



Ordinance No 2008-46 | Right of Way Work Permit Request

Company Name: _____
Requester's Name: _____ Phone: _____
Email Address: _____ Mobile: _____
Contractor: _____ Mobile: _____

Address/Location & Name of Project: _____

For City Use Only: Is this a City of Valdosta Related Project: YES NO

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

THIS PERMIT IS GOOD FOR SIX MONTHS FROM DATE OF ROW NUMBER ISSUANCE

If work is not completed during the six months, you must apply for a new ROW permit.

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

Bring all documentation to the Engineering Department located on the second floor of the City Hall Annex Building or by email to Lauren Hurley at lhurley@valdostacity.com, and please copy Sherri Milligan at smilligan@valdostacity.com. A complete review of the project will be done by Mrs Hurley and engineering staff prior to issuing a ROW Work Permit number. Once a ROW Work Permit has been approved, the applicant / contractor must contact the Engineering Department 48 hours prior to beginning work at 229-259-3530. Work done on ROW without a permit number will be subject to being shut down until a permit is submitted to Engineering. ***All pavement cuts must be repaired within 5 working days. Failure to comply may result in ROW Permit Requests to be denied until repairs are made.***

ALL road and lane closures as well as lane shifts on major roads must be approved 48 hours in advance.

Permit Request must include a detour map of the area.

All driveway work and construction work within the street right-of-way must be approved by the Engineering Department. Please provide a drawing with all dimensions to the department prior to obtaining a building permit. A ROW Work Permit number will be assigned at the time of approval. This does not take place of a building permit. For driveways, after the driveway has been formed you must contact the Engineering Department 24 hours in advance at 229-259-3530 for an inspection prior to pouring concrete.

Driveways being constructed in the Historical District require authorization from the Zoning Department prior to presenting request to the Engineering Department.

Attachments by City

- ☐ Driveway - Residential
- ☐ Trench Width Pavement Replacement
- ☐ Valve Box Installation

Approved by _____ Date _____