Garnett Street, Atlanta, GA 30303. Parking citation appeal forms may be filed in person or mailed to the same address.
 - iii. Customers should only include 3 of the following with their appeal:
 - Photos of the vehicle (in violation)
 - Photos of license plate

- Screen shots of the Mobile App (be sure that the license plate number is visible)
 - Proof of Payment validating transaction amount.
 - Additional vehicles registered in the parking mobile app (if the customer has additional vehicles listed in their app, please provide those license plate numbers as well)
 - Meter Receipt (only valid if tags match tag on receipt)
 - Handicap Placard/License Plate (with identification)
 - Vehicle of Registration
 - Vehicle Bill of Sale
- iv. If an appeal is related to having a permit to park in an area, the customer should include any documentation they have related to an issued permit. Documents may include:
- Copy of Issued Permit
 - Photos of the vehicle (in violation)
 - Photos of license plate
 - Handicap Placard/License Plate
 - Paid Residential/Commercial Permit Invoice
 - Commercial Parking Permit
 - Residential Parking Permit
- v. Customers will receive a confirmation email upon receipt of your appeal submittal. All upheld citations from the on-street parking service provider will automatically be forwarded to the City of Atlanta's Parking Administrative Review Team, customers will be notified with another email. The City of Atlanta's Parking Administrative Review team will review the appealed citation. If the City of Atlanta's Parking Administrative Review team upholds the citation, the citation will be forwarded to the Municipal Court for a court date. The Municipal Court will send a letter to customers directly to assign a court date. At any time during this process, if the appealed citation is dismissed, customers will be notified by email.
2. **Customer Feedback:** If a customer has a question about general parking information, or would like clarification on the determination of a citation appeal, you can e-mail parkingfeedback@atlantaga.gov. For general parking information, it is best read the Help & FAQ section here, as the answer might be there already. Lastly, please note that 'Parking Feedback' will only serve as a general parking inquiry. All citation appeals must follow the appeal process mentioned above.
- c) **Booting (Immobilization) and Towing (Impound):** Vehicles parking within the public right-of-way may be immobilized if the vehicle has been issued a minimum of three unsatisfied delinquent parking tickets. The charge for the immobilization of vehicles under this condition is \$50.00 per day for the removal of the vehicle immobilization device or devices. The City, nor its parking management service provider, is not responsible for any damage, vandalism, or theft of any immobilized vehicle. If a vehicle has been immobilized through the use of a vehicle immobilization device, all associated tickets, fees, and fines must be paid for the removal of the immobilization device within

24 hours of immobilization. Vehicles that are immobilized more than 24 hours will be impounded. Customers must retrieve impounded vehicles by contacting the address provided below:

A-TOW, Inc.
180 Harriet Street SE
Atlanta, GA 30315
Phone: (404) 577-8950

Section 7.2: Establishing Residential Parking Zones

The City of Atlanta, Office of Transportation is authorized to establish a Residential Permit Parking (RPP) program, whereby motor vehicles bearing a special parking permit issued pursuant to the Atlanta City Code section 150-139, may be parked in excess of the time limits posted on streets within certain areas known as residential permit parking areas. Parking a motor vehicle on a street within a residential permit parking area may be restricted to a two-hour period for an established 12-hour period in the vicinity of the traffic generator unless the motor vehicle displays such valid parking permit. All presently existing residential permit parking programs and all programs established in the future may opt into this two-hour non-permitted parking element through a petition process within the residential permit parking area to be established by the commissioner of the department of public works. Street signage in each residential permit parking area must contain language that reflects the residential parking permit hours, including the two-hour non-resident exception, if applicable.

Petition Required to Establish an RPP Area:

- a) Residents of a residential area who desire to have such area designated as a residential permit parking area must submit to the Office of Transportation a written request seeking such designation.
- b) Upon receipt of such request, the Office of Transportation will define the boundaries of the proposed residential permit parking area and those boundaries will be set out in the petition. The proposed area must be no less than two connected block faces and within 1,500 feet of a traffic generator. All residences that front or are located on corner lots along the block faces, and any multiple-family dwellings that have sole vehicular access to the multi-family dwellings from an included block face must be included in the residential permit parking area and shall be included in the petitioning process.
- c) To warrant consideration, the petition must be supported by the signature of one adult resident from 70 percent or more of the residences within the area, provided only one signature shall be allowed for each street address. Apartment buildings and other multiple-family dwellings will be considered as one residence for petitioning purposes and shall be limited to one signature, which shall be the signature of the property owner or the signature of a person who is legally authorized to sign on behalf of the property owner.
- d) The petition must identify a resident petition coordinator and shall conform in form and content with requirements established by the office of transportation.

Eligibility of Petitioned RPP Area:

- a) Upon receipt of a petition referred to in this section, the Office of Transportation shall undertake evaluations and studies as needed to determine whether such residential area is eligible for designation as a residential permit parking area.
- b) In establishing eligibility of a proposed residential permit parking area, the Office of Transportation considers the following factors:
 1. The availability of off-street parking, including but not limited to driveways, garages, and other types of parking facilities for residents
 2. Studies of parking characteristics within the area considered for residential parking must show that, during the time period of the proposed restrictions, curb parking space occupancy exceeds 75 percent and non-residential vehicles represent at least 33 percent of the parked vehicles
 3. For the designated residential permit parking area will result in once of more of the following expectations for the area:
 - i. A reduction in non-residential vehicles and the accompanying energy waste and air pollution
 - ii. A reduction in total vehicle miles traveled
 - iii. A reduction in traffic congestion and illegal parking
 - iv. An improvement in vehicular and pedestrian safety
- c) Having determined that the requirements for a residential permit parking area are met, the Office of Transportation assigns an appropriate and unique indications letter to the area and notifies the petition coordinator that the area has been approved as a residential permit parking area.

Section 7.3: Requesting Residential Parking Permits

Residents within an established Residential Permit Parking area may apply for a permit by contacting the Office of Transportation. The Office of Transportation issues parking permits and provides assistance to parking permit applicants and holders. The City of Atlanta seeks to ensure adequate on-street parking for our residents and visitors. Motor vehicles bearing a special parking permit may be parked in excess of the time limits posted on streets within certain areas known as residential permit parking areas. (Ord. No. 2002-56, § 1, Sec 150-159, 150-170).

Applications for a residential parking permit can be submitted via e-mail, mail or in person. To reduce wait time when obtaining a permit, applicants should download and complete the application prior to their arrival at Atlanta City Hall. All applicants must bring photocopies of original documents to provide to the Office of Transportation with their application.

- a) Required documents include:
 1. Current Driver's License for the driver of the permitted vehicle
 2. Proof of Residency (utility bill, signed lease contract, etc). Lease contracts must be signed by the landlord and the lessee/tenant. Lease term must be active at the time of application submission
 3. Current vehicle current registration must accompany all applications for residential parking permits
- b) The address provided on the application must be an address within a Residential Parking Permit area.

- c) Full-term permits are valid for one year and must be renewed annually.
- d) A permit shall be issued only to a motor vehicle owner or operator who resides on property that is either fronting or is located on a corner lot along a block face or has vehicular access from an included block face located within the residential permit parking area. Upon application and payment of the applicable fee, residential parking permits shall be issued in accordance with the following limitations:
 - 1. For single-family dwelling units (one residential structure containing only one housing unit), two residential parking permits may be issued for each valid street address.
 - 2. For multiple family dwelling units (including but not limited to, apartments, condominiums, attached dwellings, rowhouses and townhouses):
 - i. Two residential parking permits may be issued for each legally constituted and existing dwelling unit in any two-family or multiple-family dwelling facility at a valid street address within the residential permit parking area where said dwelling unit has no off-street parking availability.
 - ii. One residential parking permit may be issued for each legally constituted and existing dwelling unit in any two-family or multiple-family dwelling facility at a valid street address within the residential permit parking area where said dwelling unit does have off-street parking availability.
 - 3. An annual Residential Parking Permit may be purchased for \$20.00 per permit.
 - 4. Permits can be applied for in person, by mail or by e-mail
 - i. To obtain a permit in person, applicants must visit City of Atlanta, Office of Transportation, 55 Trinity Avenue SW, Suite 4900, Atlanta, GA 30303.
 - ii. To apply for a permit by mail, applicants must send all required materials to City of Atlanta, Office of Transportation, 55 Trinity Avenue SW, Suite 4900, Atlanta, GA 30303 with the Attention to: Residential Permit Parking.
 - iii. To apply for a permit by email, applicants must include all electronic copies of supporting documentation with a completed application and send the required materials to DPW-Permits@atlantaga.gov.
 - 5. Upon receipt of a completed application, the Office of Transportation will process the application and approved applicants will be sent a permit in the mail.
 - 6. Lost, stolen, or damaged permits must be reported via emailing and contain the applicant's name, address, permit number, parking area and a copy of their invoice.
 - i. Replacement of a lost, stolen or damaged permit can be purchased for \$20.00.
 - 7. Methods of payments accepted include personal checks, money order and credit cards. Do not mail in cash.
 - i. All applicants that are using a credit card must visit City Hall at 55 Trinity Avenue Suite 4900, Atlanta, GA 30303 to complete the payment process.
 - 8. Furnishing false information to obtain a Residential parking Permit or using use permit in a fraudulent or unlawful manner is punishable by a \$1,000.00 fine or 60 days in jail.

Section 7.4: Commercial Vehicle Parking Permit

The Office of Transportation offers Commercial Loading and Unloading permits to vehicle operators that need access to the public right-of-way to conduct their business. Based on the Atlanta City Code Section 150-111, vehicles that are less than 10,001 pounds may be eligible to obtain a Commercial Loading and Unloading permit. This permit gives permit holders the opportunity to park in truck loading zones and at metered parking spaces without charge. The commercial loading and unloading permit is valid for 12 months and must be renewed on prior to the anniversary of permit issuance.

- a) To obtain a commercial loading and unloading permit, applicants must submit:
 - 1. A Complete Permit Application
 - 2. Copy of Current Driver's License for the driver of the permitted vehicle
 - 3. Copy of Current Vehicle Registration
 - 4. Signed Commercial Permit Parking Guidelines
- b) Permit Restrictions are in place for all permit holders. These restrictions include:
 - 1. Parking and Standing near Bicycle Lanes: Trucks and commercial vehicles, when permitted to double-park, must not obstruct a bicycle lane. Obstruction a bicycle lane is illegal and subject to a fine.
 - 2. Permit Holders are subject to all parking restrictions require my City and State law
 - 3. Permit Holders are not allowed to be parked in excess of the maximum time limit stated on by accompanying signage
 - 4. Any commercial vehicles, other than commercial trucks, found standing or parked in a truck loading zone, or in a space where a parking meter is located, that is not displaying a pass issued per Atlanta City Code Section 150-111, shall be issued a citation which shall impose a fine in the amount of \$100.00. If the said fin is not paid within a period of 14 days, the fine will be doubled to \$200.00.
- c) Permit Fees: A Commercial Loading and Unloading permit fee is \$300 per year per vehicle, and must be renewed annually. The fee to replace a lost, stolen, or damaged pass, or to issue a new pass for the purpose of substituting one permitted vehicle in place of another, shall be \$20.00, and such replacement or substituted pass shall carry the same expiration date of the initial pass.

Section 7.5: Valet Parking pick up/Drop Off Permit

The City of Atlanta, Office of Transportation oversees the issuance of Valet Parking Services Permits. A Valet Parking Services is a business, or part of a business, which provides a driver to operate a vehicle to and from a parking location so that the driver and passengers in the vehicle may unload and load at their immediate destination regardless of whether a fee is charged. The Department of Public Works, Office of Transportation is authorized to issue permits for the operation of valet parking services on the public right-of-way. Specific requirements are established for the placement of valet parking services in the public right-of way. The on-street valet drop off/pick-up program has been established for the purpose of reviewing and evaluating the overall operation of valet parking in the public right of way. Applicants applying must adhere to the guidelines established per City Code, 07-O-2418.

- a) Pick-up/Drop-off Zones is a designated location where an attendant takes possession of a vehicle for the purpose of parking and returns the vehicle to the possession of the driver. Pick-up/Drop-off Zone Requirements include:
 - 1. Must be approved by the Department of Public Works
 - 2. Must be a length determined by the Department of Public Works, and must have a minimum length of 45 feet and maximum length of 80 feet, and may not exceed the length of the permittee's property frontage(s) on the City street(s) adjoining such property
 - 3. Shall exist only on City streets that are a minimum of 30 feet wide
 - 4. Shall be permitted only in the curb lane of the street
 - 5. May be permitted where parking meters are installed
 - 6. Shall not be permitted in an area in which parking is restricted for other uses
 - 7. Shall not be located within 20 feet of a crosswalk or 30 feet of an intersection, whichever is greater
 - 8. Shall not be located within five feet of a driveway
 - 9. Shall not be located within three feet in front of or 40 feet behind a sign marking a designated bus stop
 - 10. Shall not reduce the unobstructed space for the passage of pedestrians to less than five feet unless a greater distance is required by the Commissioner and warranted by special pedestrian traffic conditions
 - 11. Shall not be located within the area used by vehicle detection devices near signalized intersections
 - 12. Shall not be located on any street that is part of the Georgia Department of Transportation State Route System
 - 13. Shall not be permitted during peak hours of traffic, as determined for the subject street by the Department of Public Works, Office of Transportation
 - 14. May be restricted from 11:00 pm to 6:00 am, when the drop-off/pick-up zone is located within 200 feet of a residential building or a mixed use building with a residential use.
- b) Vehicle Parking Service Reservoir Area is the location where a valet parking service parks vehicles. The reservoir area must:
 - 1. Be approved by the Department of Public Works
 - 2. Be appropriately zoned in accordance with the City of Atlanta Zoning Code.
 - 3. Comply with the requirements set forth in the City of Atlanta Ordinance contained in Part 16 of the City of Atlanta Land Development Code and in particular at sections 16-28.014(1) and (3), section 158-30, and any other applicable code sections.
 - 4. Be located within a 1,000 feet radius of the associated pick-up/drop-off zone.
 - 5. Not be located within the public right-of-way.
- c) Permittees: A Valet Parking Services permit is issued to the business that is served by the Valet Parking Service, not the valet operator. The applicant/permittee must designate the owner of the business(es) that is being served, property owner of the reservoir area, and the operator of the valet parking service.
- d) Hours of Operation: The hours of operation for a valet parking service must be provided on the application for a valet permit. The valet can only be operated during the posted hours of operation. Operating the valet during no authorized hours is prohibited.
- e) Standards of Operation: A permittee shall:

1. Allow only employees and independent contractors who hold a valid state driver's license, and who are covered by insurance as required by section 150-126 of this division, to operate any vehicle in connection with the valet parking service;
 2. Maintain a valet parking service stand that meets the requirements of section 150-125 at each location where the permittee provides valet parking service;
 3. Operate the valet parking service in a manner that does not:
 - i. Use or occupy more of the public right-of-way than is allowed by the valet parking service permit;
 - ii. Unreasonably interfere with safe traffic operations of roadways, driveways and intersections;
 - iii. Obstruct a pedestrian's use of a sidewalk;
 - iv. Obstruct a vehicle operator's ability to see any part of an intersecting road; or
 - v. Injure, damage, or create a hazard to persons or property;
 4. Not park or allow the parking of a vehicle in a valet parking service space, or allow the loading and unloading of goods, equipment, or merchandise, but shall only use the space for loading and unloading passengers; in no event shall a vehicle be allowed to remain in a valet parking service space for more than five minutes;
 5. Place no more than one valet parking service stand in the public right-of-way;
 6. Not place a sign identifying or advertising the service on a street or sidewalk unless the sign is located on the valet parking service stand or as provided for in section 150-125(c);
 7. At no time allow a vehicle to be unattended in a pick-up/drop-off zone;
 8. Continuously provide valet parking service during all hours of operation authorized in the permit;
 9. Only use an off-street parking location to park a vehicle accepted for valet parking service and shall not park the vehicle in the public right-of-way; and
 10. Notify the department of public works within ten days of a change in the location of off-street parking and provide the commissioner of public works with a signed agreement or other documentation showing that the permittee has a legal right to park vehicles at the new location.
 11. At all times other than the authorized hours of operation of a valet parking service, spaces reserved by the valet parking service shall be available for use by the general public on a first-come, first-served basis in accordance with posted signs and other traffic control devices, except where parking is restricted or prohibited.
- f) Application Materials and Submission: To apply for a valet parking services permit, the business owner must submit an application to the Department of Public Works. The application must include the following:
1. Permit Application
 2. Site Plan of the Proposed Valet Pick-up/Drop-off area
 3. Traffic Plan and Map detailing the route to and from the valet parking area to the valet reservoir area
 4. Property Owner Affidavit
 5. Parking Reservoir Affidavit
 6. Valet Parking Pick-up/Drop-Off Notice Sign

7. Agreement of Indemnity
 8. Certificate of Liability Insurance
- g) Insurance Requirements: A valet parking service must provide proof of liability insurance. The insurance for a valet parking service must meet the minimum requirements detailed in Atlanta City Code Section 150-126. The permittee must provide updated copies of the liability insurance prior to the insurance expiration date.
- h) Fees: The fees associated with a valet Parking Service are provided below:
1. Permit Application Fee: \$300, non-refundable
 2. Annual Fee: \$35 per linear foot of curbside space designated for valet parking service drop-off and pick-up zones
 3. Signage Installation Fee: \$150 per sign
 4. Removal of Metered Parking Space Fee: \$8.00 per day per metered space
 5. Permit Renewal Fee: \$75.00
 6. No permit fee or sign fee is required for a valet parking service that is conducted completely on private property and the public right-of-way is only used for maneuvering vehicles.
- i) Permit Requirements:
1. A permittee must always keep on the premises of the permitted location a valet parking service permit and may be subject to inspection by any authorized official of the City of Atlanta.
 2. All valet parking service permits shall be valid for one year from approval date.
 3. A permit renewal application must be submitted 30 days prior to permit expiration.
 4. A valet parking service stand shall:
 - i. Occupy an area of the public right-of-way no greater than four feet by four feet with a minimum of five feet unobstructed pedestrian clear zone.
 - ii. Not be permanently affixed to the public right-of-way in any manner;
 - iii. Be easily moveable by one person;
 - iv. Be removed from the public right-of-way when the valet parking service is not being operated;
 - v. Be secured and locked when left unattended; and
 - vi. Have affixed a sign no larger than four feet by four feet for the sole purpose of identifying the valet parking service indicating the name of the operator of the valet parking service and the fee for valet parking service, if any.
 - vii. Provide and maintain a trash receptacle.
 5. Violations: All permittees and valet operators must follow the provisions of the Atlanta City Code for the operation of a valet parking service. As detailed in section 150-129 violations of the Valet Parking Services municipal code may result in the issuance of a citation and a maximum fine of \$1,000.00 per occurrence.

Section 7.6: Parking For-Hire Permit

The Department of Public Works oversees the installation of on-street parking meters. Whenever the commissioner of public works determines that new parking meters should be

installed in the public right-of-way, the following steps will be taken by the department of public works prior to any such installation:

- a) At least 30 days prior to the proposed installation of parking meters, all affected property owners are notified of the proposed installation by first class mail. This notification must include information as to the department official to contact with any comments such persons may wish to provide.
- b) Thirty days prior to the next published meeting date, the NPU where the proposed installation is to take place must be notified of the proposed installation by first class mail. This written notice must provide the affected NPU with information as to the department official to contact with any comments and recommendation the NPU may wish to provide.
- c) At least 30 days prior to the proposed installation of parking meters, notification will be given to the City City Council transportation committee of such proposed installation so that community input can be received through the "public comment" portion of a designated transportation committee meeting.

Prior to the installation of parking meters, the Department of Public Works evaluates the current conditions of the affected streets and works with the service provider to develop a parking management plan. Regulatory signage is evaluated to determine the number of signs needed to provide for a clear understanding of roadway restrictions. After proper notification is provided per Atlanta City Code section 150-138, meters may be installed. Parking enforcement between 14 days after the complete installation of meter equipment and parking signage.

Section 7.7: Removal of On-Street Parking Spaces

The Department of Public Works must approve the removal of any metered on-street parking spaces. The department recognizes that parking spaces may need to be removed due to changing roadway conditions and/or configuration. The cost associated with the removal of a parking meter is detailed below:

- a) Single space pole and meter removal: \$95.00
- b) Multi-space meter (pay station) removal: \$395.00
- c) Removal of Wedge Anchors: \$100.00
- d) U-Channel posts removal: \$300.00

The removal of metered on-street parking is accompanied by the relocation of the metered space in a nearby location. Plans for removal of on-street parking spaces must be submitted and shown on construction plans at the time of submittal for review by the City.

Chapter 8: Other Uses of the ROW

Section 8.1: Furniture and other Elements in the ROW

In compliance with the Americans with Disabilities Act, the minimum clearance of 5 feet is required to be maintained when any object is installed in the ROW, such as; street furniture, art installations, signs, utilities, and other approved materials.

- a) **Bus Shelters:** A Special Agreement is required to erect or maintain a bus shelter within the City's public right-of-way. Contact DPW Office of Transportation for information. Refer to City Code 138-43 Section for additional information.
- b) **Signs**
 1. *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.
 2. *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.
 3. *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.
 4. *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.
 5. *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.
- c) **Utility Boxes:** Utility Boxes may be constructed within the City's public right-of-way after obtaining the necessary permits. All efforts must be made to ensure the boxes are placed in a way that minimizes the impact to private property. In the event a utility box will be placed in-front of a private residence within the allowable utility easement; further screening may be required by the City's Department of Public Works. The installed box shall not have an adverse impact on the aesthetics of the infrastructure in the area of the installation nor shall it impede or obstruct pedestrian movement. A minimum of 5 feet, unless otherwise dictated in the city's zoning code, shall be maintained. Furthermore, utilities shall be placed underground to the maximum extent feasible and within certain Special Public Interest (SPI) Districts. See Sec. 16-18 of the City's zoning code as it pertains to utilities and SPI Districts.
- d) **Street Furniture:** Street furniture consists of bicycle racks, benches, planters, and other affixed furniture elements. Any furniture placed in the public right-of-way must be approved by the Department of Public Works. DPW will require a maintenance agreement between the City and the entity in which is installing it.

- e) Landscaping and Green Infrastructure: Green Infrastructure includes trees, plants, grasses, shrubs, stormwater facilities, and other greenery placed within the public right-of-way. Green Infrastructure must be approved by the Department of Public Works and will require a maintenance agreement between the City and the entity in which is installing it.
 - 1. City's Tree Ordinance: It is the policy of the City that there shall be no net loss of trees within the boundaries of the City. Sec. 158 of the City code specifically speaks to the overall removal, installation, and maintenance requirements of trees, both on public and private property. Generally, trees planted in the public right-of-way are maintained by the City's Department of Parks and Recreation. Approval to remove any trees must be obtained by the City's Arborist.

Chapter 9: Encroachments, Abandonments, Dedications, and Special Agreements

Section 9.1: Encroachments

Any activity that occupies space (encroaches) in the City's public right-of-way for a continuous or extended period of time requires, in addition to a permit, an Encroachment Agreement. Encroachment Agreements are contracts between the property owner or private party/entity and other appropriate Persons, depending on the circumstances, and the City. Encroachment Agreements must be authorized by the City Council and signed by the Mayor or his/her designee, as set forth in the City's Code of Ordinances. The most frequently encountered situations requiring Encroachment Agreements are privately constructed and operated structures placed in air, ground, and underground.

- a) **Requirements for Encroachments:** The applicant must complete the *Encroachment application, which can be found within this document as [Appendix S](#)*. The Application fee is \$1300 plus \$100 for inspections. There is an annual renewal fee of \$100. The City Code of Ordinances requires encroachment agreements to contain certain provisions for the City's protection: Specifically, they 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 annual inspection fees relating to the Encroachment in accordance with the City's Code of Ordinances

Person's wishing to encroach into the public right-of-way must contact DPW Office of Transportation. The encroachment process generally takes up to three months for final approval by City Council and signature by the Mayor. See [Appendix S](#) for the *Encroachment Checklist and Application*.

Section 9.2: Abandonments

Abandonment of public right-of-way (ROW) is the surrender, relinquishment, disclaimer, or cession of property or of rights. It is the voluntary relinquishment of all rights, title, claim, and possession, with the intention of not reclaiming it. When COA abandons public ROW, it will only abandon from intersection of Street to intersection of Street. All impacted abutting property owners must agree and request the abandonment together in one application.

- a) **Requirements for Abandonments:** The applicant must complete and submit the Abandonment application, which is found within this document as [Appendix U](#). The application fee is \$2,500 for commercial purposes and \$2,000 for residential purposes. This fee is applied to the cost of the appraisal of the parcel and advertisement of the

proposed abandonment. However, in special circumstances, the appraisal assessment submitted by the client, from a reputable appraisal company may be accepted. The abandonment process generally takes up to 3 months for final approval by City Council and signature by the Mayor.

The specific terms, conditions, and methods of abandoning a City's public right-of-way under applicable governmental requirements are provided in whole in the City Code of Ordinances Section 138-9, Vacating and Abandoning Streets. The code outlines requirements for City's public right-of-way abandonment. See [Appendix U](#) for the Abandonment application and checklist.

Section 9.3: Dedications

Dedication is the giving of land by a private person or entity to the government, typically for a street as part of and a condition of a real estate development.

- a) **Requirements for Dedications:** When private property or streets is to be dedicated to the City of Atlanta, an application must be submitted to the Department of public Works. The applicant must submit three sets of plans: 1 set to each Department, City Planning, Watershed and DPW for review. Upon completion of all three departmental reviews and approvals, the applicant must submit final plan to DPW. DPW will conduct site inspection prior to final signature by all three departments. The Dedication process will take up to four months for final signature by Planning, Watershed and DPW commissioner. Upon the final signatures, the applicant will record it with Fulton County Superior court and send recorded copy to DPW.

Section 9.4: Special Agreements

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 equipment, kiosk, etc. These special agreements must be executed with the COA Department of Public Works. For more information on special agreements, please contact the Department of Public Works, Office of Transportation; Suite 4900 at the City Hall.

Section 9.5: Easements and Purchasing of Public Property

The city (as a public entity) does not grant easements; however, the city does obtain easements when there is a public need. Additionally, the city may enter into construction and maintenance agreements with private entities, where a private entity may build, develop, or make improvements for the public benefit.

Chapter 10: Other ROW Policies

Section 10.1: ADA Policy

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the City of Atlanta will not discriminate against individuals with disabilities on the basis of disability in the City's services, programs, or activities.

It is the intent of the City to make all of its public facilities accessible to persons with disabilities. The City will continue to make strides and maximize opportunities for improving the public right-of-way to serve all persons, no matter their ability. Any activities permitted in the right-of-way shall consider accessibility and ADA requirements. See [Appendix V](#) for the COA ADA Policy.

Section 10.2: Accessible Work Zones

Wherever there is construction activity that impacts the public right-of-way and pedestrian access and flow, a temporary accommodation must be provided to ensure uninterrupted movement of pedestrians along that same route. This is a federal standard defined in the Manual on Uniform Traffic Control Devices (MUTCD). According to the MUTCD, "When existing pedestrian facilities are disrupted, closed, or relocated in a traffic control zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility." The following Pedestrian Accommodations Policy designates procedures and details to be implemented for the treatment of sidewalks during construction activities. This policy is to be enforced by the Department of Public Works when reviewing plans and inspecting work zones for construction that impacts pedestrian Right-of-Way. This policy applies to all construction and maintenance activities (horizontal and vertical), utility work, landscaping, and any sidewalk, lane, or road closures lasting more than 48 hours in construction duration. For activities lasting less than 48 hours, work crews are to:

- a) Determine how pedestrians may be affected by the work,
- b) Establish a plan of how the crew will assist any pedestrians, especially those that may be vision or mobility impaired,
- c) Identify a crew member to watch for pedestrians and initiate the plan as needed, and
- d) Ensure adequate signage is in place to direct pedestrians if worksite is unattended for any given period of time, especially overnight.

If permitted, Sidewalk closures should be scheduled to coincide with the start and end of construction within the sidewalk; construction schedules are mandatory when applying for a closure permit. To ensure that a sidewalk adjacent to a construction site is not unnecessarily closed for an extended amount of time, construction activity within the foot prints of the sidewalk should be a limited to the least extent possible. Sidewalk closure permits shall be limited to 45-day increments with conditional extensions. See [Appendix I](#) for COA Pedestrian Accommodations in Work Zones Policy.

Section 10.3: Art in the Crosswalk

The City of Atlanta has established a policy as it relates to implementation or installation of certain forms of art within the right-of-way. This policy addresses decorative art within crosswalks, intersections or any other part of the ROW. The policy follows MUTCD and Federal Highway Administration Guidelines. See [Appendix W](#) for the COA Decorative Crosswalk Policy.

The general requirements are as follows:

- a) Crosswalks, at a minimum, must have two transverse white lines that utilize retro-reflective thermoplastic markings. The markings must be 8 inches in width.
- b) Markings or crosswalk art between the transverse lines must be subdued colors that do not overshadow the transverse markings which are traffic control devices. Markings between transverse crosswalk lines must be earth tone equivalents such as red, rust, brown, burgundy, clay, or tan.
- c) Markings or crosswalk art between the transverse crosswalk lines must not be retroreflective unless they are intended to be traffic control devices such as diagonal white crosswalk markings.
- d) Where decorative crosswalk markings or crosswalk art is permitted, border area not less than 6" may be required between transverse crosswalk lines and decorative marking. The border area must be the same color as the existing pavement.
- e) Any decorative crosswalk marking or crosswalk art that does not meet the requirements outlined above must obtain preapproval from Federal Highway Administration consistent with methodology outlined in the 2009 edition of Manual on Uniform Traffic Control Devices (MUTCD) section 1A.10.

Chapter 11: 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 or entity working within the City's public right-of-way. However, certain requirements are particularly applicable or not applicable to Franchised Utilities. These requirements are more fully discussed in this chapter.

Section 11.1: 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. Generally, Franchised utilities are exempt from all permit fees, based on conditions of existing franchise agreement with the City of Atlanta. The Franchised Utilities are, however, subject to other requirements that are more fully discussed in this chapter.

Section 11.2: 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

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.

- a) **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.
- b) **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 11.3: Expedited Process for Co-Location and Joint Applications

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.

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

Section 11.4: Minimal Submittal requirements for Utility Permits

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.

- a) Traffic Control Plan: Temporary traffic control must be provided in accordance with the current edition of the MUTCD.
- b) Schedule: A schedule of activities must be submitted to the Department of Public Works prior to the issuance of a permit.
- c) Additional requirements may apply, depending on the specific project and application.

Section 11.5: 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.

- a) Qualifying Maintenance Activities may include:
 - a. Installation of customer service connections to existing facilities.
 - b. Minor adjustments to existing facilities or service connections.
 - c. Various miscellaneous activities, such as checking and maintaining equipment.
 - d. Any and all work necessary to restore services to customers in an impacted area.
 - e. Routine tree trimming.
- b) The following conditions apply to 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.
- c) Emergency Repairs: 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:
 - i. Immediate danger to life, health, or property.
 - ii. Immediate threat of environmental damage.
 - iii. Necessity to repair damage to essential facilities resulting from extreme weather events or traffic accidents.
 - iv. Loss of service to a single customer.
 - v. Immediate response to the problem will result in significantly reduced inconvenience to the public in the long term.
 - vi. Delay of repair will result in further damage to facilities.
 - vii. 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:
 - i. Information detailing the threat to public health or safety.
 - ii. Information concerning the threat of environmental damage.
 - iii. An engineering plan meeting the Department of Public Works standards, illustrating the work done or remaining to be done.
 - iv. A schedule of activities.
 - v. Payment of applicable fees.
 - vi. 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-or-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.

COA ROW MANUAL
APPENDICES

Appendix A

City of Atlanta – 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.

Street Name	Segment	Miles
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.	14th 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
Lindbergh 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

Appendix B

City of Atlanta – 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 S.W.	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	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

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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
United Avenue, S.E.	Edie Avenue to Moreland Avenue	0.8
East Morningside Dr, S.E.	Piedmont Ave to East Rock Spring Rd	0.8
East Paces Ferry Rd, N.E.	Piedmont Rd 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 Rd	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
Flat 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 Dc 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

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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's 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

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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. Drive	1.5
West North Avenue, N.W.	Baker Road to Chappell Road	1.35
West Peachtree Place, N.W.	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

Appendix C

State of Georgia – Routes (Numerical Listing)

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)	14 th 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	14 th 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

Appendix D

Plan Review Checklist

Name of Firm: _____ Reviewed By: _____

Address of Development: _____ Date: _____

Special Public Interest District (SPI) _____

Any improvements proposed within the public right-of-way **must** be reviewed and approved by the Department of Public Works. 2 sets of engineering drawings must be provided to the Office of Transportation for review. ROW Permits are not issued without DPW-approved plans

General Requirements

- ✓ All plan elements must meet City of Atlanta standards and zoning requirements, unless otherwise approved by COA Department of Public Works. All COA construction standard details for transportation are provided at <https://www.atlantaga.gov/government/departments/public-works/standard-details-public-right-of-way>.
- ✓ Additional COA standards for water, sanitary sewer, and storm water are also available on the above website. All water, sanitary sewer, and storm water improvements must be approved by the City of Atlanta Department of Watershed Management.
- ✓ All plan elements must meet zoning code requirements, including those as it relates to the identified SPI (Sec. 16-18).
- ✓ GDOT standards may be used only when there is no conflict with COA standards.

Primary ROW Components to be reviewed by DPW:

- ✓ Sidewalk materials, minimum widths and ADA Accessibility
- ✓ Sidewalk elements (i.e. Furniture/Amenity Zone, plant boxes, tree wells, bike racks, etc.)
- ✓ Curb Ramps meeting ADA compliance
- ✓ Driveway Aprons meeting COA Standard and ADA compliance
- ✓ Curbing materials
- ✓ Pavement
- ✓ Street Lighting
- ✓ Roadway Signs and Markings
- ✓ Traffic and Pedestrian Signals (must meet ADA compliance)
- ✓ On-Street Parking
- ✓ Other miscellaneous features that may be requested within the ROW.

Plan Submittal Format and General Requirements Cont.

1. For Project (R-O-W): Show the beginning and end of right-of-way extending from left to right without regard to the north arrow direction.
2. Show north arrow on plan.
3. Grading Plan-Showing the existing and proposed ground contours and elevations indicative of cut and fill operations. May include stockpiling.
4. Show on plan the location of existing and/or proposed storm and sanitary sewer pipes. **Must be approved by COA DWM.**
5. Show the location of and existing and/or proposed top elevations for sanitary and storm sewer structures. **Must be approved by COA DWM.**
6. The minimum cover requirements for sanitary sewer pipes are as follows: three (3) feet of

cover in non-vehicular traffic areas and six (6) feet of cover in vehicular traffic areas. **Must be approved by COA DWM.**

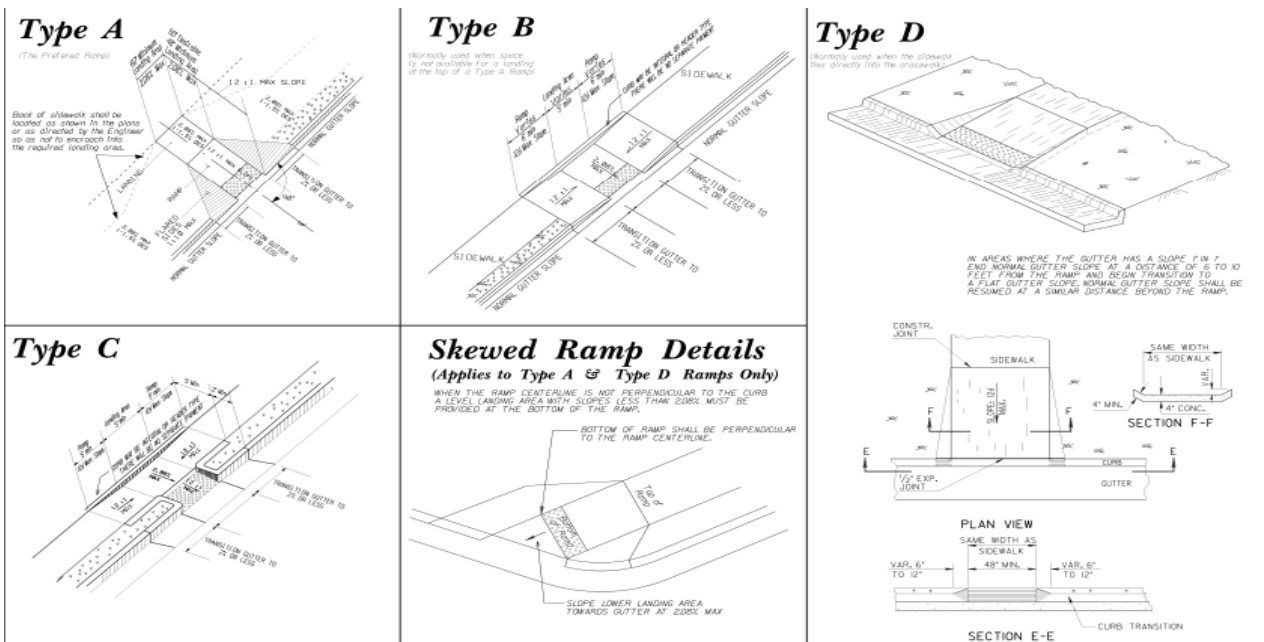
7. Show a typical Cross section of the proposed roadway.
8. Show top and ground elevations for existing and/or proposed retaining walls.
9. No portion of any driveway apron shall be closer than a lateral distance of 26 feet to any local road, or 15 feet to any right-of-way. No driveway shall be built closer than 7 feet from the property line.
10. Dirt Statement – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). Lists cut and fill quantities separately. Include demolition debris (when appropriate) in total.
11. Haul Route- A haul route permit is required from the Department Public Works, Office of Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. Contact the Office of Transportation at (404) 330-6501 for information on how to obtain a haul route permit.
12. The following note must be shown on the plan.
 - a. The graded slope shall not exceed flat 0-2%, Rolling 2-8%, Steep 8%+.
 - b. Show contour interval ft (0.5 or 1), (1 or 2), (2.5 or 10)
 - c. Showplan scale of 1 inch = 100ft or larger scale for sites 1 acre or larger
 - d. Showplan scale of 1 inch = 50 ft for sites less than 1 acre
 - e. Provide detail drawings for proposed retaining walls.
13. Tie-back wall agreement is needed for all temporary and permanent retaining walls system located within or on the public Right of way abutting private property.
14. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.
15. Provide vicinity map showing site’s relation to surrounding area, including designation of specific phase, if necessary.
16. Street lighting, marking and striping, and signals plans must be provided and approved by the Department of Public Works. A street lighting checklist is available from DPW and must be shown on the plans.
17. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect, or architect. Land-disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

Work in the Public Right-of-Way

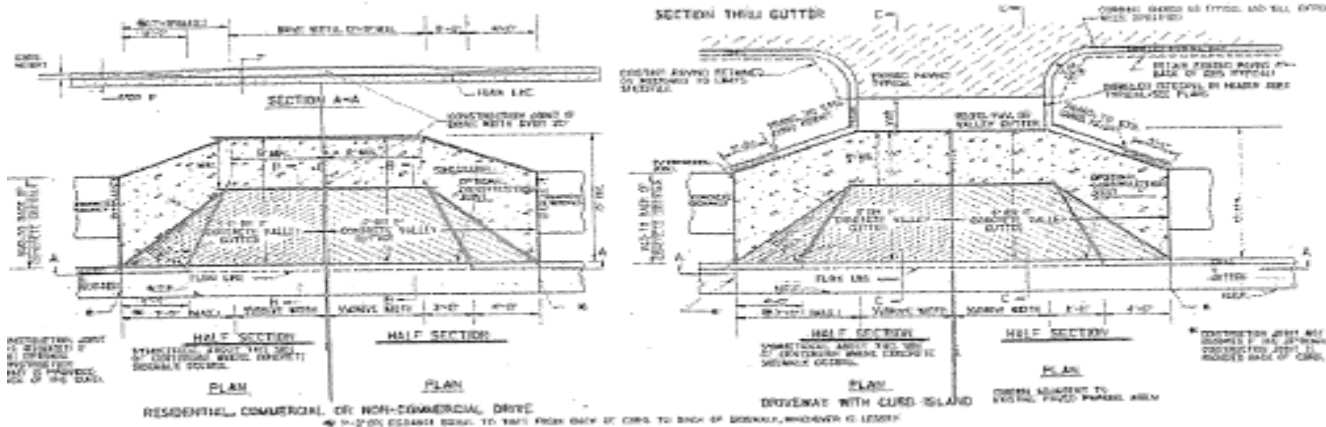
1. Any improvements proposed within the public right-of-way **must** be reviewed and approved by the Department of Public Works. 2 sets of engineering drawings must be provided to the Office of Transportation for review.
2. All right-of-way permits may be obtained via the Department of Public Works Transportation Online Permitting System. <https://www.atlantaga.gov/home/showdocument?id=37989>
3. All contractors working or conducting construction activities in the public right-of-way must obtain a “Qualified Contractor” permit. A “Qualified Contractor” is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. **Permits are only provided to contractors that have DPW-approved (stamped) construction drawings. A qualified contractor checklist is provided on DPW’s website <https://www.atlantaga.gov/home/showdocument?id=37989> or contact the Office of Transportation at (404) 330-6249 for additional information.**
4. The installation of sidewalk is required by City of Atlanta Code (code section 138-97). Sidewalks, concrete curb, gutter and granite curb shall conform to the City of Atlanta

Standard Details. The location of the required sidewalk and curb and the standard details shall be shown on the plans. Handicap ramps required at end of all sidewalks and at each intersection.

- a. New sidewalk installations or upgrades must be a minimum of 5 feet width, unless otherwise restricted, in which case
- b. If existing sidewalks do not meet current ADA standards, then the project owner will be required to upgrade sidewalks abutting property and/or within the identified project limits.
- c. Sidewalk waivers may be requested through City Council. Waivers should only be approved if installation of sidewalks does not conform to existing neighborhood and developer provides petition from nearby residents.
- d. Sidewalk substitutions may be allowed if there is another location(s) that best accommodates the sidewalk installations and should be equivalent or greater in linear footage.



5. Provide concrete driveway aprons with flares per City of Atlanta Code (code section 138). Driveway aprons shall conform to the City of Atlanta (ADA) GA 6050 A1-A4 Standard Detail replacement. The location of the driveway apron and the standard detail shall be shown on the plans. (See diagram below)
 - a. If existing driveway aprons do not meet current ADA standards, then DPW will require aprons within project limits to be upgraded.



6. The vertical alignment for proposed streets to be **dedicated** to the City of Atlanta are as follows: four percent (4%) per one hundred feet (100') is the maximum rate of change of grade for streets with right-of-way widths of forty feet (40') or more; for streets with a right-of-way width of thirty-two feet (32'), the maximum rate of change is six percent (6%) per one hundred feet (100'). All vertical curves shall be symmetrical. (Roadway Profile Grade 5% min 12% max on main road-4% min 15% max on private property).
7. The pavement section for proposed streets to be **dedicated** to the City of Atlanta shall conform to the City of Atlanta Standard Detail and shall be shown on the plans. Remove curb center line from CUL-DE-SAC.

Documents and Fees Required Prior to Department of Public Works Plan Approval

1. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Department of Public Works prior to sign-off (For private agreements a copy is ok; for public facilities, the originally recorded agreement(s) are required).
2. Provide a three (3) year maintenance bond for proposed sewers and streets that will be dedicated to the City of Atlanta. All bonds shall be submitted to the Department of Public Works prior to final acceptance of the project. Bond forms may be obtained from DPW Office of Transportation.

Encroaching into City Right-of-Way (Code Section 138-24)

1. It shall be prohibited and shall be unlawful for any person to erect or maintain any temporary or permanent right-of-way encroachment in the city unless that encroachment is covered by an encroachment agreement administered by the Department of Public Works.
2. Any Encroachment agreements must be approved by Council and executed with fees paid.

Parking Facilities

1. On-street metered parking is managed by the Department of Public Works Parking Management Team. Any proposed removal or other impacts to on-street metered parking must be approved by the Parking Management Program Manager.

1. Design Standards for the Subdivision of Land (Sec. 15-08.001)

All proposed subdivisions shall comply with the standards for design contained within this section (Code 1977, § 15-08.001)

Streets (Sec. 15-08.002)

(a) Streets shall be designed as follows:

1. The arrangement, design, extent, width, grade, and location of all streets shall be considered in relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets. This subsection is not intended to prohibit cul-de-sac which otherwise would meet the requirements of this part.
2. In all historic neighborhoods in which street layout and design are a part of and are directly related to identified elements of that neighborhood's historic character, all new streets shall conform to existing street design patterns.
3. All streets shall tie into existing streets or shall terminate in a cul-de-sac; except that when a street is part of a phased subdivision plan, that street may end without a cul-de-sac provided that a temporary turnaround is provided and a completion bond in the amount necessary to complete the construction of the cul-de-sac is posted.
4. Completed cul-de-sac streets shall not be permitted to be extended.
5. All new streets shall be located and designed so as to preserve mature trees when feasible, consistent with all other street design standards set forth in this part.

(b) Residential collector and residential access streets shall be laid out so that their use by through traffic is discouraged.

(c) Where a subdivision abuts or contains existing or proposed arterial or major collector streets, the Bureau of Planning may require a non-access reservation along said arterial or major collector streets and may further require that proposed building lots be served by newly developed local residential streets.

(d) Reserved strips at the terminus of a new street are permitted only to the extent provided in subsection (a)(3) above and in section 15-08.005(a) below.

(e) Centerlines of proposed intersections shall align with the centerline of existing streets or shall be offset at least 200 feet from the closest intersecting street.

(f) Street intersections shall be as nearly at right angles as is possible.

(g) Minimum street right-of-way and pavement widths shall be as follows:

TABLE INSET:

Street Type	Right-of-Way	Pavement Width
Arterial street	114'	86'
Major collector street	80'	60'
Residential collector	50'	32'
Residential collector with bicycle lane	55'	37'
Residential access street and residential sub-collector	32'	28'

(h) Five feet shall be added to right-of-way and pavement width required above when establishing new streets that will have bicycle lanes or when extending streets that have bicycle lanes.

- (i) Streets classified as "residential access street" and "residential sub-collector" shall require a ten-foot utility easement on each side of the right-of-way.
- (j) The street classifications "residential access street" and "residential sub-collector" shall be approved only for cul-de-sac streets or streets on a looped circular or semicircular alignment of 2,000 feet or less in length and 4,000 feet on looped streets.
- (k) All cul-de-sac streets shall have a turnaround, at the closed end, with a minimum right-of-way radius for residential property of 47 feet for residential access streets and residential sub-collectors, 60 feet for residential collectors and 75 feet for any other street.
- (l) Public alleys shall not be permitted. Private alleys shall be permitted, and the applicant shall provide a program for the maintenance for any such private alley.
- (m) Maximum street grades shall not exceed the following maximum grades:

TABLE INSET:

Street	Maximum Grade
Arterial Street	6%
Major Collector	8%
Residential Collector	12%
Residential Access Street and Residential Sub-collector	14%

- (n) No street grade shall be less than one percent.
- (o) Sight distance shall be as follows:

1. Horizontal alignment: 200 linear feet minimum sight distance.
1. Vertical alignment: Four percent for the residential collector and six percent for residential access street and residential sub-collector maximum rate of change in grade per 100-foot station and all vertical curves shall be symmetrical.

- (p) No street right-of-way shall be constructed closer to an exterior wall of a primary structure than the required front yard set back for that zoning district.

(Code 1977, § 15-08.002; Ord. No. 1997-01, § 2, 1-13-97)

2. Sidewalk and Curb Improvements (Sec. 15-09.003)

Except as provided herein, sidewalks shall be provided in each subdivision on both sides of existing and proposed streets. The city council may, through an appropriate resolution for each subdivision, waive the foregoing requirement in order to permit the developer of said subdivision to construct sidewalks of equal or greater length along adjoining streets; provided, however, that the city council may grant such a waiver only if the subdivision developer or the pertinent neighborhood planning unit has formally petitioned the city for said waiver, and only if the city council has received formal comments on said petition from the commissioner of public works and the commissioner of planning, development and neighborhood conservation.

(Code 1977, § 15-09.003; Ord. No. 1997-27, § 1, 5-27-97)

3. Work in the Public Right-of-Way

1. Provide a "Qualified Contractor" permit for construction in the public right-of-way. A "Qualified Contractor" is any person who can provide an in-force general liability insurance policy in the amount of two million dollars (\$2,000,000) and is otherwise qualified to do the

work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy.

2. The installation of the sidewalk is required by City of Atlanta (Code Section 138-97). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans. Handicap ramps required at the end of all sidewalks and at each intersection.
 - a. Provide a Certificate of the Liability Insurance *****CITY OF ATLANTA***** must be shown as the certificate holder ******* Required Insurance is \$1,000,000 per occurrence and \$2,000,000 per aggregate*******
 - b. A performance bond is required in the amount of the "value of the proposed work or to restore the public right-of-way to its condition prior to the commencement of work"

FINAL APPROVAL

1. Provide Engineer Stamp on 1st page of plan set with the DPW approver's signature and date of approval.
2. Scan/digitize final set of plans.
3. Contact project contact to inform that final plans have been approved and are available for pick-up.
4. Plans are held for 90 days after notification of approval. If plans are not picked within the allotted timeframe, then the Department of Public Works will recycle them.
5. Contractor must provide as-built plans post construction completion.

Appendix E

Qualified Contractor Checklist

KEISHA LANCE BOTTOMS
Mayor

CITY OF ATLANTA

55 TRINITY AVE., SW, ATLANTA, GEORGIA 30303-0324
SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS
JAMES A. JACKSON, JR.,
Commissioner

Dear Applicant:

Along with your Qualified Contractor's application, please provide the following:

- ✓ Copy of your Business License
- ✓ Provide a Certificate Liability Insurance *** **CITY OF ATLANTA** *** must be shown as the certificate holder *** Required Insurance is \$1,000,000 per occurrence and \$2,000,000 aggregate ***
- ✓ **Original Performance/Completion Bond** is required in the amount of the "value of proposed work or to restore the public right-of-way to its original condition prior to the commencement of work"
- ✓ **SAVE AFFIDAVIT** with a copy of current identification
- ✓ Copy of a drawing showing dimension of the work area (e.g.)
Driveway aprons and sidewalk should show dimension (length, width) and location and type of material to be used. If this one has paver or decorative color, please fill the Decorative permit application.
- ✓ Sanitary Sewer should show **BLUE STICKER** on plans for the office of Site Development and complete the Access Authorization Form. Plans must be signed off by the City of Atlanta plan review Traffic Engineer.

If you are installing Street Lights in the City's right-of-way, please specify and contact Wali Bashir (470) 259-2198 or Adanegn Waldemichael @ (404) 291-5053 for street lighting requirements.

If you have any questions, please feel free to contact us at (404) 330-6501.

Thank you,

Department of Public Work/Office of Transportation

Appendix F

Checklist for Lane and Pedestrian Thoroughfare/Sidewalks Closures



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
Mayor

55 TRINITY AVE., SW, ATLANTA, GEORGIA 30303-0324
SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS
JAMES A. JACKSON
Commissioner

Checklist for Lane/Sidewalk Closures

- ✓ Application must be submitted 5 business days prior to date of closure
- ✓ Provide traffic and/or pedestrian plan. Plans must be to MUTCD standard (<https://mutcd.fhwa.dot.gov/>)
- ✓ Qualified contractors permit needed if excavation, sidewalk construction, driveway apron, sewer line, and /or sanitary line.
- ✓ Parking meters spaces or multi-metered spaces indicated on application. Indicate number of spaces needed or number of spaces on the block, if any.
- ✓ Emergency No Parking signs shall be install a minimum of **72 hours** prior to the commencement of the project if necessary.

Permit fees for Lane and Sidewalk Closures

- ✓ \$35 Application Fee which must be paid prior to submitting an application
- ✓ \$35 fixed fee for all lane closure permits
- ✓ A variable permit cost for use of up to the following:
 - 100 linear feet of shall be \$15.00 per calendar day for the duration of the permit.
 - 101 to 200 linear feet of shall be \$30.00 per calendar day for the duration of the permit.
 - 201 to 300 linear feet of shall be \$45.00 per calendar day for the duration of the permit.
 - 300 linear feet of shall be \$60.00 per calendar day for the duration of the permit.

Permit fees for a Sidewalk Closure only

- ✓ \$35 Application Fee which must be paid prior to submitting an application
- ✓ \$35 fixed fee for all sidewalk closure permits
- ✓ Sidewalk only closures variable permit fee shall be 40 percent of the variable permit cost stated above.
 - 100 linear feet of shall be \$6.00 per calendar day for the duration of the permit.
 - 101 to 200 linear feet of shall be \$12.00 per calendar day for the duration of the permit.
 - 201 to 300 linear feet of shall be \$18.00 per calendar day for the duration of the permit.
 - 300 linear feet of shall be \$24.00 per calendar day for the duration of the permit.

All sidewalk closure requests require submittal of construction schedule, completed sidewalk closure questionnaire, and pedestrian access plan.

Appendix G

Full Street Closure Checklist



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

55 TRINITY AVENUE, S.W.
SUITE 4700, CITY HALL SOUTH
ATLANTA, GEORGIA 30303-3531

TEL. (404) 330-6240
FAX. (404) 658-7552

DEPARTMENT OF PUBLIC WORKS

James A. Jackson
Commissioner

Applicant Checklist for Full Street Closure

Following are required for permit processing:

- ✓ Application submitted 10 days in advance of closure
- ✓ Detour route included as per Manual on Uniform Traffic Control Devices (MUTCD)
http://mutcd.fhwa.dot.gov/resources/state_info/georgia/ga.htm
- ✓ The name of the street that is closed must be identified (i.e. Jackson Street) on a street name Blade for detour routes signs and warning
- ✓ Road closed ahead signs must be appropriately shown, these signs must be placed at the intersection preceding the detour
- ✓ A written turn by turn route must be included
- ✓ Road closures will not include sidewalk closures unless pedestrian access adheres to Code 138-67 for Pedestrian Access
- ✓ Police officers hired and present for ALL closures
- ✓ Extensions and revisions must be submitted at least 5 days in advance
- ✓ Letters to resident and/or businesses must be completed and delivered in advance
- ✓ A signed letter to be sent to the City of Atlanta with addresses that the letter was delivered and a copy of the letter sent.
- ✓ Variable Message Sign (WMS) placed 5 days prior to closure

Full Street closures lasting up to 90 Days:

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 business 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 to 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 (NPU) and neighborhood association representing the impacted street **30 calendar days prior to closure**.
3. Businesses and/or residents, impacted Neighborhood Planning Units (NPU) 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.

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 one 1 block radius.
2. The applicant will be required to mail or hand deliver, a copy of the notice to the impacted Neighborhood Planning Unit (NPU) and neighborhood association representing the impacted street **45 calendar days prior to closure**.
3. Businesses and/or residents, impacted Neighborhood Planning Units (NPU's) and/or neighborhood association 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 homeowners or residents, signatures of the impacted property's managers or authorized representatives of multi-family dwellings such as apartments and condominiums.
5. The applicant will be required to submit a sworn affidavit stating that he or she complied with notification requirements outlined above.

Appendix H

Permits Fee Schedule

CITY OF ATLANTA



KEISHA LANCE BOTTOMS
MAYOR

55 TRINITY AVENUE, S.W.
SUITE 4700, CITY HALL SOUTH
ATLANTA, GEORGIA 30303-3531

DEPARTMENT OF PUBLIC WORKS

James A. Jackson
Commissioner

TEL. (404) 330-6240
FAX. (404) 658-7552

Office of Transportation Traffic Permit Fee Schedule

1. There shall be a \$35 fixed fee for all permits issued except (Qualified Contractor's Permit, Small Cell Permit and Dumpster/POD permit)
2. For Lanes a variable cost of \$15 per calendar day for use of up to 100 linear feet or any portion of lane.
3. For Lanes a variable cost of \$30 per calendar day for use of 101 to 200 linear feet or any portion of a lane.
4. For Lanes a variable cost of \$45 per calendar day for use of 201 to 300 linear feet or any portion of a lane.
5. For Lanes a variable cost of \$60 per calendar day for use of over 300 linear feet or any portion of a lane.
6. For sidewalks a variable cost of \$6 per calendar day for use of up to 100 linear feet or any portion of a lane.
7. For sidewalks a variable cost of \$12 calendar day for use of 101 to 200 linear feet or any portion of a lane.
8. For sidewalks a variable cost of \$18 per calendar day for use of 201 to 300 linear feet or any portion of a lane.
9. For sidewalks a variable cost of \$24 per calendar day for use of 300 linear feet or any portion of a lane.
10. The variable cost for use of multiple lanes or **full street closure** shall be the cost determined for a single lane multiplied by the number of marked traffic lanes. Where no lane markings are used, a lane width of 10 feet shall be assumed for determining the permit cost.
11. **A miscellaneous fee for parking meters \$17 per day per meter**
12. Haul routes permit cost \$80. The applicant shall provide the address where the material is being hauled to and from.
13. Oversize/Overweight Vehicles permit cost \$200. The applicant shall provide the address where the material is being hauled to and from.
14. The cost of the dumpster placement has a \$20 fix fee.
For Dumpster a variable cost of \$10 per calendar day for use of up to 100 linear feet or any portion of lane.
For Dumpster a variable cost of \$15 per calendar day for use of 101 to 200 linear feet or any portion of a lane.
For Dumpster a variable cost of \$20 per calendar day for use of 201 to 300 linear feet or any portion of a lane.
For Dumpster a variable cost of \$25 per calendar day for use of over 300 linear feet or any portion of a lane.

The applicant must provide proof of insurance as required by the City of Atlanta Code Section 138-61.

15. Qualified Contractor Permit fee schedule is as follows:
 - Drive Apron \$45.00
 - Sidewalk Construction \$45.00
 - Granite Curb \$45.00
 - Concrete Curb & Gutter \$45.00
 - Sanitary Sewer \$85.00
 - Storm Sewer \$85.00
 - Sidewalk Flume \$45.00
 - Other (utilities, etc.) Varies b/w \$45-\$200

Appendix I

Pedestrian Accommodations & Work Zones Policy



City of Atlanta
Department of Public Works
Pedestrian Accommodations in Work Zones Policy

Note: This policy shall replace the former “Pedestrian Right of Way Access Policy” dated February 21, 2014.

Wherever there is construction activity that impacts the public right-of-way and pedestrian access and flow, a temporary accommodation must be provided to ensure uninterrupted movement of pedestrians along that same route. This is a federal standard defined in the Manual on Uniform Traffic Control Devices (MUTCD). According to the MUTCD, *“When existing pedestrian facilities are disrupted, closed, or relocated in a traffic control zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility.”* The following Pedestrian Accommodations Policy designates procedures and details to be implemented for the treatment of sidewalks during construction activities. This policy is to be enforced by the Department of Public Works when reviewing plans and inspecting work zones for construction that impacts pedestrian Right-of-Way. This policy applies to all construction and maintenance activities (horizontal and vertical), utility work, landscaping, and any sidewalk, lane, or road closures lasting more than 48 hours in construction duration. For activities lasting less than 48 hours, work crews are to:

- Determine how pedestrians may be affected by the work,
- Establish a plan of how the crew will assist any pedestrians, especially those that may be vision or mobility impaired,
- Identify a crew member to watch for pedestrians and initiate the plan as needed, and
- Ensure adequate signage is in place to direct pedestrians if worksite is unattended for any given period, especially overnight.

If permitted, Sidewalk closures should be scheduled to coincide with the start and end of construction within the sidewalk; construction schedules are **mandatory** when applying for a closure permit. To ensure that a sidewalk adjacent to a construction site is not unnecessarily closed for an extended amount of time, construction activity within the foot prints of the sidewalk should be a limited to the least extent possible. Sidewalk closure permits shall be limited to **45-day increments** with conditional extensions.

Key Safety Elements:

- Safe and accessible temporary pedestrian walkways shall be provided in all construction scenarios unless otherwise approved by the Department of Public Works.
- Longitudinal channelizers and properly-constructed pedestrian barricades with detectable edges shall be provided to ensure safe separation between pedestrians and work zones.
- Open holes and trenches on or near pedestrian routes must be fully covered and protected with fall-safe materials.

General Considerations:

- Adjacent travel lanes may be used for a temporary pedestrian walkway where more than 2 travel lanes exist per the direction of flow.

- Partial sidewalk closures will only be considered if a temporary pedestrian walkway is created to allow continuous flow along the same side of the sidewalk closure with adequate ramping from the existing sidewalk to the temporary walkway.
- Adequate signage must be provided at every impacted intersection and approach to provide pedestrians with advance warning of route changes.
- Sufficient sight lines should be maintained for pedestrians and motorists at intersections and crossings.
- Access from temporary walkway to active businesses and transit must be accommodated or coordinated with business owners and transit providers. Relocation of the impacted transit stop may be necessary if construction duration is more than 30 days.
- All work materials should be removed from the work zone and stored at the identified staging area during off-duty hours.
- Audible devices may be used at the work zone to provide hearing-impaired pedestrians with advance warning. These devices should be placed outside of the clear unobstructed walking path.
- There should be no signage, debris, or other construction related materials placed within the minimum 5 feet of clear unobstructed pedestrian walkway.
- If a bicycle lane is present, maintaining the bike lane is preferred when feasible and safe and will be expected as long as there is sufficient space on the roadway to maintain it. Travel lane and parking may be reduced to accommodate pedestrian and bicycle access.
- The walls, roof, and floor of the covered walkway should be maintained free of postings, graffiti, or advertising of any type. Any such material should be removed or appropriately covered within 24 hours.
- All temporary walkways shall be removed immediately upon completion of construction activities. The permanent sidewalk shall be restored to original condition or an improved condition from prior to start of construction.
- Trees shall not be removed, pruned, or disfigured for construction or raising of temporary walkways unless otherwise permitted.

OPEN AND COVERED WALKWAYS

Covered Walkways on the Sidewalk

- **Specifications:** The drawings must show the side view, front view and cross section of the covered walkway. A traffic control plan for the construction of the covered walkway must also be provided with the application.
- **ADA Compliance:** All covered walkways constructed under this section must provide an accessible pedestrian route in accordance with the requirements of the Americans with Disabilities Act (ADA). This includes, but is not limited to: constructing structural floors when required that have a surface that is firm, stable and slip resistant and that is compliant in slope, counter slope, vertical clearance, turning radii and surface discontinuities; providing compliant ramps connecting the structural floor to an existing pedestrian accessible route; and implementing sufficient measures to ensure the safety and welfare of the pedestrian(s) traversing the site. All ramps with a rise greater than six inches (6 in.) shall be constructed with handrails on both sides of the ramp.

- **Floors:** Structural floors are not required unless needed to cross an opening or an obstruction in the sidewalk, to comply with requirements of the ADA. Otherwise, the sidewalk may serve as the floor of the covered walkway. Any structural floor provided shall be constructed of planking closely laid, made tight, and must comply with ADA requirements.
- **Roofs:** Roofs of covered walkways shall consist of planking no less than the industry standard nominal thickness of two inches (2 in.), closely laid, made water tight, and covered with exterior grade fire resistant plywood
- **Height:** Covered walkways shall have a clear and unobstructed ceiling height of not less than eight feet (8 ft.).
- **Width:** Covered walkways shall have a clear unobstructed width of not less than **five feet (5 ft.)** and no greater than the width of the existing unobstructed sidewalk. Width is to be measured from wall to wall.
- **Lighting:** The interior of the covered walkway on the sidewalk shall be lighted at all times. Lights must be left on overnight. Burned out or inoperative lights shall be replaced or repaired within 24 hours.

Covered Walkways on the Roadway

- **Specifications:** The drawings must show the side view, front view and cross section of the covered walkway. A traffic control plan for the construction of the covered walkway must also be provided with the application.
- **ADA Compliance:** All covered walkways constructed under this section must provide an accessible pedestrian route in accordance with the requirements of the Americans with Disabilities Act (ADA). This includes, but is not limited to: constructing structural floors when required that have a surface that is firm, stable and slip resistant and that is compliant in slope, counter slope, vertical clearance, turning radii and surface discontinuities; providing compliant ramps connecting the structural floor to an existing pedestrian accessible route; and implementing sufficient measures to ensure the safety and welfare of the pedestrian(s) traversing the site. All ramps with a rise greater than six inches (6 in.) shall be constructed with handrails on both sides of the ramp. If walkway starts or ends mid-block, then a temporary ramp must be provided leading from the sidewalk to the walkway and must comply with requirements of ADA.
- **Floors:** If the roadway surface is uneven, the road shall be leveled using asphalt patching. If temporary metal plates are required they must be covered with an ADA compliant platform.

- **Roofs:** Roofs of covered walkways shall consist of planking no less than the industry standard nominal thickness of two inches (2 in.), closely laid, made water tight, and covered with exterior grade fire resistant plywood.
- **Height:** Covered walkways shall have a clear and unobstructed ceiling height of not less than eight feet (8 ft.).
- **Width:** Covered walkways shall have a clear unobstructed width of not less than **five feet (5 ft.)** in all other areas. Width is to be measured from interior wall to interior wall and not from handrail to wall or handrail to handrail. Covered walkways shall not allow unprotected passage along the sidewalk on either side of the covered walkway.
- **Lighting:** The interior of the covered walkway in the roadway shall be lighted at all times. Lights must be left on overnight. Any burned out or inoperative lights shall be replaced or repaired within 24 hours.
- **Channelization:** Walkways on the roadway shall be channelized using impact-resistant jersey barriers or equivalent water-filled barriers with a continuous edge that allow pedestrians with limited vision to follow the continuous edge by hand or walking device from beginning to the end of the walkway on both sides of the walkway. All barriers must have reflectors placed in accordance with the MUTCD traffic control standards.



Open Walkways on the Roadway

- **Specifications:** The open walkway must be separated from the adjacent work zone by a chain link fence or other similar ADA-compliant barrier device. Any gate in the fence must swing inward toward the work zone. Screened fencing may also be used on the construction side of the walkway. The fence must be properly anchored but cannot be bolted or attached in any similar manner into the roadway or sidewalk. Light debris mesh shall be used when necessary and used in conjunction with other ADA-compliant barriers. No light debris mesh shall be installed within 30 feet of an intersection of two roadways.
- **ADA Compliance:** A temporary ramp perpendicular to the curb must be provided to comply with ADA requirements. The ADA requirement for pitch side-to-side does not have to be met in the case of temporary open walkways in the roadway.
- **Width:** Covered walkways shall have a clear unobstructed width of not less than **five feet (5 ft.)** in all other areas.
 - **Channelization:** Walkways on the roadway shall be channelized using impact-resistant jersey barriers or equivalent water-filled barriers with a continuous edge that allows pedestrians with limited vision to follow the continuous edge by hand or walking device from beginning to the end of the walkway on both sides of the walkway. All barriers must have reflectors placed in accordance with the MUTCD traffic control standards.
- **Floor:** If the floor (roadway surface) is uneven, the road shall be leveled using asphalt patching. Temporary metal plates are not to be used at any point as the floor of a covered walkway in the roadway. If temporary metal plates are required they must be covered with an ADA compliant platform.

Open Walkways on the Sidewalk

- **Specifications:** The open walkway must be separated from the adjacent work zone by a chain link fence or other similar channelization barrier. Any gate in the fence must swing inward toward the work zone. The fence must be properly anchored but cannot be bolted or attached in any similar manner into the sidewalk. Light debris mesh shall be used when necessary. No light debris mesh shall be installed within 30 feet of an intersection of two roadways.
- **Width:** The open walkway must be no less than **five feet (5 ft.)** of unobstructed sidewalk width in all areas.

If a wheelchair accessible pedestrian passageway cannot be provided using one of the methods outlined above, the City may allow detouring of pedestrian traffic in extenuating circumstances. If pedestrian traffic has been approved to be re-directed to cross on the other side of the street and that right-of-way (sidewalk/intersections) does not meet current ADA requirements; it is the contractor's responsibility to upgrade the facilities to meet ADA requirements and meet all other signage and barricade requirements before a sidewalk closure permit will be issued. In addition, a sidewalk closure may be permitted during a specific phase of construction (based on the provided construction schedule) only when allowing pedestrians on the sidewalk adjacent to the construction site is found to be an immediate danger to them. Once the specific construction phase is completed, the contractor will be required to provide one of the aforementioned protected walkways.

Complete Closure of the Sidewalk

- Specifications: Sidewalk closures will only be approved in extenuating circumstances where it has been determined that the closure is the safest and most practical option for pedestrians.
- Signage: MUTCD compliant directional signs must be provided on both sides of each crosswalk notifying pedestrians that the sidewalk is closed ahead and directing them to cross. MUTCD-compliant signs must also be provided at the ends of the work zone notifying pedestrians of the sidewalk closure.
- Audible Signals and other devices: It is encouraged that contractors use audible devices at each approach side of the closure to alert visually-impaired pedestrians of the sidewalk closure.

Pedestrian Protection by Phase of Construction

Phase of Construction	Pedestrian Protection				
	Covered Walkway -Sidewalk-	Covered Walkway -Roadway-	Open Walkway -Sidewalk-	Open Walkway -Roadway-	Sidewalk Closure
Raze/Site Demolition					P
Facade Demolition	2†	2†			P
Sheeting & Shoring & Excavation	P*	2*	P*	2*	
Concrete or Steel Frame Construction		P			2
Skin or Façade Construction		P			2
Post Skin	P		P	2	
Sidewalk and Streetscape Work				P**	2**
Utility Work or other Work in ROW				P**	2**

Adopted from District of Columbia Department of Transportation

P = Preferred method

2 = Next alternative

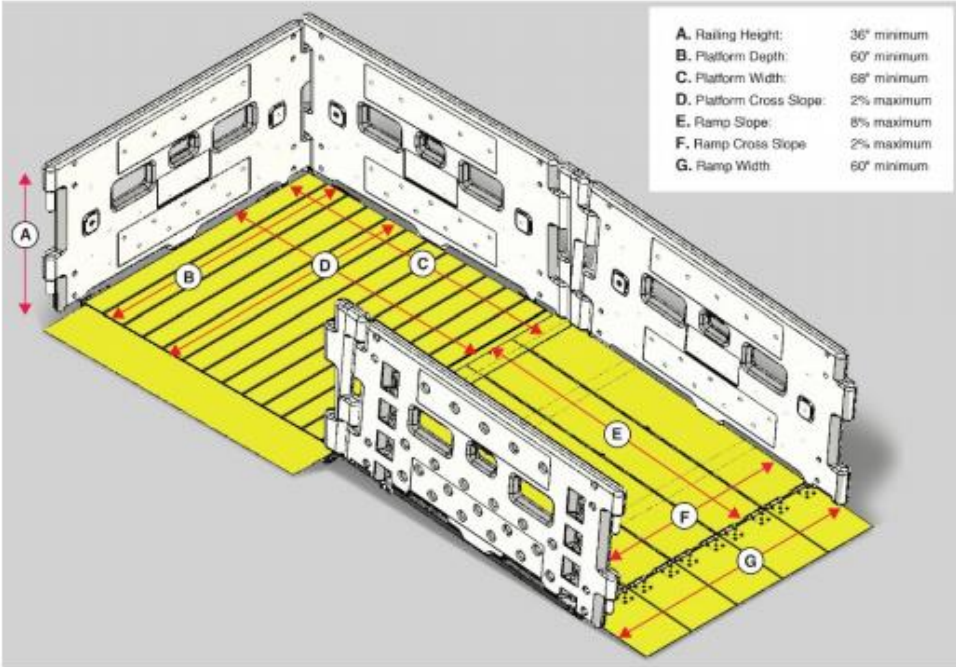
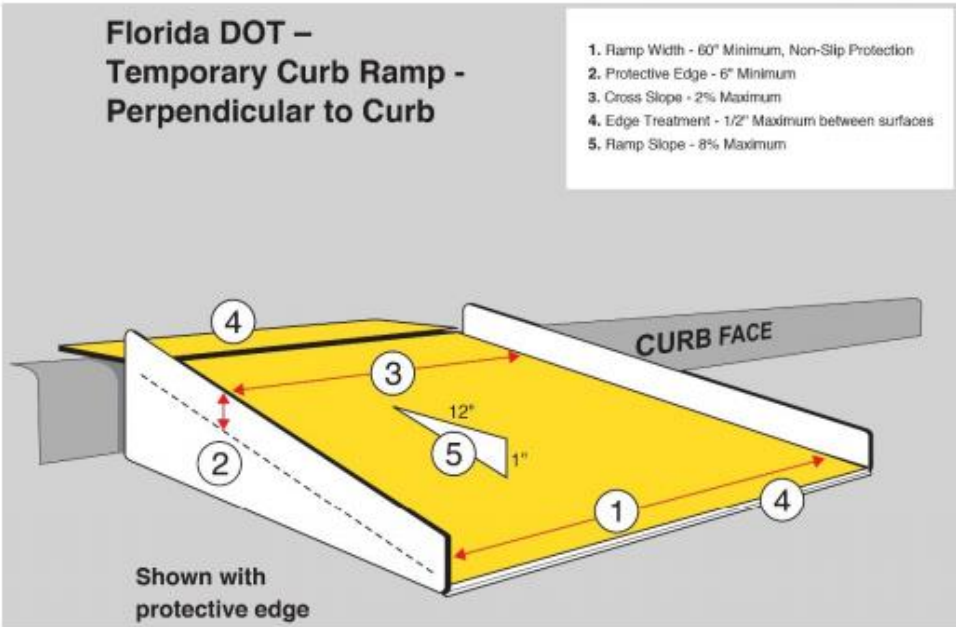
* For intermittent closures due to lifting overhead, a flagger should be used at both ends of the walkway

** These closures are expected to last no longer than 4 to 8 weeks

† When minimal overhead danger is present, covered walkways are the preferred method

Note: This represents the general policy of the City of Atlanta Department of Public Works for Pedestrian Accommodations during construction activities. A site-specific modification may be considered by the Department of Public Works if deemed necessary. This request must be submitted in writing along with the traffic control plan and public space permit application; and must explain the modification and the site-specific conditions that require the modification. The modification may not be executed prior to notification and approval from the Department of Public Works.

Temporary Curb Ramp Requirements



Appendix J

Sidewalk and Pedestrian Way Impact Questionnaire

City of Atlanta
Department of Public Works Office of Transportation
Sidewalk and Pedestrian Way Impact Questionnaire

Consistent with Pedestrian Right-of -Way Access Policy, an applicant requesting to close pedestrian way (sidewalk or path) is required to complete this questionnaire.

In order to ensure that a sidewalk or pedestrian path adjacent to a construction site remains open, construction activity within the footprints of the sidewalk should be limited. **Construction schedules are mandatory** when applying for a right of way permit. If sidewalk or pedestrian path closure is approved, it should be limited to no more than 45-day increments with conditional extensions to be approved by the Commissioner of Public Works or his/her designee. This limited permit period is required to insure extended sidewalk or pedestrian path closure does not take place for extended period.

1. Explain why sidewalk or pedestrian path closures cannot be scheduled to coincide with the start and end of construction activity within the sidewalk.

Applicant Response:

2. Explain why a temporary wheelchair accessible sidewalk or pedestrian path within the footprint of existing sidewalk using available material such as plywood over the disturbed sidewalk could not be provided.

Applicant Response:

3. Explain why partial sidewalk or pedestrian path closures cannot be allowed if a safe, passable thoroughfare not less than 4ft wide, with ADA access at intersections and separation from construction by approved safety barriers cannot be achieved.

Applicant Response:

4. Explain why a temporary covered, lighted walkway cannot be implemented for pedestrians if a 4ft wide pedestrian access cannot be provided and if the height of the building is no more than three stories or 40ft; this will apply to new building construction or maintenance to an existing building.

Applicant Response:

5. Explain why a temporary pedestrian route cannot be created using the adjacent travel lane if a 4ft wide pedestrian access cannot be achieved and if approved by City engineer with barricades, signage and ADA accessibility for pedestrian safety.

Applicant Response:

6. If a wheelchair accessible pedestrian passageway cannot be provided using one of methodologies outlined above, the City may allow detouring of pedestrian traffic in extenuating circumstances. If pedestrian traffic has been approved to be re-directed across the other side of the street and that right-of-way (sidewalks/intersections) does not meet current ADA requirements; it is the applicant/ contractor responsibility to bring it up to code and meet all signage and barricade requirements before the sidewalk closure permit will be issued. Explain why this requirement cannot be achieved.

Applicant Response:

7. If a contractor cannot meet any of the above due to the structural necessities of the work to be completed then pedestrian traffic can be re-directed to cross to the other side of the street. Proper signage must be provided at each pedestrian accessible intersection and the route must be wheelchair accessible.

Applicant Response:

8. The need for sidewalk closure permit for vehicular parking by applicant/ contractor is not an acceptable reason for approval of any of the above pedestrian access options.

Applicant Response:

Appendix K

Dumpsters/PODS Checklist



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

55 TRINITY AVENUE, S.W.
SUITE 4700, CITY HALL SOUTH
ATLANTA, GEORGIA 30303-3531

TEL. (404) 330-6240
FAX. (404) 658-7552

DEPARTMENT OF PUBLIC WORKS

James A. Jackson
Commissioner

Applicant Checklist for Dumpsters/PODS

Following are required for permit processing:

- ✓ Location must be completed
- ✓ Sketch must be provided to show barricades and reflectors
- ✓ Certificate of Liability Insurance must be provided.
- ✓ **The Certificate holder must be listed as:**

**City of Atlanta
55 Trinity Avenue, SW
Atlanta, GA 30303**

Provide a Certificate of Liability Insurance coverage must be as follows:

General Liability	\$1,000,000
General Aggregate	\$2,000,000

- ✓ Dumpster/Container provider must complete **Certification Compliance agreement.**
- ✓ Reflectors and barricades will be provided by the applicant.
- ✓ Affidavits must be completed.
- ✓ Permits fee are as follows:
 - \$10 per day for 100 feet or less
 - \$15 per day for 101 feet to 200 feet
 - \$20 per day for 201 feet to 300 feet
 - \$25 per day for over 300 feet
- ✓ Permit fees will include a \$20 fixed fee.

Appendix L

**Dumpsters/Container Provider Certification Compliance
Agreement**

Dumpster/Container Provider Certification Compliance with City of Atlanta Code of Ordinance

Definitions. The following words, terms and phrases, when used in this subsection, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

- (1) "Dumpster" shall mean any container or storage box used for the storage, collection, or removal of construction debris, demolition debris, or other discarded material but shall not include a refuse compactor or grease container, and shall also not include the refuse containers.
- (2) "Applicant" shall mean the person who leases or otherwise causes placement (if a dumpster or container for temporary use at the location requested).
- (3) "Provider" shall mean the person or company who owns a dumpster, pod, or container

This section to be completed by provider

Provider: _____ Provider Phone: _____

Provider Address: _____

1. The dumpster/container providers 's name and contact information must be clearly visible on the dumpster/container

Does the dumpster meet this requirement? Yes No

2. Dumpster/container must have a minimum of 6 inch wide by 4 foot long strip of reflective tape placed vertically on each corner or four vertical panel barricades with flashing lights must be placed on the street side of the container.

Does the dumpster meet this requirement? Yes No

I, _____, dumpster provider certify that dumpster/container meets the minimum requirements (1 & 2) stated above.

Provider Signature

Date

FOR OFFICE USE ONLY :

Does the dumpster meet this requirement #1? Yes No

Does the dumpster meet this requirement #2? Yes No

Inspector Comment: _____

No dumpster shall be permitted for a location that is:

- (1) Within 40 feet of any bus stop. Yes No
- (2) Within 20 feet of any parking space designated for persons with disabilities. Yes No
- (3) Within 20 feet of any pedestrian crosswalk. Yes No
- (4) Within 30 feet of any intersection Yes No
- (5) Within 15 feet of any fire hydrant. Yes No
- (6) On any sidewalk, unless the applicant demonstrates to the satisfaction of the commissioner of public works or his designee that an alternative location is not feasible and that placement of the dumpster(s) on such sidewalk would not create a safety hazard, disrupt pedestrian or vehicular traffic, or damage public or private property. Yes No

Appendix M

Oversized/Overweight Vehicles Checklist



CITY OF ATLANTA

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DEPARTMENT OF PUBLIC WORKS

James A. Jackson
Commissioner

REQUIREMENT AND POLICIES GOVERNING OVERSIZE/OVERWEIGHT VEHICLES AND/OR LOADS

1. This permit is required for all vehicles and/or loads which exceed a gross weight of 73,280 pounds and an overall width of 8 feet, an overall length of 55 feet, and an overall height of 13.5 feet moving in the City of Atlanta's right-of-way, EXCLUSIVE of those public streets which are also part of the State of Federal Highway System. This permit is required under an ordinance approved March 9, 1960. All overweight loads (gross axel weight or wheel weight), must also have the approval of the City of Atlanta's Department of Public Works.
2. Any person moving a house on any street in the City of Atlanta is required by ordinance to notify the Chief of the Fire Department of its location at night.
3. Issuance of this permit does not relieve the applicant from the responsibility of obtaining any other required permits.
4. This Permit conveys no authority for movement over any streets or roadways within the City of Atlanta, other than those described in this permit.
5. Proof of liability insurance must be furnished before the permit will be issued. The minimum coverage will be \$5,000, \$10,000-\$20,000. The policy must cover the mover and the equipment being used against all damages that may arise from such move.
6. Applicant must maintain and operate all equipment and loads covered by this permit in accordance with all traffic and motor vehicle laws and all other laws applicable thereto.
7. Front and rear escorts are required, along with flashing lights, **RED FLAGS** at widest points and regulation WIDE LOAD signs on front and rear escorts.
8. At least one extra skidder or wrecker in good condition and capable of moving the whole load in case of breakdown, must accompany a house move.
9. All items to be removed (i.e./mail boxes, signs, etc.) shall be removed immediately in front of the operation and re-erected immediately after the vehicle has cleared them. The re-erection of these items must be on "equal to or better than prior to move" basis.
10. Where needed, EMERGENCY NO PARKING signs will be posted to restrict parking. These signs will be installed at a time sufficient to give ample notice to any wishing to park. These signs WILL BE REMOVED immediately after the vehicle has cleared the area.
11. Any debris resulting from the move must be removed immediately.
12. The City of Atlanta assumes no responsibility for the applicant's property nor any damages or losses which may be sustained by the traveling public or property owners on account of such move.
13. Must get approval from Department of Park & Recreations. They will need to inspect the trees along the route to make sure the trees are not going to be damaged along the route.
14. The City of Atlanta reserves the right to cancel or revoke this permit at its discretion.

Appendix N
Affidavit

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from
_____ [name of government entity], the undersigned applicant
verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:

Appendix O

Requirements and conditions for small cell permits

CITY OF ATLANTA

**POLICY FOR PLACEMENT OF WIRELESS FACILITIES ON CITY
OWNED AND MANAGED POLES, AND INSTALLATION OF NEW
POLES IN THE CITY'S RIGHT-OF-WAY**

Updated May 10, 2017

Policy for Placement of Wireless Facilities on City of Atlanta Owned and Managed Poles, and Installation of New Poles in the City's Right-of-Way

I. Terms and Definitions.

The following terms shall have the associated meanings for purposes of this policy.

- (1) **Applicant:** means any telecommunications provider, an entity that is authorized by a telecommunications provider to apply for or receive a permit to install, construct or modify small cell equipment, or an entity certificated by the Georgia Public Service Commission to provide telecommunications service.
- (2) **City:** means the City of Atlanta, Georgia.
- (3) **Collocate/Collocation:** means the placement or installation of Wireless Telecommunications Infrastructure on previously approved Poles.
- (4) **Commissioner:** means the City of Atlanta's Commissioner of the Department of Public Works.
- (5) **Department of Public Works (DPW):** means the City of Atlanta department that has the oversight for the Public Right of Way, this Policy and for administering the permits for the installation of telecommunications equipment within the Public Right of Way.
- (6) **Pole:** means any structure (pole, trash can, street furniture, building) that is considered for and is capable of supporting Small Cell or other Telecommunications Equipment.
- (7) **Public Right-of-Way:** means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the City of Atlanta has an interest.
- (8) **Small Cell or Microcell:** means low powered wireless base stations, or other similar attachments as may be determined by the Department.
- (9) **Telecommunications Equipment:** means any and all transmission facilities, wires, electrical conductors, fiber, conduits, subways, manholes, fixtures, appliances and appurtenance that are used in connection with the provision of Telecommunications services.
- (10) **Telecommunications:** means the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.
- (11) **Third-party:** means any authorized entity that owns infrastructure in the Public Right-of-Way.
- (12) **Wireless Telecommunication Infrastructure:** means the set of equipment and network components including antennas, transmitters, receivers, base stations, power supplies, and accessory equipment used to provide wireless data and wireless Telecommunications services.

II. Purpose.

The City has an extensive portfolio of owned and managed City Poles and other infrastructure located throughout Atlanta. Various Telecommunications and/or Telecommunications related companies have sought to place Wireless Telecommunications Infrastructure on these assets, as well as building new infrastructure. The purpose of this Policy is to adopt a set of guidelines and procedures for the placement of Telecommunications Equipment in and on City assets, including the Public Right-of-Way.

This Policy establishes an application review process, develops fees, and delegates authority for the oversight of said Policy and related procedures to the Commissioner of Public Works (and/or his designees). The City supports the expansion of wireless Telecommunications services for its customers and residents and desires to balance the increasing demand for Telecommunications infrastructure against the City's maintenance, operational and use needs. Therefore, this Policy sets forth the guidelines by which the City will consider proposals for placement of Wireless Telecommunication Infrastructure on City owned or managed assets, or the building of new infrastructure by the City of Atlanta.

III. Scope.

This policy applies to all Telecommunications providers which seek to place Telecommunications infrastructure, including but not limited to small cells and distributed antennae systems in the Public Right-of-Way.

IV. Responsibilities.

The Department of Public Works (DPW) will manage all documents relating to the placement of Wireless Telecommunication Infrastructure in the Public Right of Way on City-owned Poles, inclusive of pre-and post-site photos of all locations where Small Cell equipment is placed on City Poles and/or on Third-party owned Poles and will coordinate with all applicable City departments on the review and processing of the transactions.

V. Required Documents.

Applicant must obtain all applicable permits from the City before placing or installing any Telecommunications Equipment on any City Structure or Third-party Structure located in the Public Right-of-Way. City staff will consult with Applicant on required approval processes for each individual submittal.

a) City-owned Poles in the Public Right-of-Way

Applicant must execute a permit before installing Telecommunications Equipment on any City Pole located in the Public Right-of-Way. The permit between the Applicant

and the City will grant permission to place small cell equipment on City Poles located in the Public Right-of-Way.

b) Third-party Poles in the Public Right-of-Way

Right-of-Way Permit. Applicant must obtain a Right-of-Way permit before installing any Telecommunications Equipment on Third-party-owned Poles in the Public Right-of-Way. The Right-of-Way permit covers the right to work in the Public Right-of-Way.

VI. Administrative Process.

DPW will review and administratively process any permit request to determine whether the request should be issued for the location and in the manner requested by Applicant. Proposals that involve unique circumstances may require additional review as needed, subject to reasonable discretion of DPW staff. Except as set forth in this section, this permitting process will be administrative and will not require the approval of any City Board or City official other than the Commissioner of DPW pursuant to City of Atlanta Code of Ordinances 138-3.

VII. Application.

Applicant must submit an application for installation of equipment on City-owned Poles in accordance with the State Law. If a provider seeks to place equipment in a location where the City does not currently have a Pole available, the Applicant must request that the City install a new Pole. Approved Applicants may be authorized to provide and install poles in accordance with City specifications at their sole expense. The City of Atlanta will own all poles placed in the Public Right-of-Way.

a) Application for Installation of Equipment on City-Owned Poles

- 1) **Prior to Submission.** The Applicant should review the Aesthetic Standards included below. The Applicant should determine whether Collocation is feasible. All such determinations are subject to City review and approval.
- 2) **Application Requirements.** At a minimum, each application for a City-owned Structure permit must include the following:
 - i. The number of Poles on which installation is proposed;
 - ii. The time frame for the installation of the equipment on the Pole;
 - iii. Specifically proposed existing Pole locations (GIS coordinates);
 - iv. Precise Pole location (GIS coordinates) and photos of existing Poles;
 - v. Photo-simulations showing the proposed installation from at least 3 locations;

- vi. Proposed antenna and equipment design (both existing and proposed); including any and all above ground or underground wiring, electrical, fiber, or other equipment
- vii. Mounting details and engineering specifications including a structural analysis signed and stamped by a GA licensed civil or structural engineer;
- viii. Each application must show the exact equipment that the Applicant proposes to install and provide specific dimensions for any antennas, radio frequency equipment, cabinets, and or underground installations and equipment. Should Applicant wish to modify the equipment at any time after submittal of the application, a new application must be submitted;
- ix. All Applications submitted for the purpose of constructing facilities in the Public Rights-of-Way must include a three-dimensional (3-D) depiction of the facility, showing all elevations and attachments; and
- x. Confirmation that the Applicant agrees to the following Noise Standard: Noise at any time of the day or night from the Personal Wireless Service Facility must comply with the Atlanta Noise Control Code. In addition, noise from the facility may not exceed forty-five (45) dBA as measured at a distance of three (3) feet from the building facade of any residential dwelling (not including sheds, detached garages, and similar non-habitable structures), or playgrounds and buildings utilized for child care or K-12 education.
- xi. Confirmation that the Applicant agrees that the longest term of any permit or licensing agreement the City will grant to an Applicant is 10 years, pursuant to annual review and approval.
- xii. All attachments shall be documented as to final photos and submitted to the City in electronic format compatible with the City's asset management software for updating and recording purposes.

3) Application Requirements if New City-Owned Poles need to be constructed.

- i. Identification of any other existing Third-party Poles or City-owned Poles within 200-500 feet of the subject location including their height and current use;
- ii. If requested, an explanation as to why there is no reasonable alternative location to site the Telecommunications Equipment;
- iii. Requests for location and massing of any above ground equipment, and any below-ground vaults;
- iv. Photos or photo simulations of any and all proposed equipment to be placed upon Poles, and a detailed set of drawings that shows current and future equipment and new Poles, to include GIS coordinates. Photo simulations shall be taken from adjacent Public Right-of-Way

(adjacent parks and sidewalks, if present). Photo simulations shall clearly and accurately depict the height, massing, and visibility of facility elements, including but not limited to, antennas/dishes, bayonet brackets and standoff arms, cabling/conduit, curb cuts, equipment vault lids or vent stacks, equipment cabinets, informational and RF warning decals/stickers, fencing, and lighting (if required to comply with aviation requirements). A minimum of two-perspectives are required. The applicant name and creation date shall be visible on each photo simulation, along with a location description (nearest street address preferred, or street name and nearest intersection);

- v. Confirmation that Applicant acknowledges DPW may identify and require the new City-owned Poles to serve a dual purpose such as street lights, cameras, or traffic lights;
- vi. Confirmation that Applicant acknowledges the height and materials used for newly constructed Poles will be determined by DPW in accordance with established City policies and procedures; and
- vii. Confirmation that the Applicant will meet all federal requirements for the installation of new Poles per the FCC including any requirements under Section 106 of the National Historic Preservation Act of 1966 or Applicant must provide documentation from the FCC indicating that such requirements do not need to be met.

b) Installation of Equipment on Third-party Poles

Should a Telecommunications provider wish to attach to property located in the Public Right-of-Way that is owned by a third party, the Applicant must obtain written permission from the owner of the affected property. This documentation must be provided to the City. Any Applicant attaching to third party property must obtain the applicable permits from DPW.

Application Requirements.

- i. The number of poles on which installation is proposed;
- ii. The time frame for the installation of the poles/related equipment;
- iii. Permit application fee noted in Exhibit D;
- iv. A Completed Lane, Street & Sidewalk Closure Application;
- v. Precise GIS pole location and photos of existing poles;
- vi. Photo-simulations showing the proposed installation from at least 3 locations;
- vii. Proposed antenna and equipment design (both existing and proposed);
- viii. Mounting details and engineering specifications including a structural analysis signed and stamped by a GA licensed engineer; and
- ix. Each application must show the exact equipment that the applicant will install and provide specific dimensions for any antennas, radio

frequency equipment, cabinets, and or ground equipment that Applicant plans to install. Should Applicant wish to modify the equipment at any time after submittal of the application, a new application must be submitted.

- x. All Applications submitted for the purpose of constructing facilities in the Rights-of-Way will include a three-dimensional (3-D) depiction of the facility, showing all elevations and attachments.

VIII. Determining Factors Regarding Public Right-of-Way Applications.

The factors, requirements and guidelines that DPW may consider and will apply when determining whether to issue a permit for placement of Small Cell and other Telecommunications Equipment on the Public Right-of-Way include, but are not limited to:

- i. Public Health, Safety, and Welfare
- ii. Primary function of Poles to minimize impact on City's Public Right-of-Way
- iii. Availability or viability of space on the existing Poles
- iv. Pre-existing contracts that preclude additional device placement on a Pole
- v. Efficient use of scarce physical space to avoid premature exhaustion
- vi. Aesthetics of the proposed equipment to be mounted on the pole
- vii. Noise and particulate matter associated with cooling fans for equipment, if present, and backup power sources, if present
- viii. Access to public thoroughfares and walkways
- ix. Distance between Small Cell units in the Public Right-of-Way
- x. Interference. No Wireless Telecommunication Infrastructure may interfere with the City-owned Telecommunications systems or operational uses or with any emergency response whether such systems are in operation now or in the future.
- xi. Determination of Need: At the request of the City, Applicant will be required to provide proof of need for placement of the equipment on City-owned Poles and/or the erection of new Poles constructed by the City to hold said equipment.
- xii. Location and Collocation: To the extent practical, all Telecommunications Equipment placed in the City shall be attached to a pre-existing Pole that is owned, controlled or leased by a utility, franchisee, or the City. If Applicant demonstrates that no co-location opportunities exist in the area where a technologically documented need for a facility exists, the Applicant may request that a new pole or other Structure be installed in that area.

IX. Aesthetic Requirements.

Any Applicant to whom a permit is issued to place Telecommunications Facilities on existing or newly constructed City-owned Poles shall comply with the following aesthetic requirements:

- i. No advertising logos may be placed on the Pole without prior approval from the City.
- ii. All Poles located, constructed, installed and maintained must meet all federal, state, and local standards, requirements and specifications.
- iii. New Poles are to be of a design compatible with the scenic quality and topography of the road/street. DPW will determine the height and materials for newly constructed Poles in order to maintain consistency with the other existing Poles located in the Public Rights-of-Way.
- iv. New Poles and/or attachments to existing or new Poles shall not be placed in front of the primary entrance to a residence, business, or any other location where they would unduly interfere with the operation, including blocking views of the entrance or display windows.
- v. Attachments to existing or new Poles shall not be placed where they will interfere with vehicular sight lines at street corners, driveways, and other ingress or egress points.
- vi. Attachments to existing or new Poles shall not obstruct the view of any traffic device installed or authorized by the City.
- vii. For all attachments:
 - a. Indicator lights must be removed or covered over
 - b. Cabling should be minimally visible and painted to match the pole color
 - c. Logos/decals for equipment should be removed or covered
 - d. Carrier owner identification stickers should not be visible, except on the underside of cabinets
 - e. RF warning stickers should be placed up near the antenna (no larger than 3" x 4") instead of at ground level on the electric meterPaint colors for antennas, brackets, boxes and cabling should be Sable (Sherwin Williams) for wood Poles, and Grey Matters (Sherwin Williams) for steel Poles.

X. Review Process.

An Application shall not be deemed complete until the Applicant has submitted all documents, information, forms and fees specifically enumerated in this Policy.

All applications shall be reviewed by DPW within 14 days, and if the application is complete and all requirements are met, the City shall issue a permit in accordance with State law.

Appendix P

Sample ROW/QC permit

DPW TOPS

Department of Public Works Transportation Online Permitting System

Right of Way

Permit

Type: Qualified Contractor
Permit number: QC-ATLWOR000003
Issue date: May 02, 2019
Approved by: Reginald Buchanan

Applicant

Organization name: COA
Address: 55 Trinity Ave SW Atlanta GA 30303
Contact name: John Doe
Telephone number: (404) 330-6000
Email address: rileyramon57@gmail.com
Emergency contact: Mike Doe
Emergency number: 404-330-6000

Permit details

Address: 68 MITCHELL ST SW
Quadrant: SW
Side of street: East
Cross street 1: Central Ave SW
Cross street 2: Washington St

ZIP Code: 30303
Start date: May 02, 2019
End date: Aug 01, 2019
Type of work: Driveway Apron

Details of use

Right of way permit to install driveway apron. You are required to call for inspection 24 hours before work begins. City inspector (DPW): James Adams 404-555-1212. All work and repairs must be in accordance to City of Atlanta Standard Details and Right-of-Way Manual. All metal plates used must be identified with orange marking/paint and must comply to City policy. Work to be performed by qualified contractor. ff ff fff djkfjkasdjfkas

General terms and conditions

Before digging at an area adjacent to a signalized intersection, call City of Atlanta at 311 or (404)-546-0311 for a marking of underground traffic signal installations and street lights.

It's the law! Call before you dig 811 utilities protection.

A separate permit must be obtained before closing, blocking or occupying any lane, sidewalk or street (Right-of-Way).

Vehicular and pedestrian safety will be maintained at all times in accordance with the Manual on Uniform Traffic Control Devices, Part VI. All necessary barricades, signs, and cones will be provided by the contractor throughout the duration of the project.

This permit must be kept on the job site while the street is blocked and is subject to inspection by any police officer or other authorized official of the City of Atlanta. This permit is temporary and may be canceled or the provisions may be changed by the Department of Public Works/Office of Transportation. This permit is not valid without a paid invoice which must be attached.

Any and all areas or items within the City of Atlanta Right-of-Way that are damaged and/or destroyed by the organization shall be replaced in-kind at no cost to the City.

All excavations must be covered and made safe at the end of the work activities each day.

PERMIT FEE IS NON-REFUNDABLE.

Appendix Q

Sample ROW/ Street or sidewalk Closure permit

DPWTOPS

Department of Public Works Transportation Online Permitting System

Right of Way

Permit

Type: Lane and Sidewalk Closure
Permit number: TC-ATLWOR000003
Issue date: May 02, 2019
Approved by: Samia Makoi

Applicant

Organization name: COA
Address: 55 Trinity Ave SW Atlanta GA 30303
Contact name: Jane Doe
Telephone number: (404) 330-6000
Email address: rileyramon57@gmail.com
Emergency contact: Mike Doe
Emergency number: 404-330-6000

Permit details

Address: BROOKWOOD DR NE
Quadrant: NE
Side of street: East
Side of sidewalk: East
Cross street 1: Kenlock Place
Cross street 2: Peachtree Way
Start date: May 13, 2019
End date: May 17, 2019

Start time: 09:00 AM
End time: 04:00 PM
Number of days: 5
Permit for: Lane and Sidewalk Closure
Number of lanes: 1
Feet blocked: 250
Parking meters blocked: 0

Details of use

THIS CONTRACTOR WILL CLOSE A LANE AND SIDEWALK AT THE LOCATION ABOVE TO INSTALL DRIVEWAY APRON, SIDEWALK, AND GRANITE CURB. CONSTRUCTION BARRICADES AND OTHER APPROPRIATE TRAFFIC CONTROL DEVICES SHALL BE PLACED TO INFORM VEHICULAR AND PEDESTRIAN TRAFFIC OF THIS CLOSURE PER M.U.T.C.D. GUIDELINES AND C.O.A. CODE.

General terms and conditions

Vehicular and pedestrian safety will be maintained at all times in accordance with the Manual on Uniform Traffic Control Devices, Part VI. All necessary barricades, signs, and cones will be provided by the contractor throughout the duration of the project.

This permit must be kept on the job site while the street is blocked and is subject to inspection by any police officer or other authorized official of the City of Atlanta. This permit is temporary and may be canceled or the provisions may be changed by the Department of Public Works/Office of Transportation. This permit is not valid without a paid invoice which must be attached.

Any and all areas or items within the City of Atlanta Right-of-Way that are damaged and/or destroyed by the organization shall be replaced in-kind at no cost to the city.

This permit does not provide for total street closure unless specifically stated.

All excavations must be covered and made safe at the end of the work activities each day.

All excavations require separate Qualified Contractors permit.

PERMIT FEE IS NON-REFUNDABLE.

Appendix R
Blank

Appendix S

Encroachment Application and Checklist



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

68 MITCHELL STREET, S.W.
SUITE 4900, CITY HALL SOUTH
ATLANTA, GEORGIA 30303-3531
TEL. (404) 330-6501
FAX. (404) 658-7085

DEPARTMENT OF PUBLIC WORKS
James A. Jackson Jr.
Commissioner

Department of Public Works Office of Transportation

Information Checklist – Encroachment Agreements

In order for the Law Department to prepare Encroachment Agreements pursuant to legislation adopted by City Council, the following information needs to be provided to the Law Department by the Department of Public Works.

- _____ 1. Scaled Engineering Drawings/Plan of the location
- _____ 2. Scaled Engineering Drawings of the encroachment e.g. monuments, awnings, etc.
- _____ 3. Structural calculations with a Professional Engineer's stamp
- _____ 4. Area and Volume calculation for the encroachment
- _____ 5. **Zoning approval authorizing the project.**
- _____ 6. The date that DPW completed its review and approval of the plans and technical specification for the project _____
- _____ 7. Owner of the property _____
- _____ 8. Name and title of encroaching party official who will execute the agreement. This person must have legal authority to bind the encroaching party to the terms of the encroachment agreement.

Name: _____

Title: _____
- _____ 9. Full corporate name of the encroaching party
- _____ 10. Mailing address of encroaching party

Email: _____

- _____ 11. Name and telephone number of contact person for encroaching party.

- _____ 12. When applicable, the date that the Urban Design Commission completed its review and approval of the design and location of the project
 Name: _____
 Date: _____
- _____ 13. The amount of the public liability insurance that will be required for this project (as determined by Risk Management). _____
- _____ 14. Whether the encroachment is permanent or temporary _____
 If temporary, the expected length of time the encroachment will be in place

- _____ 15. Whether a performance/completion bond is required for this encroachment _____
 If a bond is required, the dollar amount that will be required for the bond:

- _____ 16. Fees to be charged by DPW to the encroaching party – If none indicate with a zero in the appropriate blank below:
 a. Application and review fee: _____ \$1300.00
 b. ROW use fee (rental): _____ \$100.00
 If the right-of-way use is to be imposed, please provide the basis upon which the fees has been determined:

Purpose of Legislation:

If approved, this legislation will accomplish the following:

Consequences of non-approval:

Brief Summary of Project:

DPW contact Name: _____ Girma Negussie _____ Tel: _____ 404-330-6501

Appendix T

Street Lighting Checklist



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

55 TRINITY AVENUE, S.W.
SUITE 4700, CITY HALL SOUTH
ATLANTA, GEORGIA 30303-3531
TEL. (404) 330-6240
FAX. (404) 658-7552

DEPARTMENT OF PUBLIC WORKS
James A. Jackson Jr
Commissioner

Street Light Checklist

- **Permit Process**: The street light plans must be approved through the permit process or before the street lights are installed. An electrical permit is required from the Bureau of Buildings for the metered pedestal and must be approved before the Street Light Division will inspect the lights.
- **Review & Approval Process**: Street Lights plans must be approved by the Street Light Division. To assist with review, photometric plans may be required at the request of the Street Light Engineer. ***Street Light approvals are not to be confused with other site plan approval or right-of-way approvals (including SAP approval). Street Light Approval must have stamped or written "Street Lights" above the approval.*** Street Light locations must follow approved plans. If changes are to be made to the plans, then the changes must be re-approved.
- **Location, Layout & Type**: Street Lights must be installed as follows:
 - A minimum of 15 feet from the center of the pole to the center of a tree based on the "street light and tree spacing alignment". A minimum of 6 feet on center (OC) from driveway apron flare, parking space and street intersection to the center of the pole.
 - A minimum of 3 feet OC from American Disability Act (ADA) ramps flare, metered pedestal, benches, fire hydrants and bicycle ramps
 - A minimum of four feet (4") from the back of the curb to the center of the pole except in certain zoning districts (MR, MRC, NC, LW, SPI, BeltLine Overlay) where a minimum of two feet six inches (2'6") from the back of the curb to the center of the pole is required. Layouts must begin with a Cobra head (CH) or Type A light at intersections and driveways depending on City of Atlanta codes and/or nearby existing lights. The layout follows: **CH/A C C CH/A unless otherwise noted in City codes.**
 - Street lights shall only be installed on hardscape materials or landscaping of a grass or liriop species. **No other landscaping can surround street light(s).**
 - Metered pedestals maintained, repaired and serviced by the City of Atlanta must be in the City of Atlanta's Right-of-Way. Specifications and details must include luminaire and pole, **cut sheets will not be accepted. All lights must be coda green.** Reference City of Atlanta Zoning Code (Part 16) for specified regulations pertaining to Special Public Interest Districts (SPIs). Any specified regulations or subsequently developed design standards related to lighting are considered precedent.

Please take into consideration that street lights cannot be installed within 10 feet of overhead power lines and behind down guides.

- **Anchoring**: All Street Lights must use poles with breakaway bolts (Type A and Type C) or bases (for Cobra head only).
- **Emblem**: The City of Atlanta emblem must be gold and facing the direction of oncoming traffic.
- **Wiring**: All wiring must be individually fused and follow City of Atlanta standards as established by the Department of Public Works, Office of Transportation. ***All wiring must be aluminum.***
- **Luminaries**: All lights must be City of Atlanta standard LEDs and Holophane. If specifications are needed please contact the City of Atlanta Street Light Division.
- **Meters**: New installations must be ***metered*** and an account established with Georgia Power for the contractor / developer at least ***30 days before the inspection occurs and remain active until the lights are transferred.*** All meters must have commercial breakers and rated 10% lower than Georgia Power's breaker to be approved with street light plans. ***New street light installations cannot be added to any existing circuit, connection or metered pedestal.***
- **Pre-Construction**: Pre-construction meeting must be scheduled with the Street Light Engineer, Street Light Supervisor and/or Street Light Inspector. ***Exact details of the manufacturer of the street lights, color, model number and necessary materials for installation of the lights and type will be discussed. Any changes to the street lights including but not limited to the type of lights, number of lights and location must be discussed; no changes will be accepted after this meeting. A calendar-based email must be sent for confirmation of the preconstruction meeting.***
- **Installation**: The contractor/developer must provide the City of Atlanta 10% of each light type to be installed or at least a minimum of one light of each type for locations installing below a total number of 10 street lights. If you are installing more than one type of light, you must provide 10% of each or at least one of each type. ***Please note that the City of Atlanta does not provide any materials for installation. We will only provide specifications and details as needed. Please contact the persons listed below concerning the requirements. A form will be sent and a time must be scheduled to drop off the attic stock.***
- **Inspections**: The Street Light Engineer, Street Light Supervisor and /or Street Light Inspector must complete **at least 3 inspections**: (1) Before installation (conduits), (2) during installation (rebar and cages) and (3) before the lights are connected to the City circuit or Georgia Power. An actual inspection must be completed after the lights are powered. ***The Lights should always operate in normal operation except during the last inspection, they are turned on and placed back into normal operation for the 30 Days Burn.*** Inspections are scheduled between 9 am and 2 pm Tuesdays and Thursday only. Schedule inspections 48-72 hours in advance. *A calendar-based email must be sent for confirmation of the scheduled inspection.*

The following must be submitted before inspections are scheduled (**30 days after the account is established**):

- Copy of the Georgia Power bill
- Date account was established
- Contractor and Electrician Information:

1. General Contractor Name

Company Name
 Company Address
 Contact Number
 Email Address

2. Electrician Name

Company Name
 Company Address
 Contact Number
 Email Address

- The attic stock (required 10%) must be delivered to 124 Claire Drive, SW before the 30 Days Burn begins.
- A final wiring diagram and street light plan (if changed from the original approval) must be submitted before the transfer is completed.
- The Street Light Division can be contacted for inspections or questions at the following:
 - Adanegn Woldemichael: agwoldemichael@atlantaga.gov 404-291-5053
 - Wali Bashir: wbashir@atlantaga.gov 470-259-2198
 - Rawle Gibbs: rgibbs@atlantaga.gov 404-831-3507

The completion of the inspection will result in a letter of approval to begin the 30 days burn or a punch list. Please allow time for the lights to be transferred over to the City of Atlanta after the 30 days burn period ends. If the lights are turned nonoperation or account closed before the end of the 30 days burn period and/or before the lights are transferred, a new inspection will be required once the lights are operational. This will begin another 30 days burn.

Please note that if during the burn period there are any damages or malfunctioning to the street light equipment including wires, poles knock down and any other issues within in the system; the burn period will start over from the date of an approved re-inspection.

Inspections will include but may not be limited:

- Pre-construction site visit/meeting**
- Before installation – existing street lights and possible conduit (Conduits cannot be cover before inspection(s) – **No pictures will be accepted.**
- During installation – conduit, positions, rebar and cages
- After installations – to complete the following:
 1. Wiring;

2. Quantity and types of lights (including City of Atlanta gold emblem);
3. Spacing and layout of the lights (Light vs. tree & driveway spacing);
4. Poles and luminaire fixtures for proper installation, functionality and type of light;
5. The service points for location and wiring;
6. Account and contractor information must be sent to Adanegn Woldemichael.

- **Lack of Inspection or Approval:** Any street lights not inspected and/or approved will not be transferred to the City of Atlanta for energy, maintenance and/or servicing. The contractor / developer is responsible for the maintenance, energy and servicing of lights until the new lights will be inspected and approved for service by the City's Street Light Engineer. **Any street lights not inspected, approved or powered from the building can not contain the City of Atlanta emblem(s). The emblems must be removed immediately.**

The following lights will not be accepted:

1. Sternberg
2. Power from the building
3. Conduit and lights on private property

*****Inspections are required for relocating lights. Please contact the Street Light Division to schedule an inspection. A calendar-based email must be sent for confirmation. ***** The wiring procedures must be followed and plans approved.

Removal of Lights and Transfer: **Any street lights** that need to be removed must be approved by the City of Atlanta Street Light Engineer before removal. **The approval of plans does not authorize removals.** Authorization for removal must be in writing. This will occur with a letter from the Street Light Engineer. **All City of Atlanta Street Lights that are removed must be returned to 124 Claire Drive, SW, even if you are installing new street lights.** The accurate return street light return form must be completed and submitted with accurate information. The form must be signed upon returning. Please schedule at least 48-72 hours in advance. Equipment/Street Light(s) that is damaged and/or broken will not be accepted. This will require replacements must be delivered before the lights are accepted or transferred to the City of Atlanta. Please do not remove or relocate any City of Atlanta or Georgia Power lights without written authorization of notice to proceed (NTP). A schedule for removal, plan for temporary lighting and schedule for replacement will be required. Please contact the Street Light Engineer immediately at 404-658-7862 (office), 404-291-5053 (cell) and agwoldemichael@atlantaga.gov (email).

Appendix U

Abandonment Application, requirements and Checklist



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

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(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS

James A. Jackson Jr.
Commissioner

Request for Abandonment of Public Right-of-Way

Date: _____

Name of Street: _____

Between _____ and _____

Petitioner Name: _____

NOTE: Eligible petitioners are abutting property owner and/or their agents.

Petitioner Phone(s) _____ Cell: _____ Email: _____

Required Submittals

The following submittals are required to initiate the process for consideration of abandonment of a public right-of-way:

1. A survey of plat area to be abandoned. Survey plat must be prepared by a registered surveyor in a manner suitable for filing. Plat is subject to review and approval by the Department of Public Works.
2. A legal description of area to be abandoned on 8 ½ X 11 sheet.
3. A list of all abutting property owners, respective addresses, tax parcel codes, deed book and page number of title.
4. An owner's statement" from each abutting property owner
5. Fee of \$2,500 for streets abutting the development of residential subdivision, commercial or industrial tracts OR a fee of \$2,000 for streets abutting individual residential lots. This fee is applied to the cost of the appraisal of the parcel and advertisement of the proposed abandonment.
6. Any special information deemed necessary or appropriate by the Commissioner of the Department of Public Works
7. Warranty Deeds of all _____ properties abutting area to be abandoned.

Certificate of Intent

I, _____ the undersigned, do hereby certify that I am the qualified Petitioner for the abandonment of the above listed street and do intend to acquire the prorated portion of the abandoned street at fair market value as a condition of consideration of abandonment.

Notary Public

Date

I, _____ (owner's name) the undersigned do hereby certify that I am the owner(s) of record of real property abutting _____ a public right-of-way in the City of Atlanta.

I support _____ / do not support _____ the abandonment of the aforementioned right-of-way. If abandoned, I will _____ / will not _____ acquire at fair market value that portion of the right-of-way abutting my property.

Signature of Property Owner

Date

Print Name of Property Owner

Date

Notary Public

Date

Appendix V

COA ADA Policy



City of Atlanta ADA Grievance Procedures

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City. The city's personnel policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Betty Smoot-Madison
Public Works Director | COA ADA Coordinator
(404) 546-5134
bsmoot-madison@atlantaga.gov

Within 30 calendar days after receipt of the complaint, Betty Smoot-Madison, or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, Betty Smoot-Madison or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the city and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response by submitting a letter to the Chief Operating Officer of the City of Atlanta.

Within 30 days after receipt of the appeal, the Chief Operating Officer of the City of Atlanta or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Chief Operating Officer of the City of Atlanta or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Chief Operating Officer, and responses from these two offices will be retained by the city for at least three years.

Appendix W

COA Decorative Crosswalk Policy



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
Mayor

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SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@atlanta.gov

DEPARTMENT OF PUBLIC WORKS
JAMES A. JACKSON, JR.
Interim Commissioner

City of Atlanta
Department of Public Works/ Office of Transportation
Decorative Crosswalk/Crosswalk Art Policy

BACKGROUND

The Manual on Uniform Traffic Control Devices (MUTCD) is a federal regulation which is recognized as the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public use.

The MUTCD states that "...the purpose of traffic control devices, as well as the principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways, and private roads open to public travel throughout the Nation. Traffic control devices notify road users of regulations and provide warning and guidance needed for the uniform and efficient operation of all elements of the traffic stream in a manner intended to minimize the occurrences of crashes." The MUTCD is published by U.S. Department of Transportation's Federal Highway Administration (FHWA).

Georgia law section 32-6-50 (a) authorizes the Georgia Department of Transportation (GDOT) to promulgate uniform regulations governing erection and maintenance on the public roads of Georgia of signs, signals, markings and other traffic control devices. On April 15, 2010, the Georgia State Transportation Board adopted the 2009 edition of MUTCD as the uniform regulation governing installation and maintenance of traffic control devices.

Consistent with the purpose and regulations outlined in the MUTCD and subsequent interpretation of decorative pavement markings provided by FHWA, the City of Atlanta has adopted the following policy to regulate decorative crosswalk and crosswalk art in the City rights-of-way.

This policy is consistent with the most recent FHWA ruling 3(09)-24(1) dated August 15, 2013.

DEFINITIONS

Decorative crosswalk marking (s), marking (s) or crosswalk art– all markings at officially established crosswalks where pedestrians are expected to cross or permitted to cross

Diagonal crosswalk marking (s) or lines – road markings that are in same direction as direction of vehicular travel and located between transverse crosswalk marking (s) or lines

Transverse crosswalk marking (s) or lines – crosswalk markings that are perpendicular or nearly perpendicular to direction of vehicular travel way

REQUIREMENTS

- Crosswalks, at a minimum, must have two transverse white lines that utilize retro-reflective thermoplastic markings. The markings must be 8 inches in width.
- Markings or crosswalk art between the transverse lines must be subdued colors that do not overshadow the transverse markings which are traffic control devices. Markings between transverse crosswalk lines must be earth tone equivalents such as red, rust, brown, burgundy, clay, or tan.
- Markings or crosswalk art between the transverse crosswalk lines must not be retro-reflective unless they are intended to be traffic control devices such as diagonal white crosswalk markings.
- Where decorative crosswalk markings or crosswalk art is permitted, border area not less than 6" may be required between transverse crosswalk lines and decorative marking. The border area must be the same color as the existing pavement.
- Any decorative crosswalk marking or crosswalk art that does not meet the requirements outlined above must obtain preapproval from Federal Highway Administration consistent with methodology outlined in the 2009 edition of Manual on Uniform Traffic Control Devices (MUTCD) section 1A.10.

Appendix X

ROW Depiction and Diagram (as it relates to typical ROW definition)

Note: The elements shown in this diagram are elements generally found in the public right-of-way. It should be noted that not in all circumstances are the varying elements owned and maintained by the City. Some of these elements may be installed with agreements with varying partners or private development.



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
Mayor

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DEPARTMENT OF PUBLIC WORKS
JAMES A. JACKSON, JR.
Interim Commissioner

City of Atlanta Department of Public Works/ Office of Transportation Decorative Crosswalk/Crosswalk Art Policy

BACKGROUND

The Manual on Uniform Traffic Control Devices (MUTCD) is a federal regulation which is recognized as the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public use.

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Georgia law section 32-6-50 (a) authorizes the Georgia Department of Transportation (GDOT) to promulgate uniform regulations governing erection and maintenance on the public roads of Georgia of signs, signals, markings and other traffic control devices. On April 15, 2010, the Georgia State Transportation Board adopted the 2009 edition of MUTCD as the uniform regulation governing installation and maintenance of traffic control devices.

Consistent with the purpose and regulations outlined in the MUTCD and subsequent interpretation of decorative pavement markings provided by FHWA, the City of Atlanta has adopted the following policy to regulate decorative crosswalk and crosswalk art in the City rights-of-way.

This policy is consistent with the most recent FHWA ruling 3(09)-24(1) dated August 15, 2013.

DEFINITIONS

Decorative crosswalk marking (s), marking (s) or crosswalk art– all markings at officially established crosswalks where pedestrians are expected to cross or permitted to cross

Diagonal crosswalk marking (s) or lines – road markings that are in same direction as direction of vehicular travel and located between transverse crosswalk marking (s) or lines

Transverse crosswalk marking (s) or lines – crosswalk markings that are perpendicular or nearly perpendicular to direction of vehicular travel way

REQUIREMENTS

- Crosswalks, at a minimum, must have two transverse white lines that utilize retro-reflective thermoplastic markings. The markings must be 8 inches in width.
- Markings or crosswalk art between the transverse lines must be subdued colors that do not overshadow the transverse markings which are traffic control devices. Markings between transverse crosswalk lines must be earth tone equivalents such as red, rust, brown, burgundy, clay, or tan.
- Markings or crosswalk art between the transverse crosswalk lines must not be retro-reflective unless they are intended to be traffic control devices such as diagonal white crosswalk markings.
- Where decorative crosswalk markings or crosswalk art is permitted, border area not less than 6" may be required between transverse crosswalk lines and decorative marking. The border area must be the same color as the existing pavement.
- Any decorative crosswalk marking or crosswalk art that does not meet the requirements outlined above must obtain preapproval from Federal Highway Administration consistent with methodology outlined in the 2009 edition of Manual on Uniform Traffic Control Devices (MUTCD) section 1A.10.

Appendix Y

Metal Plates Installation Details

CITY OF ATLANTA

METAL PLATE REQUIREMENTS

DEPARTMENT OF PUBLIC WORKS

OFFICE OF TRANSPORTATION
8-1-2019



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1. PURPOSE

The purpose of this document is to establish and maintain consistent standards for the identification, placement, and removal of metal plates over open excavations within the public right-of-way for the City of Atlanta. These requirements were determined by evaluating best practices and industry standards from other cities and State agencies.

2. OBJECTIVE

These requirements are intended to provide a uniform platform to ensure the streets are left in the same, or better condition in which they were found before the excavation. The established criteria will help reduce hazards to people and motor vehicles traveling on city streets, increase safety awareness at construction sites, standardize expectations, and improve communication with all involved parties.

3. RESPONSIBILITY

It is the responsibility of the City of Atlanta to ensure this policy is monitored and enforced. It is the responsibility of the permittee to perform and document daily inspections of all plate(s) location(s) and to take appropriate measures to ensure public safety. This documentation shall be available to the City inspector upon request. The City of Atlanta must notify the permittee in the event of a nuisance or a public safety problem within the documented time frame. The documented time frame is the duration of a valid permit. Non-responses or failure to comply will result in additional fees incurred by the permittee or other actions, including delaying of issuing of future permits.

4. BACKGROUND

Metal plates are used when an excavation is made in the roadway. An excavation is defined as making a hole in the ground by the process of digging, boring, trenching, or open cutting, etc. to access underground utility resources. These resources may include installing or repairing existing pipes, conduits, collapsed pipes, severely broken pipes, or heavy root blockages. Metal plates are used primarily in urban areas and allow continuous traffic flow by allowing vehicular and pedestrian traffic continued access of the roadway.

Metal plates are used to temporarily secure open excavations when the permittee cannot backfill the same day. Gravel backfill is not allowed without proper asphalt or concrete overlay. Refer to *Pavement Restoration Guidelines* for more details.

The City of Atlanta grants permission for all construction and maintenance work in public rights-of-ways and easements by issuing a permit from the Department of Public Works Office of Transportation, as specified under Part 2, Chapter 138, Section III § 138-65 “Permits for construction or excavation” of the Atlanta City Code.



5. PERMIT APPLICATION

Any work on a City of Atlanta maintained street or right-of-way requires a permit from the Department of Public Works Office of Transportation. This permit allows the franchised utility companies or their contractors, the non-franchised utility companies or their contractors, and the Department of Watershed Management to conduct work within the right-of-way. Approval from the Office of Transportation is required prior to starting work. Permits for non-franchised utility companies or their contractors, or Qualified Contractor Permits, allow permittees to temporarily install metal plates in accordance with city standards and requirements. Permittees must notify the city of the number and location of metal plates to be installed, duration of use, and plans for removal listed within their proposed schedule. There is a \$35 non-refundable application fee for all permits. However, this does not apply to franchised utilities. Permit applications require a 72-hour processing window, excluding non-business hours. Further information can be found online on the City of Atlanta Permitting in the Office of Transportation website regarding permit applications, requirements, and associated fees:

<https://app.apply4.com/workapp/usa/atlanta>

6. USE OF METAL PLATES

When backfill operations of an excavation, whether transverse or longitudinal, cannot be completed within a work day, metal plate bridging will be required to preserve unobstructed traffic flow in city streets and roadways.

Metal plates are not to be used as a permanent roadway fixture. Therefore, any continuum usage of metal plates longer than two weeks is to follow the Type 2 installation guidelines located on page 7.

The following, which were sourced from industry standards, best practices, the National Trench Safety, LLC, and the Manual on Traffic Control Devices (MUTCD), applies:

6.1 Metal Plate Condition Requirements

- Metal plates will be fabricated to meet ASTM A36 metal requirements.
- Metal plates must be designed to be HS-20-44 loading only and should not exceed these loading limits.
- Metal plates should not bend, deflect, or vibrate under traffic loads.
- Metal plates shall be coated with a skid-resistant finish.
- Metal plate sizes range from 4 ft by 4ft to 20 ft by 20ft. The appropriately sized plate should be used to cover the excavation.
- Metal plates will be positioned to ensure there is a 12-18” overlap on each side of the excavation trench.



- When placed side by side, metal plates must be tack welded a minimum of 6” to reduce or eliminate movement. If two metal plate corners are parallel or perpendicular to each other, they must be tack welded.

6.2 Visibility / Identification Requirements

6.2.1 Reflective Tape

Metal plates will have white reflective marking tape on all four corners of each end plate. These plates designate the beginning and end of the excavation. The tape will be durable enough to withstand traffic and any peeling tape deemed unreadable must be replaced immediately.

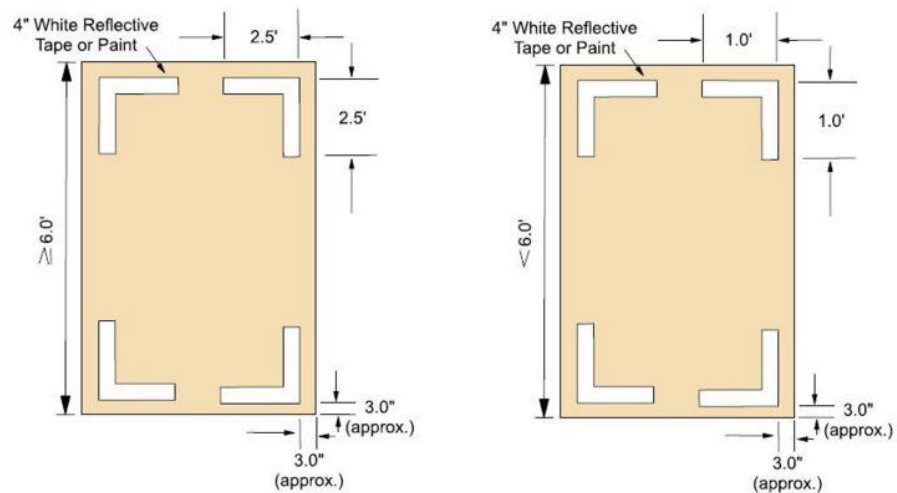


Figure 1 – Metal Plate Reflective Tape Details

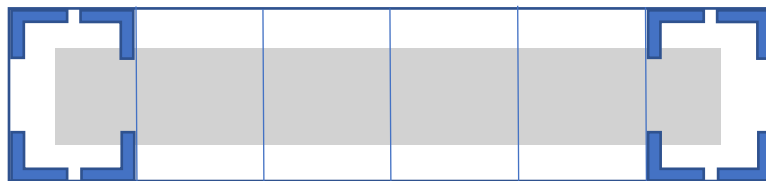


Diagram 1 – A top view of metal plates on roadway. The gray rectangle represents an excavation and it has six plates covering the excavation. The plates on the end represent the end plates of an excavation. Each end plate has four blue corners that depict the location of the reflective tape detailed in Figure 1.



6.2.2 Stenciled Letterings & Markings

Metal plates will be identified with a 24” high stenciled text of the contractor name or designated abbreviation [see chart below] and a 6” high after-hours 24/7 contact phone number. The water-proof markings should be on the non-advancing plate to ensure that any additional plates do not cover up the markings. All markings must be in the center of the plate. Any marking that is deemed unreadable must be repainted.

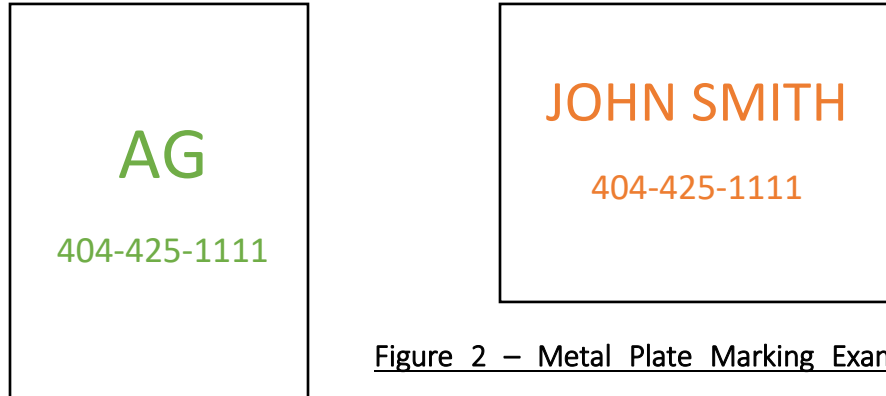


Figure 2 – Metal Plate Marking Examples

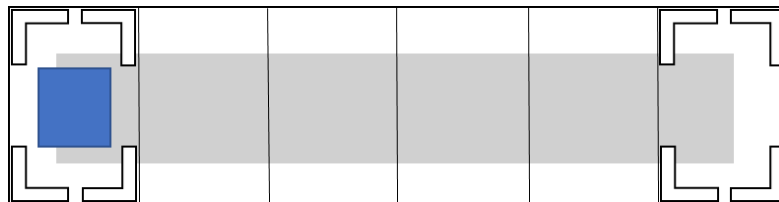


Diagram 2 – A top view of metal plates on roadway. The gray rectangle represents an excavation and it has six plates covering the excavation. One end plate has a blue square that shows where the contact information goes as dictated in Figure 2.

All permittees must utilize the appropriate color-coding system when marking their plates.

The associated colors for marking metal plates are as follows:

Color	Abbreviation	Company
▪ Blue*	X	COA Department of Watershed Management (DWM)
<i>*This marking helps identify city plates from those of a contractor*</i>		
▪ White	GPC	Georgia Power Company
▪ Yellow	AG	Atlanta Gas
▪ Green	ATT	AT&T and their contractors
▪ Purple	V	Verizon and their contractors
▪ Orange	none	All Qualified Contractor permittee holders



6.3 Installation

Metal plate installation on traverse and longitudinal excavations shall be in accordance with the following:

Metal Plate Installation	Street/Road Type	Posted Speed Limit	Metal Plate Thickness
Type 1	Urban/Residential	35 MPH or Less	1-inch minimum
Type 2	Arterial/Collector	Greater than 35 MPH	1-1/4-inch minimum

6.3.1 Type 1 Installation

Type 1 installation shall be used in urban/residential areas where the excavation cannot be properly completed within the same day and where the posted speed limit is 35 MPH or less. Each metal plate shall be anchored securely by use of four pins or spikes in the four outermost corners to prevent movement. Each side of the plate should have a minimum 12" horizontal taper providing a smooth transition from the roadway to the plate. Temporary cold asphalt mix or hot liquid asphalt wedges should be used to cover the edges of the metal plate. A wedge of temporary asphalt may be used for leveling purposes.

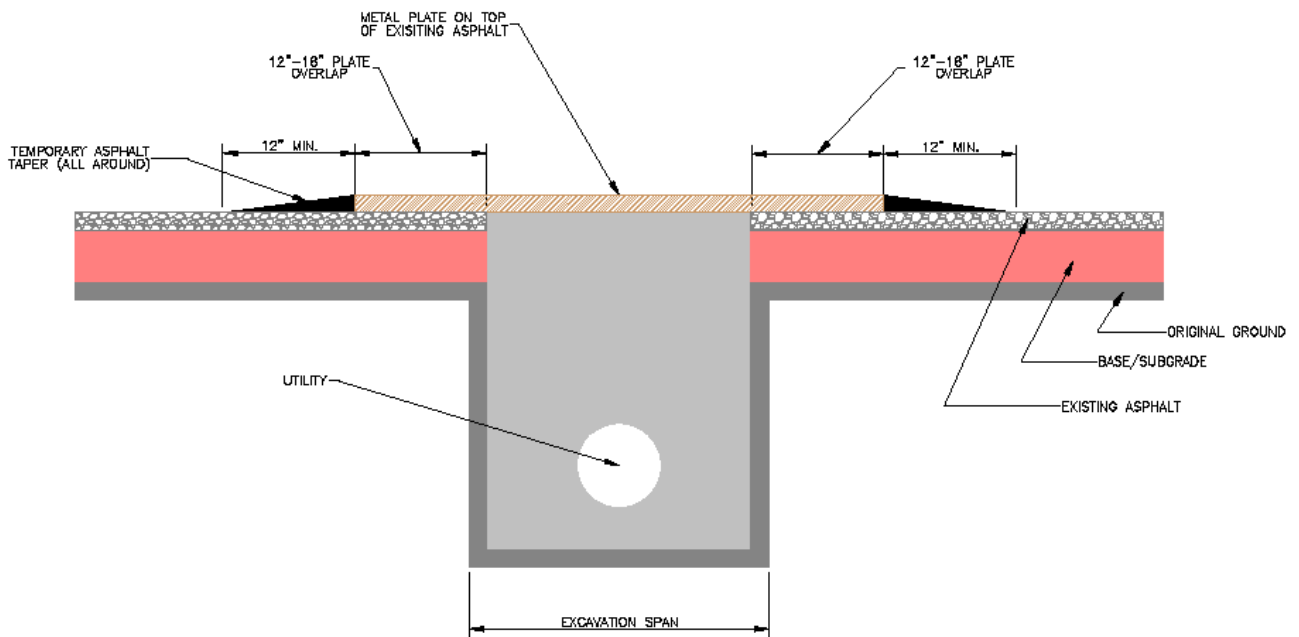


Figure 3 – Type 1 Installation Details

6.3.2 Type 2 Installation



Type 2 installation shall be used on arterial/collector roadways where the excavation cannot be properly completed within the same day and where the posted speed limit is greater than 35 MPH. Each metal plate will be inserted flush into the pavement by ensuring the existing pavement has been milled large enough to encompass the plate and a 2" gap on either end. The depth of the milled surface must equal the thickness of the plate. Each metal plate shall be anchored securely by use of 4 pins or spikes in the four outermost corners to prevent movement. Temporary cold asphalt mix should be used to fill in the 2" gap on either side.

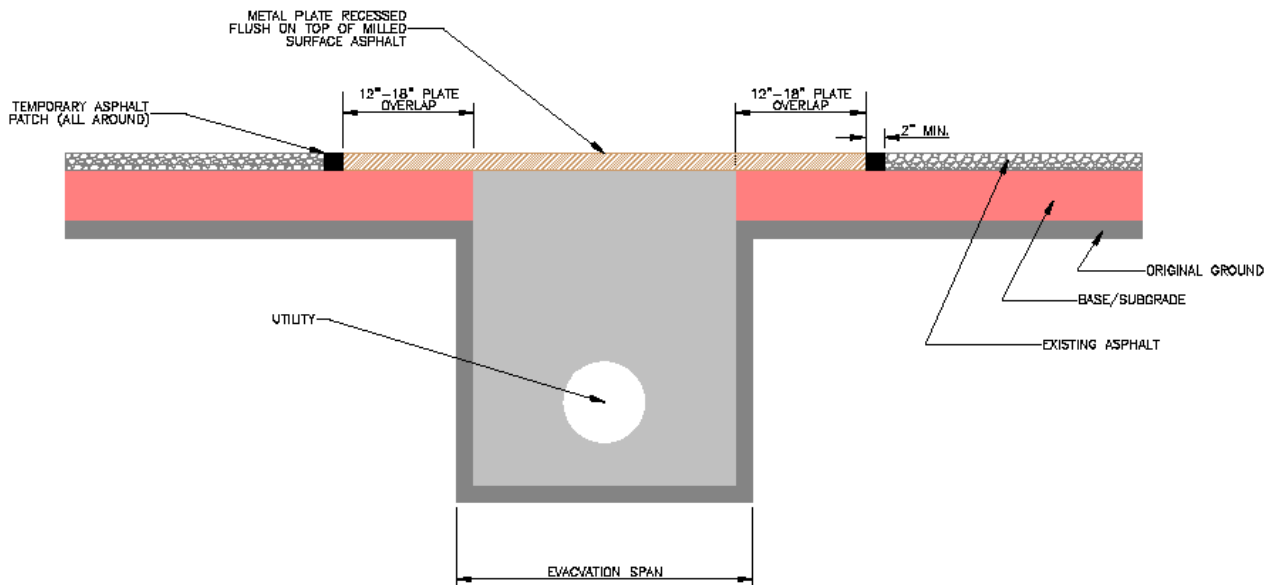


Figure 4 – Type 2 Installation Details

6.4 Removal of Metal Plates

All metal plates must be removed within their permit time frame. The permittee has up to 5 days after project completion to remove the metal plate(s). If metal plates are not removed within allotted timeframe, then OOT will utilize the identification and recognition system to notify the metal plate owner/permittee of the violation and impending fines.

7. SAFETY



7.1 Signage

In addition to the traffic control devices required by the Office of Transportation, warning signs advising motorists that they should expect to encounter metal plates shall be placed at approximately 100 feet in advance of the metal plate location. The W8-24 warning sign, “STEEL PLATES AHEAD” or the W8-1 warning sign, “BUMP” is to be used, thus meeting the requirements of the MUTCD. The lack of compliance to this requirement may result in the issuance of a citation, and or a stop work order.

If metal plates should be installed on or near a sidewalk, then signage cannot obstruct five feet of sidewalk. Refer to the *Pedestrian Accommodations in Work Zones 2019* for more information. The document may be found in the ROW manual, appendix I.



Figure 5 – Metal Plate Signage

7.2 Flashing Lights

Plates that are left overnight will require that the sign be supplemented with a Type “A” Low-Intensity-flashing warning light mounted on the sign support. This light warns road users that they are approaching or proceeding in a potentially hazardous area. The signs should be placed in proximity to required traffic control plan signs.



Figure 6 – Metal Plate Flashing Light



8. PAVEMENT RESTORATION

Pavement must be restored to previous or better condition according to the COA Right-of-Way Manual. Refer to the *Pavement Restoration Guidelines* for more information. *The Pavement Restoration Guidelines* will be made available in the ROW manual.

9. NON-COMPLIANCE / FEES

Safety to motorists and pedestrians is paramount to the City of Atlanta. The fees within this policy are to ensure the public is safe and free from potentially hazardous conditions that may cause property damages or personal injuries.

Failure to follow the proceedings within this policy will result in stop work orders, written warnings, and/or notices of violations issued to the permittee. Upon the issuance of written warnings, the City inspector shall issue a citation and fine, to a permittee violating the requirements stated in the this document.

The following table itemizes the types of violations and their associated fee amounts for failure to comply with the requirements listed within this document and City of Atlanta guidelines. Fines shall be paid to the City of Atlanta. The fine is due before the close of business is paid in person and shall be due at 11:59 P.M. if paid online.

Violation	Fine Amount, applicable fee duration
Improper Site Protection	\$500 per occurrence, per day
Improper Housekeeping	\$250 per occurrence, per day
Failure to complete restoration by permit expiration	\$500 per trench, per day
Non-Compliance with 24-hr repair notice to make safe	\$750 per day
Non-Compliance with 3-day corrective repair notice	\$500 per day
Failure to comply with standard specifications	1 st violation within a 2-yr period, \$250 2 nd violation within a 2-yr period, \$500 3 rd violation within a 2-yr period, \$1,000 4 th violation within a 2-yr period, suspension of license, permit, or franchise agreement
Removal of plates by City of Atlanta	\$500 per plate



10. INSPECTION PROTOCOL

Inspectors may make unannounced visits to enforce the City of Atlanta Code. All permittees must have requested ID badges, paperwork, permits, etc. readily available to the City. Permittees must provide all requested information and any falsification to a City of Atlanta inspector will be deemed to be non-compliance.