

## UTILITY CHECKLIST

**Applicant** \_\_\_\_\_

**Location** \_\_\_\_\_

### **Required Permit Information:**

\_\_\_\_\_ **Permit Application-**

Permit must be signed by the owner

\_\_\_\_\_ **ADEM Notice of Registration** (if over  
1 acre soil disturbance)

\_\_\_\_\_ **Surety bond**

Refer to the General Notes for  
Surety Bond Requirements

\_\_\_\_\_ **Proposed Utility Plans, (3 sets)**

Plans should be legible

\_\_\_\_\_ **Permit Checklist**

\_\_\_\_\_ **Traffic Control Plan**

**Note:** Permit application should be in the name of the owner.

### **Required Utility Plan Information:**

\_\_\_\_\_ Vicinity map, Street name and connecting streets to Major Streets or Highways.

\_\_\_\_\_ Scale or note stating "not to scale"

\_\_\_\_\_ North arrow and legend

\_\_\_\_\_ County rights-of-way labeled

\_\_\_\_\_ Distance from centerline to ROW line

\_\_\_\_\_ Distance from edge of pavement or curb to installation

\_\_\_\_\_ Pole height, vertical clearances over centerline of travel ways (min 18 ft of clearance over travel ways; clearance shown should not be height of cable at pole.)

\_\_\_\_\_ Horizontal and vertical clearances near bridge structures

\_\_\_\_\_ Direction of all guys (Should be away from roadway)

\_\_\_\_\_ Type work (Design of cable or lights)

\_\_\_\_\_ Poles shall be placed outside clear zone or just inside back of ROW.

\_\_\_\_\_ Traffic Control Plan (TCP) showing the method of handling traffic through the work zone. When a note will suffice, the note will state "ALL traffic control shall be in accordance with Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD) current edition". (If project necessitates lane closure, lane closure must be made part of the permit.)

\_\_\_\_\_ Applicant must provide NOR received from ADEM, or if not required, must submit a Best Management Practices Plan for erosion control.

**Underground Utilities** (in addition to utility plan requirements)

- \_\_\_\_\_ Type of Bury- Ditch, Plow, or Bore (No Wet Boring-Jetting will be Allowed in the County Right-of Way)
- \_\_\_\_\_ Depth of bury on ROW (Cable or phone- Min. 36” from flow line of the ditch, and 48” under the roadway prism) If placement of a utility involves open cutting asphalt or concrete drives, permission from the owner should be obtained prior to starting work.
- \_\_\_\_\_ Roadway crossings
  - Type to be used (Ex.-Dry Bore)
  - Show encasements if required
- \_\_\_\_\_ Encasement size, length, and type of material
- \_\_\_\_\_ Horizontal distance from bridge footings or drainage structure (12 ft desirable).
- \_\_\_\_\_ Typical section of all bores or crossings (show all depths, lengths, distances, and type bore)
  - Minimum burial of 48” under roadway
  - Burial depth should be to top of cable or encasement if used.
- \_\_\_\_\_ Type and design of cable (power or communication)
- \_\_\_\_\_ Whenever the County Engineer’s Office approve open cutting of county maintain roadway the following will be required:
  - All pavement will be saw cut to neat lines
  - The new backfill material A2-4 or better will be required
  - All new material for the sub-base must be compacted in 6” lifts to 100 percent standard density. The base layer shall be compacted in 6” lifts to 95 percent modified proctor density.
  - The cut area must be resurfaced with a temporary asphalt patch for 30 days. After 30 days, a permanent asphalt patch will be required (429-A mix, ½” max. aggregate)
  - A letter providing the name of the geotechnical engineer performing the compaction test. All test reports shall be submitted to the County Engineer’s Office when the work is completed.

**Water, Sewer, and Gas Lines** (In addition to utility plan requirements)

- \_\_\_\_\_ Depth of bury
  - 36” minimum ROW and Under ditch
  - 48” minimum under roadway.
- \_\_\_\_\_ Type of roadway crossing (Bore or open cut)
- \_\_\_\_\_ Typical section of bores or crossings (show all depths, lengths distances, and type bore)
- \_\_\_\_\_ Size and type of encasement
  - Minimum depth under roadway is to top of easement
  - If a gas line with a variance is used, minimum depth is from top of pipe
- \_\_\_\_\_ Size, type, design pressure/ working pressure of carrier pipe
- \_\_\_\_\_ If a variance is to be used for a gas line, all pertinent information on pipe being used should be included in the submittal and should be signed and stamped by a professional engineer.

- \_\_\_\_\_ Curb, flume, and asphalt replacement must be noted or shown (if applicable)
- \_\_\_\_\_ Pavement replacement drawing if section of roadway is removed
- \_\_\_\_\_ Reason for varying distance from ROW or edge of pavement must be noted
- \_\_\_\_\_ Profile if manholes are permitted (Manholes must be flush with existing ground line)
- \_\_\_\_\_ Detour sketch if traffic must be rerouted
- \_\_\_\_\_ All water and gas meters must be installed off County right-of-way
- \_\_\_\_\_ Roadway crossings shall be as near perpendicular as possible to the roadway
- \_\_\_\_\_ Permits regarding sewer line installations or extensions should be accompanied by an ADEM letter stating the work will be covered under the NPDES permit for the plant.

**General notes / Requirements:**

- \_\_\_\_\_ A Surety Bond is required if the applicant’s employees are not performing the work. The bond amount will be determined after the proposed utility plans have been reviewed by the County Engineer’s Office. The Surety Bond shall be signed and notarized by the contractor’s bonding company and should be accompanied with a Valid Power of Attorney. Additionally, the Bond shall be valid for one year after the project has been accepted by the County Engineer’s Office. The required Surety Bond Form can be obtained from the County Utility Department.
- \_\_\_\_\_ Note stating that all manholes, valve boxes, and hand holes should be mounted flush with existing ground
- \_\_\_\_\_ Note stating “contact Bijan Shirazi at 574-8595, 48 hours prior to beginning work on County right-of-way”
- \_\_\_\_\_ Note to “Write letter requesting to meet with Ken Revelle upon completion of permitted work to evaluate punch list for completion of project.”
- \_\_\_\_\_ List contacts and numbers for on-site representatives
- \_\_\_\_\_ Note stating that representative will have on hand at all times: (1) approved permit and plans (2) Traffic Control Plan
- \_\_\_\_\_ Note stating that all disturbed areas shall be resodded or seeded as directed by the County Engineer’s Office
- \_\_\_\_\_ Note insuring that all permitted work will meet or exceed the specification set forth by the ALDOT Utility Manual and Standard Specification for Highway Construction, current addition.
- \_\_\_\_\_ As Built Plans shall be required for major upgrade projects and shall be submitted to the County Engineer’s Office within three weeks after project has been accepted for approval.
- \_\_\_\_\_ A final stand of grass shall be present before the County will accept any project.

Notes: (1) Please check all items that apply, if item is not applicable to permit write NA on line provided.  
 (2) This list may not be all-inclusive; The County Engineer’s Office reserves the right to request additional information that may be needed for a particular project.

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
BY

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DATE