



Encroachment Permit Application
City of Hinesville
Department of Inspections
 115 East M.L. King Jr. Dr.
 Hinesville, GA 31313
 (912) 876-4147 ◊ (912) 876-4770
www.cityofhinesville.org

This Encroachment Permit Application is administered under the authority of Chapter 14, Article I, Sec. 14-6 § (a)(b)(c) of the City of Hinesville Code. As the applicant, you must complete this form and provide all of the requested information. Incomplete applications cannot be accepted and will be returned. Contractor must be licensed under the Georgia Professional Licensing Board of Utility Contractors.

Please attach three (3) complete sets of construction drawings, with all easements shown. The drawing must show the dimensions of the work, i.e. depth and how it applies to the property line and / or edge of any existing pavement or concrete.

Applicant:	
Mailing Address:	
Phone:	Fax:
Contractor:	License No.
Company Name:	
Mailing Address:	
Phone:	Fax:

Work Location(s):

<input type="checkbox"/> Permit Fee [Per City of Hinesville Fee Schedule: Inspections Dept. Sec. 2 (A)]		\$
<input type="checkbox"/> Utility Excavation	_____ L.D. (\$75 Min. or \$0.10 / LF)	\$
<input type="checkbox"/> Direct Burial	_____ L.D. (\$75 Min. or \$0.05 / LF)	\$
<input type="checkbox"/> Street Bore	_____ \$50 each	\$
<input type="checkbox"/> Street Cut	_____ \$250 each	\$
<input type="checkbox"/> Driveway Connections	_____ \$50 each	\$
<input type="checkbox"/> Concrete Curb, Gutter, Pads & Sidewalks	_____ Sq. Ft. (\$75 Min. or \$0.05 / LF)	\$
<input type="checkbox"/> Culvert Placement (_____ inch minimum)	_____ \$50 each	\$
<input type="checkbox"/> Other (Specify)		\$
<input type="checkbox"/> Work started without a permit (Fees double per City of Hinesville Fee Schedule)		\$
	TOTAL	\$

By signing this permit all parties agree to the terms and Conditions as set forth, including any Special Conditions.

Approved By: _____ Liberty Consolidated Planning Commission (LCPC)	Permit Issue Date:	Permit expires 90 days from this date.
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Entity Responsible for Inspection(s): Liberty Consolidated Planning Commission (LCPC)	Signature:
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Encroachment Permit Terms and Conditions:

The issuance of this permit does not alleviate the Permittee from complying with any other aspect of County, State or Federal Regulations.

1. **Notification Prior to Start of Work:** Permittee shall notify the Engineering Construction Inspector daily of all work activities, 912-408-2030. If not available please leave voice message with permit number, date and time of work. Notification shall be given before 8:00 a.m. for work to be performed that same day.
2. **Call Before You Dig:** Permittee shall verify the location of, and protect all nearby utilities and underground infrastructure. Permittee shall be responsible for repair of damaged utilities or other infrastructure. Call Before You Dig 1-800-282-7411 three (3) working days (72-hour) advance notice is required.
3. **Work Near Traffic Signals:** Permittee shall contact the City of Hinesville Public Safety a minimum of two (2) working days prior to any construction near a traffic control system, i.e., signals, flashing warning devices, information boards, and street lamps, 912-368-8211. Underground locates will be performed Monday through Friday, 7:00 am to 3:30 pm.
4. **Expiration of Permit:** Permit is valid for 90 days from date of approval. If the expiration date falls on a weekend or City observed holiday, the date of expiration will be at 5:00 p.m. the next business day. In order to continue to work on an expired permit, a new permit with new fees must be obtained.
5. **Copy of Permit at Work Location:** A copy of the encroachment permit and approved plans shall be at the construction site at all times.
6. **Work Specifications:** All work shall be performed in conformance with the City of Hinesville Design Criteria and Improvement Standards, the Standard Specifications for Public Works Construction (Orange Book), and the 2012 International Building Code section and appendix on Excavating and Grading.
7. **Compliance with MUTCD:** Permittee shall comply fully with the provisions of the Manual of Uniform Traffic Control Devices (MUTCD). The Engineering Construction Inspector shall approve variances from this manual and discretionary portions of the manual. All flaggers shall have a valid ATSSA (American Traffic Safety Services Association) certification as accepted in the State of Georgia.
8. **Road Closures:** This permit does not allow for the closure of any road. Traffic shall be permitted to pass through work zones at all times. In the event a road must be closed, Permittee shall contact the City of Hinesville Police Department (912-368-8211) for approval.
9. **Private Driveway Crossings:** Permittee shall coordinate driveway crossings and repairs with the property owner(s). No driveway crossing(s) shall be made without 48-hour advance notice to the affected property owner(s), residents or tenants. Access to private properties shall be maintained at all times.
10. **Excavation Within Right-of-Way:** All trenches and other excavations shall be closed or steel-plated by end of same workday.
11. **Removal of Spoils:** All spoils shall be removed from the work area within ten (10) working days.
12. **Location for Placement of Utilities:** All utilities, depth included, shall be installed in conformance with the City of Hinesville's Improvement Standards. Minimum cover is required in all circumstances, including utility crossings of roadside ditches.
13. **Roadway Crossings:** All utility crossings shall be jacked or bored under the roadway. Road cuts are not permitted on any road. In the event a jack or bore cannot be completed due to rocky soil or other unforeseen conditions, the Engineering Construction Inspector may approve the road to be cut using a rock saw.
14. **Roadway Repairs:** In the event a road cut is approved, all repairs shall be performed in conformance with the City of Hinesville Improvement Standards. Road cuts shall be temporarily repaired with cold-mix asphalt by end of same workday. Permanent repairs using hot-mix asphalt shall be completed within ten (10) working days. Roadways constructed of recycled asphalt material shall be repaired within ten (10) working days with hot-mix asphalt.
15. **Compaction Requirements:** Permittee shall obtain minimum 95% relative compaction on all roadside shoulders, and 100% relative compaction on all roadway sections. Permittee shall provide compaction tests in conformance with the Standard Specifications for Public Works Construction (Orange Book). All sampling and testing shall be performed by an independent testing laboratory accredited by AASHTO or other ASTM recognized accrediting organization in the applicable test method. Individuals who perform acceptance or field testing shall have the appropriate qualification from the Georgia Alliance for Quality Transportation Construction (GAQTC).
16. **Damage to Property:** Permittee shall repair, at their own expense, and to the property owner's satisfaction, all damage to improvements on public or private property. This includes, but is not limited to, the repair or replacement of asphalt surfaces, driveway culverts, street striping and markings, traffic signs and guide markers, and landscaping and irrigation systems.
17. **Final Inspection:** Permittee shall call the Engineering Construction Inspector for a final inspection prior to expiration of the permit, 912-408-2030. The inspector shall be given a minimum of two (2) days advance notice. The inspector will submit a list of deficiencies to the Permittee for correction.
18. **Notice of Completion:** After correction of all deficiencies, and after acceptance of the improvements, the City will issue a Notice of Completion on the project.
19. **Warranty:** Permittee shall warrant the work for one (1) year from the date of Notice of Completion. Permittee shall repair, at their own expense, all failures that may occur during this period. Failure to request a final inspection and failure to obtain a Notice of Completion may delay issuance of any new permits.

Special Terms and Conditions:

- No Special Terms and Conditions have been added to this Permit.
- Special Terms and Conditions have been added to this Permit.



**ENCROACHMENT PERMIT
SPECIAL TERMS & CONDITIONS**

The following special terms and conditions are applicable to Permit # _____ and are described & or outlined below:

Contractor: _____

Company Name: _____

Project Work Location(s): _____

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