

## **UTILITY PERMIT APPLICATION CHECKLIST FOR PIPELINES**

**This instrument summarizes the salient points of the Alabama Department of Transportation Utility Manual. To ensure compliance, it is recommended that the Alabama Department of Transportation Utility manual be read and fully understood by anyone applying for or administering a Utility Permit.**

**In submittal package:**

1. If applicable, provide a letter from the County's consultant engineer verifying the proposed pipeline will not conflict with the upcoming Pay-As-You-Go project. This will include but not limited to proposed cut sections, drainage structures, future of-way and drainage and slope easements for the proposed project. A signed letter from the pipeline company's engineer verifying they have reviewed and agree with the findings of the County's consultant engineer is also needed. The letter should also provide a statement that the company agrees to relocate if pipeline is installed in a manner that conflicts with the County's proposed project.
2. Provide proof of NPDES permit (if project consists of more than one (1) acre or is a sanitary sewer project) or, if not required, state so and explain.
3. Provide a warranty statement (6.1.2)
4. Provide the name, address, a 24 hour telephone number of the inspector and emergency contact person, if different from inspector. (2.11.2)
5. Provide a general description of the size, nature, type, and extent of the utility installation to be located on Mobile County Right-of-Way. (4.2.3)
6. Provide a statement addressing the extent of liabilities and responsibilities associated with future relocation of the utilities to accommodate roadway improvements. (4.2.3)
7. Provide a schedule of planned activities. (6.1.2)
9. Provide a Surety Bond or proof of a Blanket Bond if work is to be performed by a contractor that will be valid for one year after construction has been completed. A valid power of attorney must be attached to the bond. (2.6)
10. Three (3) copies of a License Agreement must be completed and signed by an authorized representative.
11. Contact ALDOT at 470-8200 for truck routing information prior to submitting proposed route with load information to the County Engineering office.

**In the plan set:**

1. Provide a vicinity map.
2. Provide cross sectional details showing horizontal and vertical locations of proposed facilities for typical and each differing situation.
3. Provide a project note stating industry code/standards adhered to (American Water Works, ANSI, etc.)
4. Provide a project note indicating that the contractor should take the necessary precautions to prevent silt and/or eroded materials from being deposited on private properties adjacent to the project and requiring adherence to “Best Management Practices”.
5. Provide a project note requiring adherence to the State of Alabama Highway Department Standard Specifications for Highway Construction, Most Recent Edition, for repair of disturbed areas within Mobile County Right-of-Way.
6. Provide a project note requiring adherence to the Alabama Department of Transportation Utility Manual, most recent edition.
7. Provide a project note requiring adherence to the most recent edition of the Manual of Uniform Traffic Control Devices.
9. Provide a project note to notify Ken Revelle with Mobile County at 574-8595 before commencing work, and after all work has been completed, to schedule a final inspection.
10. An authorized field inspector employed directly with the pipeline company shall be on-site at all times when work is being performed anywhere within the County’s right-of-way. The name and contact information for this inspector must be provided before the County will approve any permit.
11. Provide a project note forbidding wet boring (jetting) within Mobile County Right-of-Way. Also a note stating that all paved roads will be bored. Refer to Item #19 for the Required depths.
12. Provide any details pertinent to this installation, which may be required
13. Provide a Legend to identify symbols to indicate proposed and existing conditions.
14. For temporary driveway and equipment crossing refer to the Right-of-Way Access and Crossing Requirement Form for Mobile County.
15. Provide on drawing the locations of Markers designating where pipeline crosses

Right-of-Way. All Markers, Vents, Valves, etc. must also be shown to be placed within the back one foot of the Right-of-Way.

16. Provide a letter from an engineer licensed in the State of Alabama verifying the design specifications used for the pipeline, welds and appurtenances crossing the County's Right-of-Way meets or exceeds the requirements set forth by the United States Department of Transportation in the Code of Regulations, Title 49 Part 192.
17. The following should be listed in the plan set:
  - a. The contents that will be transported through the pipeline
  - b. The outside diameter of the pipe.
  - c. The material of pipe.
  - d. Type of Weld and Testing to be used.
  - e. The wall thickness of the pipe.
  - f. The working and maximum pressure of the pipeline.
  - g. The test pressure of the pipeline.
  - h. The type of joint to be utilized.
  - i. The minimum yield strength of the pipe.
  - j. The installation method (Typically Boring unless special permission is granted by the Department)
18. When no encasement is provided the following protective measures shall be taken and included in the plan set:
  - a. Provide a higher factor of safety in the design, construction and testing of the uncased carrier pipe.
  - b. Type of Weld and testing to be used.
  - c. Increase in the wall thickness of the pipe.
  - d. Coating and Wrapping
  - e. Cathodic Protection
19. The top of the pipeline must be buried at a minimum depth of eight (8) feet below the bottom of existing ditch and ten (10) feet below the roadbed prism, whichever is greater. The Department reserves the right to require additional depths when deemed necessary.
20. A pre-construction meeting will be held in the County's main conference room prior to commencing work. Representatives from the owner, contractor, engineering firm and Mobile County should be present.

#### **FINAL REQUIREMENTS AT END THE OF PROJECT**

1. A final inspection will be held after all work has been completed. Authorized representatives from the contractor, field inspector and project engineer employed with the pipeline company and Mobile County must be in attendance. Each location where work occurred within the County's Right-of-Way will be examined thoroughly.

21. A set of as-built drawing depicting the pipe characteristics, depth placed from top of pipe for each road crossing will be required. Additionally, all Markers, Vents, Valves, etc. should also be shown on the as-built drawings. This information must be submitted to the County Engineer's office within 30 days after the final inspection date. The project will not be accepted by Mobile County until this information is submitted.

**Please incorporate all of these issues in your submittal. Many of these items may be addressed in a standard form letter to be submitted with each Permit Application. Many may also be addressed on a typical sheet to be included with each plan set. If you require further assistance, please contact our office at 574-8595.**

Sincerely,  
Mobile County Engineering Department

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Ken Revelle, P.E.  
Utility Engineer