



City of Valdosta 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 as needed)

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 Please copy Chandra McAllister at cmcallister@valdostacity.com. A complete review of the project will be done by Mrs. Hurley prior to issuing a ROW Work Permit number. The city reserves the right to review, approve or deny all permits within a fifteen-day period. ROW numbers will be returned via email or at time of presentation of permit. 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 NEW AND RECONSTRUCTED DRIVEWAYS MUST BE APPROVED BY ENGINEERING

All driveway work must be approved by the Engineering Department. Please provide a drawing with all dimensions to the department prior to getting 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. 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. Drawing of driveway dimensions and location can be done on the back of this form.

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

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Approved by _____ Date _____