

City of Valdosta

Driveway Right of Way Work Permit Request

Revision 12/5/2025

(Permit is valid for 6 months from date of ROW Number issuance.)

Construction Company: _____
Owner Requesting: _____
Requester's Name: _____ Phone: _____
Email Address: _____ Mobile: _____

- All new driveway work and all reconstructed driveway work within the public street right-of-way must be approved by the Engineering Department. Work done on ROW without a permit number is subject to being shut down until a Permit is obtained.
- If driveway work is associated with a Building Permit, note that this permit does not replace the Building Permit.
- Driveways being constructed in the Historical District require authorization from the Zoning Department prior to submittal to the Engineering Department.
- All road and lane closures and lane shifts on major roads must be approved 24-48 hours in advance.
- All pavement cuts must be repaired within 5 working days. Failure to comply can result in denial of future ROW Permit Requests until repairs are made.
- Once a ROW Work Permit has been approved, the applicant/contractor must contact the Engineering Department 48 hours prior to beginning any work within the public right-of-way at 229-259-3530. After the driveway has been formed, applicant/contractor must contact the Engineering Department again at least twenty-four (24) hours in advance of concrete delivery and pour for an inspection.

Dimensions and materials requirements, and a sample sketch are included on the attached sheets.

Address/Location of Driveway: _____

Provide complete description of work. (Attach additional information and drawings to this form)

If needed, provide a drawing of the work to be accomplished as well as a traffic plan if applicable.

Forward all documentation to the Engineering Department either:

- a) by email to Lauren Hurley - Engineering Project Manager, at lhurley@valdostacity.com and copy to Chandra McAllister – Administrative Coordinator at cmcallister@valdostacity.com OR
- b) by delivery to Eng.office on the 2nd floor of the City Hall Annex Building, 300 N Lee Street.

Documents will be reviewed prior to issuing a ROW Work Permit number, and the ROW numbers will be returned via email or at time of presentation of permit.

For City Use Only

Approved by _____ Date _____

ROW # Assigned:

Date:

Inspector Assigned:

New House Construction () Driveway Construction Detail Received () Driveway Repair ()

Example of driveway sketch

