

**INSTRUCTIONS FOR APPLYING FOR
RIGHT OF WAY ENCROACHMENT PERMIT**

**CITY OF HOSCHTON, GA
PLANNING AND DEVELOPMENT
61 City Square, Hoschton, GA 30548
706-654-3034**

SUMMARY OF REQUIREMENTS AND INSTRUCTIONS

Per Sec. 313 of the City of Hoschton subdivision and land development ordinance, as well as other sections of the Hoschton City Code of Ordinances, a permit is required for work in a city right of way. This includes but is not limited to the installation of utilities and driveways. The process is administrative and requires approval of the Zoning Administrator (for compliance with driveway regulations only) and the city's Public Works Director (all work).

A separate right of way encroachment permit is NOT required if work is authorized as part of a development permit or building permit. For instance, if a building permit application shows the location of a driveway, location of water meter, sanitary sewer connection, electrical connection, etc., and such development or building permit is approved by the city, a separate right of way encroachment permit is not required.

Submit three (3) sets of plans showing work proposed along with the completed application form to the city at the above address. For more information about plan specifications/requirements, contact the public works director. One (1) set of plans will be returned if approved.

General permit conditions and requirements: Any land disturbed during construction must be restored immediately following construction. All land disturbance must follow Best Management Practices for soil erosion and sedimentation. Silt and sediment shall not be allowed to leave the construction site.

If work is proposed in the right of way of a state highway, such work must be reviewed, approved, and permitted by the Georgia Department of Transportation, Gainesville district office. Consult the Georgia DOT's *Regulations for Driveways and Encroachment Control*, as most recently revised, for instructions and requirements. Apply directly to the Department of Transportation for work within a state right of way; city approval is not required.

A fee for a right of way encroachment permit is required. The minimum fee is \$50.00, and the city may assess a higher charge for review of detailed or extensive encroachment proposals.

