

# ROSWELL DEPARTMENT OF TRANSPORTATION

RDOT permit number: \_\_\_\_\_

## OBJECTS/STRUCTURES RIGHT-OF-WAY ENCROACHMENT PERMIT

invoice number: \_\_\_\_\_  
associated permits: \_\_\_\_\_

(Reference: City of Roswell Resolution Number 2021-04-19 / policy text amended at the City Council meeting held on 12/12/2022)

**This permit provides documentation of approval by the City of Roswell to install objects or structures within the Right-of-Way (ROW).**

**THIS PERMIT ONLY GIVES PERMISSION TO REGULATE AND CONTROL THE ERECTION, REMOVAL, AND MAINTENANCE OF SIGNS, BILLBOARDS, TREES, SHRUBS, FENCES, BUILDINGS, AND ANY AND ALL OTHER STRUCTURES OR OBSTRUCTIONS UPON OR ADJACENT TO THE RIGHTS-OF-WAY OF STREETS AND ROADS OR WITHIN VIEW THEREOF, INSIDE OR ABUTTING THE CORPORATE LIMITS OF THE CITY AND TO PRESCRIBE PENALTIES AND PUNISHMENT FOR VIOLATION OF SUCH ORDINANCES.**

Project: \_\_\_\_\_

Location (address): \_\_\_\_\_

Description (new/replace/maintain): \_\_\_\_\_

Permittee: (company, address, phone) \_\_\_\_\_

Agent/Designer: (company, address, phone) \_\_\_\_\_

**Permit Start Date:** \_\_\_\_\_ **Permit Expiration Date:** \_\_\_\_\_

Permit application shall be submitted to the Roswell Department of Transportation (RDOT) Utility Coordination Manager at least 5 working days in advance of starting construction within the City's Right-of-Way. All activities performed under this permit must strictly comply with Resolution Number 2021-04-19 (and amendment to text on 12/12/2022) and must include engineering drawings or site plan for any structure(s) or non-natural object(s) proposed to be placed in the right of way, with sufficient details to enable RDOT to determine its safety. An official survey-level construction site plan is preferred; however applicant may provide their site plan and object location(s) on publicly available GIS map and assumes all liability for any incorrect property information. Any modifications to the details approved under this permit must be approved by the City, in writing, in advance of construction. Permit applicant shall also notify the Utility Coordination Manager when work is completed. The City may, at its discretion, extend this permit beyond the original expiration date.

**DETAILS TO BE CONSIDERED FOR APPROVAL:** Only an existing Homeowners Association (HOA), a non-profit organization, or schools may apply for, or receive permission to place an object or structure within the City's right-of-way. If application is made by an HOA, the HOA must provide proof that the proposed project has been approved by 65% of the residents of the affected subdivision. The property owner who is directly adjacent to the right-of-way where the object will be placed in the right-of-way shall also approve. If the proposed project involves only beautification (plantings only), the RDOT Director is authorized to waive the voting requirement. If an application is made by a non-profit organization, the application must provide a resolution from the Board of Directors or other governing authority approving the proposed project. Any object or structure requested to be placed in City right-of-way must have a public or semi-public purpose. Examples include, but are not limited to, community bulletin boards, community beautification projects, signs, or structures to support security cameras, or license plate reading equipment. If this permit is approved for the purpose of security camera structures or license plate reading equipment, the Roswell Police Department shall have access to any camera footage recorded in past 30 days as well as those that are archived by the video maintaining entity at no cost. The Roswell Police Chief will also be part of the approval process regarding the installation of security cameras or license plate reading equipment within the City's right-of-way. Without receiving written permission from a City of Roswell official or employee authorized to give such permission pursuant to this policy, no object or structure is allowed upon the City's right-of-way.

The Director of RDOT, or his or her designee, will inspect the completed project to ensure it complies with the approved plans. Permittee may remove the structure or object if it desires to do so, but must provide the Director of RDOT, with written notice of its intent to remove at least two weeks before such removal.

RDOT and Police (if application is for security cameras, or license plate reading equipment) will have 30 days to review the application and to either approve the application, in which case RDOT is authorized by this policy to issue the necessary license for land use agreement for the proposed installation. If RDOT or Police denies the application, the applicant can file an appeal to Mayor and Council with the RDOT Director. Mayor and Council's decision is final.

**COORDINATION WITH UTILITY PERMIT CENTER (811):** All utility coordination is the responsibility of the Permittee. The Permittee must call Utility Protection Center (UPC) according to service area. If any utility service is breached under a roadway or sidewalk during construction, the Permittee is responsible for repairs to the utility and the roadway or sidewalk, to City satisfaction, even if the Permittee has called the UPC. Work within 500 feet of traffic signals and signal equipment or cables requires coordination with the RDOT Traffic Signal Shop at 770-641-3773.

I have read and understand that all of the above are conditions of this permit and I am familiar with the requirements of the Roswell City Code including the \$100 non-refundable application fee. The Permittee or Authorized Agent agrees to indemnify the City for any and all claims made resulting from any injury or death alleged to be caused by such object or structure and for costs of any litigation. Further, the applicant must provide the City proof of insurance in an amount to be determined necessary by the City of Roswell's Risk Manager.

Permittee or Authorized Agent: \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE CITY OF ROSWELL:** Signatures below represent the City's review and approval of objects to be placed in public right-of-way. For questions, further coordination, or City regulations, call Roswell DOT at 770-594-6420.

Utility Coordination Manager: \_\_\_\_\_ Date \_\_\_\_\_

Street Construction Division \_\_\_\_\_ Date \_\_\_\_\_

Traffic Operations Division \_\_\_\_\_ Date \_\_\_\_\_

Police Chief (or designee) for security/LPR camera only: \_\_\_\_\_ Date \_\_\_\_\_

Transportation Director (or designee): \_\_\_\_\_ Date \_\_\_\_\_