



Right-of-Way Encroachment Permit
Building & Planning Department
 P. O. Box 247
 186 Hwy 441 Bypass, Baldwin, GA 30511

All right-of-way work must be coordinated with Baldwin Public Works PRIOR to any work, regardless of when a permit is issued. If work does not begin within six months of the date of issuance, the permit will automatically expire. Please refer to Ordinance [#2024-04141](#) for all submission requirements.

Permittee/Applicant Information		Contractor Information	
Applicant Name:		Contractor Name:	
Business Name:		Business Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:		Phone:	
Contact Person:		Contact Person:	
Contact Person's Phone:		Contact Person's Phone:	
Email Address:		Email Address:	
Fax:		Fax:	
24-Hour Contact Information			
Contact Name:		Title:	
Cell Phone:		Email Address:	
Site/Work Right-of-Way Location			
Type of Permit (check all that apply)			
<input type="checkbox"/> Shoulder Construction <input type="checkbox"/> Lane/Road Closure <input type="checkbox"/> Utility Installation <input type="checkbox"/> Private Drive Cut	<input type="checkbox"/> Street Cut <input type="checkbox"/> Private Drive Bore <input type="checkbox"/> Street Bore <input type="checkbox"/> Drive Construction	<input type="checkbox"/> Other (please specify) _____ _____ _____ _____	
Describe Scope of Work (size, type, length, etc.) _____			

TOTAL LENGTH OF AREA IN SCOPE OF WORK: _____ LINEAR FEET			
Project Start/Completion Dates and Estimated Project Cost			
*Project Start Date: _____ *End Date: _____ Est. Project Cost: \$ _____			
*These dates serve as the permit commencement and expiration date upon approval of application.			
Special Provisions			

Applicant Certification

Applicant agrees to comply with and be bound by the requirements of City of Baldwin Ordinance #2024-04141, made a part hereof and attached for reference, and the Georgia Department of Transportation's "Utility Accommodations Policy and Standards" manual, made a part hereof by reference, and all general provisions and special provisions attached hereto, during the installation, operation and maintenance of said facilities within the public right-of-way, public roadway, City easement, or any other City property. Applicant will notify the Public Works Director prior to any and all work and upon completion of all work and restoration of right-of-way.

Applicant agrees to indemnify and hold harmless the City of Baldwin and all officers, employees, or agents of the City of Baldwin against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury to, or the death of any persons, or from the loss of or damage to, property of any kind or nature, when such injury, death, loss, or damage arises out of the construction operation, maintenance, repair, removal, or relocation of the facilities covered by the permit.

This permit is requested this _____ day of _____, 20____.

Signature

Witness Signature

Printed Name

Title / Position

***** TO BE COMPLETED BY THE PLANNING AND DEVELOPMENT STAFF *****

Permission is granted for the above-described encroachment in accordance with the plans/drawings attached hereto and made a part thereof. No work other than that specifically described above is hereby authorized by this permit. The City of Baldwin reserves the right to issue a written notice of default in accordance with Ord. #2024-04141, Section 17(b).

Application Accepted By: _____ Date: _____

Application Reviewed By: _____ Date: _____

Permit is hereby:

- APPROVED; this _____ day of _____, 20____ by _____.
- DENIED; Reason for Denial: _____

Inspection Completed by: _____ Date: _____

- INSPECTION PASSED
- INSPECTION FAILED (specify) _____

RE-INSPECTION COMPLETED BY: _____ Date: _____

- PASSED
- FAILED (specify) _____