

ADD CONSULTANT LETTERHEAD

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P.I. # _____ / County _____

Project Description: _____

**Ref: OCGA 32-6-170 &171 - Request for Project Information
1st Submission – Existing Utility Facilities**

Ladies and Gentlemen:

Electronic files of the preliminary plans for the above referenced project have been placed on the GDOT’s Secure File Transfer Protocol (SFTP) site for your use. Please contact the TIA Utility Engineer if you do not have access to the SFTP site. Hard copy plans will be provided when requested within **5 days** of the date of this correspondence. Once the plans have been downloaded from the SFTP or received through the mail, the TIA Office requests acknowledgment of receipt of these plans (in writing) within 5 days via email or letter to the address shown on Page 2.

It is requested that you provide the Department with a complete package of all applicable items listed below. Please follow the “**Plans Transfer Procedures for Utility Submissions**” which can be found via:

<http://www.dot.ga.gov/PartnerSmart/utilities/Documents/EPT/PlanTransfer-ProceduresForUtilitySubmissions.pdf>

- **Mark existing facilities**
 - Include size, type of pipe, type of joints, type of conduit or duct, and pair/gauge accordingly
 - Show the typical depth or design depth, if known, of any underground facilities (ensure that they are shown accurately in both the earthwork cross-sections and drainage cross-sections if available)
 - Show the overhead clearance of any aerial facilities as applicable
 - Include the size of poles, cables, conductors and voltage of aerial facilities
 - Show the distance of your facility from the edge of pavement

- **Mark any existing utility easement(s)** you have within the project limits
 - Describe the existing easement(s)
 - Inform in writing if you desire the Department to acquire the (replacement) easement(s)

- **Submit any applicable bridge space requirements** for your facilities to this Office in writing
 - Indicate the size, weight, and location of the proposed facilities
 - Fully detail the method of attachment to the bridge

- **Submit a letter or email confirming “No Facilities” within the project limits** as outlined in the [Utility Accommodation Policy and Standards Manual](#), current edition

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Please return the complete package no later than **60 days** from the date of this letter in either electronic form or to the following address:

_____ (Consultant Address)

_____, GA _____

Attn: _____

Email: _____

If you have any questions or need additional information concerning this project, please contact:

_____ at _____.

Sincerely,

Program Manager

cc:

_____ TIA Project Manager (via: e-mail)

_____ TIA Utility Engineer (via: e-mail)

_____ Project Manager (via: e-mail)

DISTRIBUTION: _____

Note: If the Utility fails to submit the above information by the due date, then the Utility may be subject to all costs associated with the removal, relocation, and adjustment of their facilities, including liability to the contractor for delay costs per Department procedures required by the Official Code of Georgia Annotated (OCGA) 32-6-170 & 171 under Senate Bill 19.