

## SUBMISSION GUIDELINES/CHECKLIST FOR RIGHT-OF-WAY PERMIT PLANS

1. Three (3) sets of project plans (printed) or one digital copy of the plan(s) shall be submitted with the permit applications. Conceptual Plans (sketches) may be submitted, as appropriate, but shall have sufficient information needed to support potential permitting, as required. Generally, all plans shall be 8-1/2"x11", 8-1/2"x14" or 11"x17" folded to 8'1/2"x11". Larger plans may be accepted if it is impossible to show the required information on smaller plans.
2. Project plans shall be legible and meet typical industry standards. In addition, a font shall be used so that when printed on 8-1/2"x11", 8-1/2"x14" or 11"x17" paper the letters are at least 1/16" high and legible.
3. Project plans shall have a Title Block minimally indicating Title of Job, Applicant, Owner, Manager and/or Designer Information.
4. Project plans shall include applicable City of New Franklin's standard details.
5. Project plans shall show or include the following information:

<ul style="list-style-type: none"> <li>• Plan view of all work areas.</li> <li>• Legend clearly explaining symbols used on drawing.</li> <li>• Location /vicinity map with North arrow.</li> <li>• Locations and widths of deeded, dedicated or maintained rights-of-way.</li> <li>• Locations, names and widths of all affected roadways and intersections.</li> <li>• Environmental Assessment, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Types of all roadways (paved/unpaved).</li> <li>• Distance from/to nearest intersections (all directions as applicable).</li> <li>• Locations of all affected roadways in relation to rights-of-way.</li> <li>• Locations of all driveways and drainage structures affected by the proposed construction.</li> <li>• Locations and proposed management of all trees which may require trimming, removal, relocation or which may affect location of facilities.</li> <li>• Clear Zone information; show detail for above ground facilities and equipment and cite information to determine the clear zone compliance (speed limit, urban or rural section, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Locations of proposal facilities and equipment in right-of-way.</li> <li>• Locations of all existing facilities and equipment in right-of-way.</li> <li>• Locations of facilities to be abandoned or removed.</li> <li>• Locations of anticipated facility conflicts if none state "No Anticipated Conflict with other Facilities".</li> <li>• Locations of other physical features such as bridges, railroad crossing, sidewalk, etc.</li> <li>• Informative notes as may be required.</li> </ul>
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6. For underground installation, in addition to items 1 through 5 above, plans shall clearly indicate or include:

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| <ul style="list-style-type: none"><li>• Specify the method to use for crossing roadways (conventional jack and bore, directional bore, missile, pavement cut, etc.)</li></ul> | <ul style="list-style-type: none"><li>• Typical section with proposed facility; burial depth under roadway and/or right-of-way. Locations of utility lines shall be reference to ROW or centerline of ROW as appropriate. If under proposed construction provide depth under existing and proposed finish grade.</li></ul> | <ul style="list-style-type: none"><li>• Length, diameter and type of pipe and sleeves (all coats associated with the installation of sleeves shall be borne solely by the permit holder).</li></ul> |
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7. For aerial and above ground installations, in addition to items 1 through 5 above, plans shall clearly indicate or include:

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| <ul style="list-style-type: none"><li>• A description of proposed facilities and equipment, such as 220 volt service, transformer, coaxial cable, terminal box, 24 pair cable, etc.</li></ul> | <ul style="list-style-type: none"><li>• Typical section with overhead footage of facilities such as those above centerline grade, sidewalks, driveways, and right-of-ways. Note: All aerial facilities shall be a minimum height of 18 feet above centerline grade of roadway. If extenuating circumstances exist, communication and cable TV lines shall have 16 foot minimum vertical clearance.</li></ul> |
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