

Right-of-Way Utilization Permit

Please complete a separate application for each road

Date: _____

Business / Applicant's Name ("Permittee")

Applicant's Street Address

Applicant's City, State, Zip

Section / Township / Range

Project/Road Name

Subdivision and/or Site Plan Name (if applicable)

Telephone Number

Applicant's E-mail Address

Paid Date / Rec'd By

Check appropriate box:

☐ Underground Utility

☐ Overhead Utility

☐ Wireless Facility

☐ Other Utilization

Description of Work: _____

Contractor (if applicable): _____

Telephone Number: _____

Start of Construction Date: _____

Estimated Construction Duration: _____ days

Applicant declares that he/she has determined the location of all existing underground and aerial utilities. Utility locate was made on _____ to the following utilities: _____

By submitting and signing this application, the Applicant ("Permittee") declares that he/she has read the attached and agrees to be bound by the permit requirements and any and all general and special conditions herein

Road #

To be completed by County Staff

Permit # _____

Checked by: _____

Date Checked: _____

Approved by: _____

Date Approved: _____

Special Conditions: _____

Date Permit Expires: _____

**Submit Permit to: Coffee County Engineers Office, Post Office Box 428,
New Brockton, AL 36351**

Right-of-Way Utilization Permit Requirements

The purpose of a Right-of-Way Utilization permit is to control the use of public rights-of-way and public easements in the interest of the health, safety and welfare of the public. Any work within public rights-of-way and public easements requires an approved right-of-way utilization permit.

- A. Application Requirements. Unless otherwise noted, permittee must submit one (1) original completed application and the following supporting documentation:
 - a. A sketch or construction plans drawn to scale, showing the following if applicable to the work:
 - i. The offset from the centerline of the right-of-way or roadway to the proposed installation, the road right-of-way width and pavement width, the distance from the edge of pavement to the utility, and the location of all cross-drain and driveway pipes, within the area of work.
 - ii. One or more typical cross sections to adequately reflect the location of the utility. Please indicate the minimum vertical clearance above or below the pavement or natural ground.
 - iii. The location of the area of work in relation to the nearest road intersection, bridges, railroad crossings, and other physical features. Please include a location or vicinity map showing the general location of the installation.
 - iv. If this project will result in any new above ground structures, poles, or facilities please state where and what is proposed. Applicant may be requested to provide an engineer's certification that roadway clearance and sight distances have been met.
 - b. Projects of significant length and land size may require a complete right-of-way survey.
 - c. Prior to approval of application, an on-site meeting with Coffee County and the permittee will be scheduled to review the site plan.
- B. General Conditions.
 - a. This permit is a permissive use only and the placing of facilities in public rights-of-way or easements does not create or vest a property right in the permittee.
 - b. Permittee agrees that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the permittee, and the permittee will, at all times, assume all risk of and indemnify, defend and save harmless Coffee County, its commissioners and employees from and against any and all loss, damage, cost, or expense arising in any manner on account of the exercise or attempted exercises by said holder of the aforesaid rights and privileges.
 - c. Permittee shall always possess a copy of the approved permit on site during the work.
 - d. Permittee shall notify the County at least twenty-four (72) hours in advance of starting work. Permittee agrees all work shall take place during daylight hours, unless specifically authorized, and discontinued by sunset with proper signage and traffic control devices maintained during off hours.
 - e. All work, materials and equipment shall meet all Coffee County and ALDOT codes and standards. All right-of-way disturbed by this work shall be restored to its original condition or better. All backfilled areas shall be compacted to the satisfaction of the engineer. In the case suitable backfill material is required, cost of material and labor are the responsibility of the permittee. In areas where aggregate surfacing is required, the permittee is responsible for the costs of the material and placement. All disturbed areas must be seeded and mulched matching existing grass type. All work is subject to inspection by the County.
 - f. The construction and maintenance shall not interfere with the property and rights of a prior applicant.
 - g. Final inspection and acceptance of work by the County must be obtained to document the completion of the work. This notification shall be made via email to rightway@coffeecounty.us or phone at (334)894-6112.

C. Construction Conditions.

- a. No utility shall be allowed within seven (7) feet from the edge of the pavement, unless prior approval is received from the Coffee County Engineer.
- b. A traffic detour or lane closure shall require specific approval by the County. All traffic detours shall be restricted to the limits of right-of-way with necessary flagmen and marking devices. All construction and maintenance shall be performed with proper shoring, barricades, and maintenance of traffic signage in accordance with the Current Manual on Uniform Traffic Control Devices (MUTCD).
- c. Open cuts of roads will not be allowed unless specifically authorized by Coffee County.
- d. Underground pneumatic/missile boring is strictly prohibited under Coffee County roadways. Only directional bore or jack and bore operations are acceptable.
- e. Unless Coffee County determines it is impractical, bore operations and excavations shall maintain a seven (7') foot minimum clearance from edge of pavement and have a minimum depth of thirty-six inches (36"). The minimum bore depth under paved and unpaved roadways shall be forty-six inches (46").
- f. All bores under paved roadways shall be encased with a minimum Schedule 40 PVC or steel encasement.
- g. Any overhead installations should maintain a minimum of eighteen (18') feet vertical clearance over all roadways and driveways.
- h. Under no circumstances shall a utility be installed on top of existing cross drain pipe or placed under the ditch flowline.
- i. It is agreed that in the event the installation, adjustment or relocation of utilities are scheduled to be done simultaneously with Coffee County construction work, the permittee shall coordinate with Coffee County before proceeding and shall cooperate with the County's contractor (if being utilized) to arrange the sequence of work so as not to delay the work of the County.
- j. Permittee shall report all right-of-way utilization activities to Alabama 811 One-Call at least seventy-two i. hours prior to commencement.
- k. Prior to commencement, permittee or permittee's contractor shall notify the County to schedule a pre-construction meeting. Pre-construction meeting may require site visit.
- l. If above ground utilities are being replaced, the old utilities and utility appurtenances must be removed from County right-of-way within thirty (30) days after new utilities are installed.

D. Guarantees and Compliance.

- a. In the case of noncompliance with the requirements and conditions of this permit, the facility will be brought into compliance by the permittee or removed from the right-of-way or easement by the permittee at no cost to the County. Failure to comply by permittee or contractor of permittee may result in Stop Work order for work performed under this permit and any other permits active by permittee.
- b. The County may issue Stop Work order(s) upon any permittee committing or creating an unsafe act which may create a public hazard or who is not complying with this permit or the applicable codes. The order shall remain in effect until such time as these matters are corrected. Permits shall be issued with the understanding that the applicant shall guarantee all work performed under the terms of the permit for a period of one (1) year from the date of final inspection and acceptance of work.
- c. Any failure(s) shall be repaired by the permittee, at no cost to the County, within five (5) days, unless the urgency of the problem requires a quicker reaction time. The permittee shall be responsible for all repair costs incurred due to damages to existing utilities, including, but not limited to, errors in locating existing utilities during construction.
- d. Removal Relocation: Whenever the County deems necessary and upon the County's request, any or all of the work or appurtenances authorized by this permit shall be immediately removed from the right-of-way, relocated, and the right-of-way returned to original state, as required by the County, at the expense of the permittee, unless reimbursement is specifically authorized. Upon ten (10) days written notice, the permittee shall be required to remove and relocate the improvements placed within the right-of-way at the applicant's sole expense.

Coffee County shall not be responsible for damages to any structure, facilities, or equipment placed within the right-of-way by permittee, permittee's successors or assigns. All structures shall be properly maintained by permittee, at permittee's expense, and shall be adequately visible or properly delineated to prevent damage due to normal maintenance of the right-of-way.

I have read, understand, and agree to be bound by the above requirements:

SIGNATURE

PRINT NAME

UTILITY/CONTRACTOR

_____/_____/20_____
DATE

Please email the completed form and any other required information to rightway@coffeecounty.us