Local Government Services and Resources Manual

Georgia Department of Transportation

Georgia Mayors and County Commissioners:

Several Georgia DOT resources, programs and specifications exist that may affect your transportation decisions at the local government level. This brochure was developed with you in mind, and our goal is to make it easier for you to find the information and services you need and the Georgia DOT employees who can assist you.

You may be aware that the Georgia DOT's 4,988 employees statewide are divided into seven districts, each of which is sub-divided into area offices. Please consider the District staff and Area Engineers as your first-line of contacts for information on the Department – they live and work in the communities, municipalities and counties you represent.

We value your partnership and mutual interest in providing a safe, seamless and sustainable transportation system for our fellow Georgians and the travelling public.

Sincerely,

Vance C Smith, Jr.

Vance Smith
Commissioner

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District contact information:

District One - Gainesville
Todd McDuffie
tmcduffie@dot.ga.gov
(770) 532-5526

District Two - Tennille
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tcollins@dot.ga.gov
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District Six - Cartersville
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(770) 986-1001

Resources to Improve Local Roadways and Bridges

Our state's transportation infrastructure – our roads and bridges – are built to provide access and mobility for the traveling public to jobs, schools, health care facilities and recreational venues. Considered assets to the state's continued economic development, Georgia DOT has several programs that provide funding to assist local governments with transportation improvement projects.

Local Maintenance and Improvement Grant (LMIG) Program – County/City Contract

Funding for the LMIG Program comes out of the state motor fuel tax and is set each year by General Assembly during the legislative session. The Department's LMIG Program can provide financial assistance to local governments for various forms of roadway/street and drainage improvements. This is a joint partnership between the Department and the local government with each funding a portion of the project cost. The local government is responsible for preliminary engineering, utilities and right of way activities.

Typical projects include intersections, dirt roads, turn lanes, sidewalk, bridges, rehabilitation/patching, resurfacing, widening and striping. Funding can also be requested for roadway improvements associated with economic development projects within a community.

The LMIG Program replaces the Local Assistance Road Program (LARP) and State Aid Program. Local governments can accomplish road and bridge improvements through the County/City contract process. GDOT will continue to let to contract LMIG resurfacing projects only, similar to LARP.

Projects can be submitted from July 1st through April 30th of each year; however, all GDOT let LMIG resurfacing projects will have to be submitted by July 31st of each year.

Further information on the LMIG Program can be found at:

http://www.dot.ga.gov/localgovernment/FundingPrograms/LMIG/Pages/default.aspx

Contact: Local Grants Administrator…404-347-0240

State Law Compliance

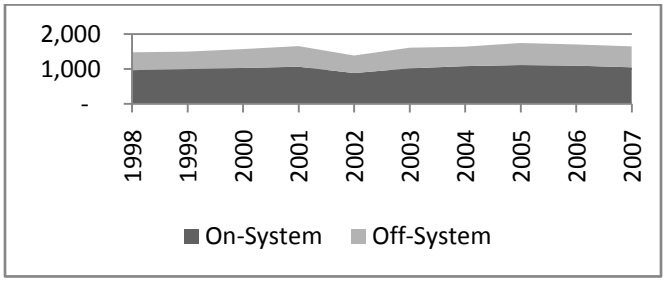
All 159 counties and incorporated cities are eligible to submit requests for the LMIG Program; however, the Department can only fund applications for local governments that meet the following qualifications:

- Has a verified Service Delivery Strategy on file with DCA. Georgia DOT will not issue utility permits or grants to any local government not in compliance with the Service Delivery Strategy.
- Submission of a project consistent with the Service Delivery arrangements detailed in its verified Service Delivery Strategy on file with DCA.
- Compliance with state reporting audit requirements of the Local Government Audit Act.

CONTACT: Georgia Department of Community Affairs and the Georgia Department of Audits and Accounts

Federal Off-System Safety Program

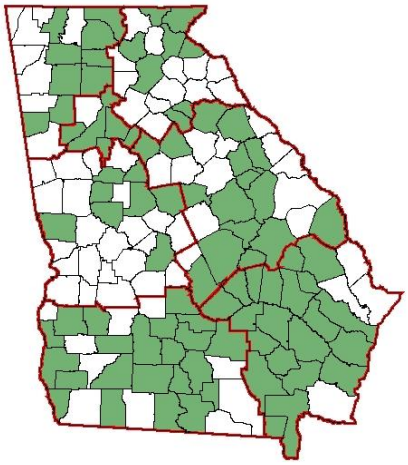
Funding is available for addressing safety concerns on the local road system. Off-System routes (county roads and city streets) account for 85% of the state's total roadway miles, and 37% of the vehicle miles traveled. Approximately 35%-45% of traffic fatalities occur on off-system routes. Georgia DOT invests funds from its Highway Safety Improvement Program in safety enhancements on local roads and streets as well as state routes in order to meet our strategic goal of reducing traffic fatalities statewide.



On-System vs. Off-System Fatalities

- Program eligibility criteria are developed with input from FHWA, Georgia DOT Senior Management and District Engineers.
- Each District (except District 5)has an Off-System Coordinator, who is tasked with providing:
    - Technical assistance
    - Traffic engineering expertise
    - Assistance with project identification
    - Project cost estimates
- Agreements are prepared and entered into between Georgia DOT and local governments.
- Local governments are responsible for letting, awarding and inspecting their own projects.
- Annual GDOT participation is subject to the availability of funding.
- Georgia DOT conducts spot inspections of projects once work has begun.

- Since the program's inception in 2005, 120 of Georgia's 159 counties have received Off-System safety dollars.



- Eligible Off-System Safety contract Items include:
    - Raised Pavement Markers – Centerline
    - Rumble Strips
    - Pavement Markings
    - Signage
    - Chevrons
    - Vegetation Removal
    - Guardrail – excluding routine upgrades
    - Guardrail delineation
    - Traffic Signals if Crash Warrant is met and adequate turn lanes exist

Note: *Local governments must own all right of way required for construction of these projects. The federal process must be followed if acquisition is required and funding must be provided by the local government. Federal funds cannot be used for Off-System Right-of-Way acquisition.*

CONTACT: District Traffic Engineer

The Aviation Program

This program provides state and federal funding assistance to local governments for planning and construction of airport improvements, and technical assistance for other aviation-related issues. The Aviation Program's mission is to assure a safe, adequate, and well maintained statewide system of airports and to foster economic development. In addition, the program:

- Inspects and licenses 95 open-to-the-public airports.
    - All airports in Georgia that are open to the public must be licensed by the state and meet the minimum geometric and facility requirements found in the Rules and Regulations for Licensing of Certain Open-to-The-Public Airports.
    - Airports are inspected biannually for Georgia licensing requirements and for the Federal Aviation Administration's Airport Safety Data Program.
- Updates and maintains a statewide Airfield Pavement Management Study which evaluates the pavement at 94 general aviation and eight air carrier airports in the state.
- Provides financial assistance for airport safety improvements, capital improvements, maintenance, navigational aids and planning. Applications for State and Federal Airport Aid Program funding are due each year no later than December 31st for consideration for the next fiscal year program.
    - The state funded Airport Aid Program provides assistance to communities to accomplish capital improvement, airfield maintenance, and approach aid projects.
        - This program requires at least a 25% local match for state funds and a 2.5% match for federal.
    - Capital improvement projects include new, extension or widening of a runway, taxiway or aircraft parking apron.
    - Maintenance projects include resurfacing or reconstruction of runways, taxiways, and aprons, repair of lighting systems and approach aids, and sealing of joints and cracks on airfield pavements.
    - Approach aid projects include the purchase and installation of glide slopes, localizers, and automated weather reporting equipment.
- Conducts biannual airport inspections for Georgia Airport Licensing requirements, and the Federal Aviation Administration's (FAA) Airport Safety Data Program for 95 public use airports in Georgia. State law requires that all public use airports have a Georgia Airport License.
- Assures a safe, adequate, and well maintained system of airports
- Promotes and encourages the use of aviation facilities
- Guide airport development
- Promote viable scheduled air service
- Administers the federal Airport Improvement Program (AIP) for general aviation airports under the FAA's State Block Grant program.

Georgia Aviation Stats At a Glance

480 Total Landing Areas
104 Publicly Owned Public Use Airports
9 Commercial Service Airports
95 General Aviation Public Use Airports
2 Privately Owned Public Use Airports
245 Private Use Airports
118 Private Use Heliports
4 Private Use STOLports

1 Private Use GLIDERport
1 Private Use ULTRALIGHTport

8,805 Registered Aircraft
19,629 Registered Airmen

Additional program information available at http://georgia-aviation.dot.ga.gov

CONTACT: Aviation Program Manager … 404-505-4869

The Transit Program

Through the Federal Transit Administration's (FTA) transit program, the Georgia Department of Transportation (GDOT) assists in the acquisition of federal and state funds for the implementation, improvement and expansion of public transportation services in urban and rural areas of Georgia. The mission of the GDOT Transit Unit is to "preserve and enhance public transportation facilities and equipment in urban and rural areas of Georgia." This mission seeks to build upon the federal transit program and allows the Transit Unit to serve Georgia citizens. GDOT provides transit capital and operating assistance to the 15 urban and 114 rural public transportation programs in the state. We also provide transit planning assistance to all 15 Metropolitan Planning Organizations (MPO) in Georgia. The various transit programs administered through the Georgia DOT include:

- Metropolitan Transportation Planning Program (Section 5303/5304)
    - Provides funds for a cooperative, continuous and comprehensive planning program;
    - Assists in the development of transportation improvement programs, long-range transportation plans, and other technical studies;
    - Apportionments are made to the States for formula distribution to the Metropolitan Planning Organizations to be used in urbanized areas within each state;
    - Provides state DOTs with statewide transportation planning and other technical assistance.

- Urbanized Area Formula Program (Section 5307)
    - Provides transit capital, planning and operating assistance to areas under 200,000 population under the Governor's Apportionment program;
    - For Urbanized Areas with populations 200,000 or greater, they receive funds directly from FTA. Areas with populations of 50,000 - 200,000 receive FTA funds through the Georgia DOT.
    - Eligible projects include engineering, design and evaluation of transit projects, planning, capital investments in bus and bus related capital needs, preventive maintenance and security and crime prevention equipment.
    - Funds are apportioned based on population, population density and combination of operating performances.

- Bus and Bus Facilities (Section 5309)

- Earmarked funds that provide for bus and bus related capital facilities and equipment;
- Eligible funds may be used for transfer facilities, maintenance and administrative facilities, fleet expansion or rehabilitation, preventive maintenance and passenger amenities;
- Funds are earmarked annually by Congress.

- Rural and Small Urban Areas (Section 5311, Section 5311(f))
  - These funds are allocated to state DOTs to provide public transportation programs in rural areas of under 50,000 population;
  - Offers local areas an opportunity to provide transit services to improve access to business, medical, educational, commercial and activity centers;
  - Eligible funds can be used for capital assistance, operating assistance, planning, and program administration;
  - Supports the connection between non-urbanized areas and the large regional or national system of intercity bus service;
  - Intercity bus program is limited exclusively to private, for-profit operators;
  - Funds are allocated annually based on non urban population of the state.

- Rural Transit Assistance Program (RTAP) (Section 5311(b)(3))
  - Provides funds to state DOTs to assist in the design and implementation of training and technical assistance and design for the rural public transportation programs;
  - Funds can be used for the creation of information materials to assist with the administration of the rural systems;
  - Funds are allocated annually based on an FTA administrative formula including a base and an additional amount calculated on the nonurbanized population of each state.

- Job Access and Reverse Commute Program (JARC) (Section 5316)
  - Provides funds to local governments, nonprofit organizations, and designated recipients of Federal transit funding to develop transportation services that connect people to employment and support services, including funding for reverse commute bus, train, carpool or service from urban areas to suburban work places as well as employment support services such as childcare and job training activities;
  - Funds can be used of capital or operating assistance programs;
  - These funds are formula allocated based on the number of low-income persons residing in the state.

- New Freedom Program (Section 5317)
  - Provides funding to support new public transportation services and alternatives beyond what is required by the Americans with Disabilities Act (ADA);
  - Funds can be used to support capital and operating projects;
  - Funds are formula allocated based on population of persons with disabilities.

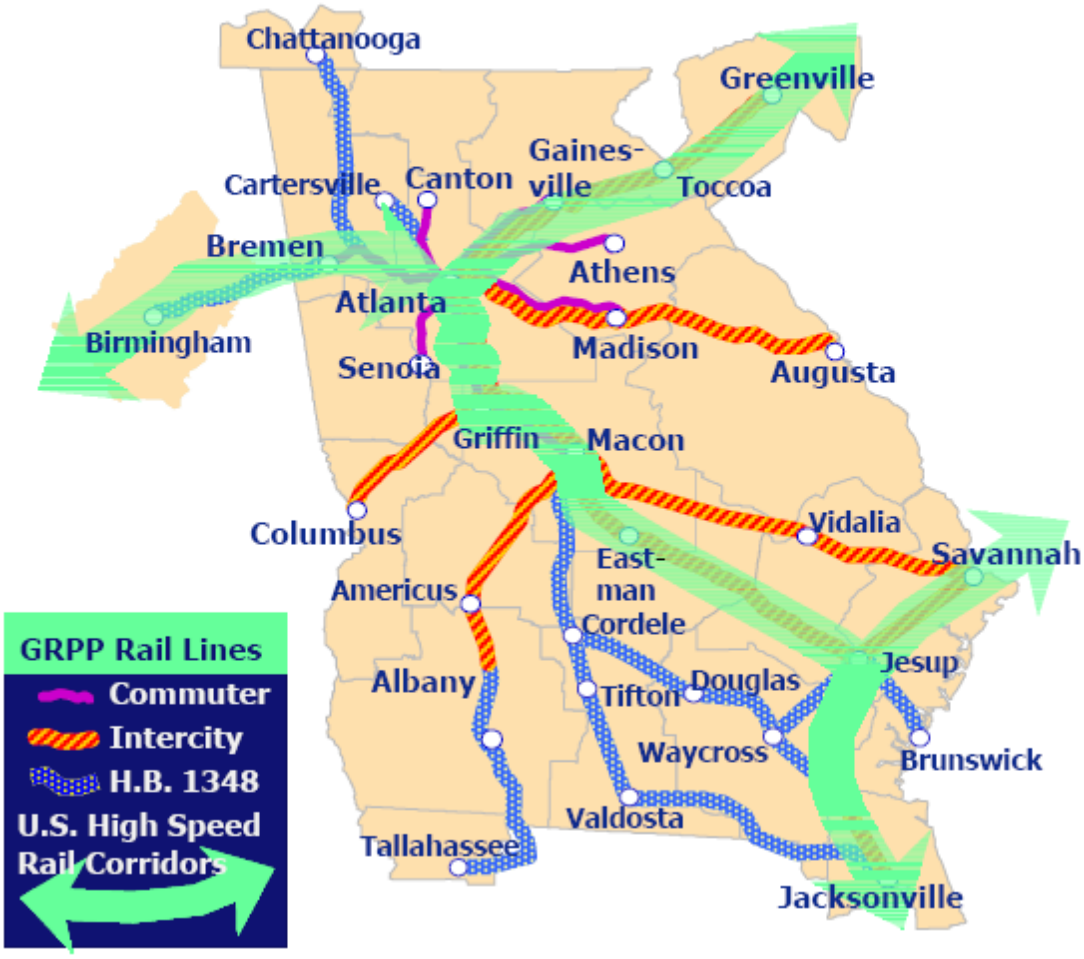
CONTACT: Transit Program Manager… (404) 631-1237

The Rail Program

The Rail Program assists communities in the preservation and enhancement of rail lines for development and expansion of freight rail and passenger rail service to their communities.

- Freight Rail
    - GDOT owns approximately 540 miles of railroad property. The vast majority of this property is leased to Class III Railroads (aka shortline railroads) for freight operations. There are currently six shortline railroad companies that lease our lines; Georgia & Florida Railway, Georgia Southwestern Railroad, Georgia Northeastern Railroad, Ogeechee Railroad, Heart of Georgia Railroad and the Chattooga & Chickamauga Railway.
    - Current services and responsibilities related to freight rail include:
        - Maintaining and monitoring a current inventory of railroad right-of-way maps (Val maps)
        - Maintaining and monitoring rail traffic (origin and destination of car loads) on leased lines
        - Managing, maintaining and improving rail properties
        - Acquisition of rail property (via purchase or in receipt of donated property) design
        - Preparing and managing lease agreements of Department owned railroad property
- Passenger Rail
    - This program involves two distinct kinds of rail transportation:
        - Commuter trains, which will serve inbound commuters to work in the Atlanta area in the mornings and then home in the evenings; and
        - Intercity trains, which will connect communities throughout Georgia and the Southeast. Intercity Passenger Rail Service in Georgia is provided by the National Railroad Passenger Corporation, known commonly as “AMTRAK.”

Georgia Rail Passenger Program Map



- Commuter Rail
  - Georgia Rail Passenger Program (GRPP) contains seven commuter rail lines, seven lines of intercity rail service as well as the Multi-Modal Passenger Terminal (MMPT).
  - The state's seven commuter lines serve 55 communities.
  - The intercity lines link nine of Georgia's largest cities and towns with the metro Atlanta/Macon area, as well as link two of the largest travel markets in adjoining states.

- Proposed Intercity Passenger Rail Service
  - A two-tiered intercity passenger rail network has been proposed for the state of Georgia. Recommendations for implementation are as follow:

FIRST PRIORITY CORRIDORS

- Atlanta to Macon via Lovejoy and Griffin
- Savannah to Jacksonville via Vidalia
- Macon to Savannah via Vidalia or via Jesup
- Macon to Albany via Americus

SECOND PRIORITY CORRIDORS

- Atlanta to Augusta via Madison
- Atlanta to Columbus via Griffin
- Atlanta to Greenville via Gainesville and Toccoa

- Proposed High-Speed Passenger Rail Service
    - Studies are continuing on developing High-Speed Passenger Rail Service on two corridors:
        - Macon to Atlanta to Greenville, SC to Charlotte, NC
        - Atlanta to Chattanooga

CONTACT: Rail Program Coordinator…404-347-0573

Landscape and Enhancement Programs

The Georgia DOT's Landscaping website, http://www.dot.ga.gov/informationcenter/programs/environment/landscapes/Pages/default.aspx, provides links to the various highway beautification and enhancement programs that the Department offers including but not limited to: Landscape guidelines for the right of way, Landscaping grants, the Wildflower Program, and the Adopt-A-Highway Program.

- The GATEway Grant program offers any organization, local government, or state agency the opportunity to apply for an individual grant up to a maximum of $50,000.00 for landscaping that involves the local community, displays the right of way in an attractive fashion, and promotes pride in Georgia.
- Proceeds from the two Wildflower Auto Tags are used to fund Georgia DOT's wildflower program. Visit the Wildflower Program web site for details.
- Georgia's Adopt-A-Highway Program enlists citizen volunteer help to remove litter from state roadsides. The program saves taxpayer dollars, provides recognition for participating groups, brings awareness to the littering problem, and promotes civic responsibility and pride. If you would like to participate, please visit the Adopt A Highway web site.

CONTACT: State Office of Maintenance – Landscape Architecture Unit… 404-631-1397

Federal Programs

Federal Aid for Highways and Bridges

This Federal reimbursable program is primarily for work on the numbered state routes, but some funding is also available for locally-owned roads.

Transportation Enhancements (TE) Program

The TE program was established as a way to enrich the traveling experience of motorists, bicyclists and pedestrians through enhancements to our transportation system. The federally-funded program provides for aesthetic and functional improvements to historical, natural, and scenic areas.

- TE is a Federal reimbursable program which requires local match; sponsors must provide a minimum match of 20%. Further, a project may be granted the full amount requested or only a portion. The maximum amount awarded per TE project is $1 million.
- TE projects must be one of 12 eligible activities and must relate to surface transportation. The types of projects funded by the TE program include multi-use facilities such as walking and biking trails and paths; streetscaping and landscaping projects in cities and towns; historic preservation of transportation-related facilities like railroad depots; and scenic preservation of views and scenic byways.
- TE funds are awarded on a competitive "Call for Projects" process; final determinations are made by the State Transportation Board member serving your congressional district.
- The Sponsor Guidebook for TE projects is available on the GDOT website at www.dot.state.ga.us/dot/plan-prog/planning/projects/te/manual/index.shtml and includes all of the steps that a sponsor must follow to implement a TE project.

CONTACT: TE Program Manager… 404-631-1982

Railroad Crossing Safety Program

The Georgia Department of Transportation's Office of Utilities administers the Federally Funded Railroad Grad Crossing Safety Program by identifying and funding safety enhancement projects at the public highway-rail grade crossings in Georgia. Requirements for this program are documented in 23 CFR 924 and FHWA's Federal Aid Policy Guide dated December 9, 1991.

For more information, go to:
http://www.dot.ga.gov/informationcenter/programs/safety/railroad/pages/default.aspx

Contact: Railroad Crossing Program Manager…404-631-1376

Safe Routes to School (SRTS)

Safe Routes to School (SRTS) is a new program created by the federal transportation bill, SAFETEA-LU. The Program's goal is to increase the number of children in grades K-8 who walk or ride bicycle to school.

- The goals of the SRTS program are:
  1. Promote walking/biking as a safe and more appealing transportation alternative.
  2. Encourage and enable children to safely walk and bicycle to school by improving conditions around the school.
  3. Promote healthy and active lifestyles at an early age.
  4. Implement projects and activities that will address safety concerns, traffic, fuel consumption, and air pollution in the vicinity of schools.

- SRTS Infrastructure funding is awarded through the Department's competitive "Call for Projects" (i.e. crosswalks, sidewalks and other traffic-calming devices).

- Georgia's SRTS Resource Center provides non-infrastructure services through education, enforcement, evaluation, and other non-construction activities statewide at no cost to communities and schools who express interest in Program implementation.

- For more information, please visit www.saferoutesga.org

CONTACT: SRTS Coordinator …404- 635-8033 or srts@dot.ga.gov

Technical Assistance and Training Opportunities

The Local Technical Assistance Program (LTAP)

LTAP, created and funded by the Federal Highway Administration, has provided technical assistance, training, and products to local transportation agencies in Georgia for over 25 years. Its mission is to foster a safe, efficient, and environmentally sound surface transportation system by improving the skills and increasing the knowledge of the local transportation workforce. LTAP provides hands-on methods for moving innovative transportation technologies and practices into the hands of the men and women charged with maintaining Georgia's local roads and bridges. LTAP bridges the gap between federal, state, and local transportation professionals. Georgia's LTAP/T2 stimulates active, progressive, and cost-effective transfer of highway technology and technical assistance to rural and local government through a variety of resources including on-site training, a video library, workshops, newsletters and manuals, much of which are made available at no charge to local government.

Among the training offered by LTAP/T2 are:

- Work Zone Traffic Control
- Road Safety Audits
- Chain Saw Safety
- WECS
- Traffic Engineering
- Bridge Maintenance and Inspection

CONTACT: LTAP Program Administrator… 404-656-5364

Rural Transit Assistance Program (RTAP)

The Rural Transit Assistance Program (RTAP) was initiated in 1986 by FTA of the U.S. DOT. RTAP provides resources, training and technical assistance to rural public and community transportation systems throughout Georgia. The Georgia RTAP Center is administered by the Georgia DOT to:

- To promote the safe and effective operation of public transit systems while efficiently utilizing public and private resources.
- To support the coordination of public, private and human service transit providers within a region.
- To address the training and technical needs of the rural transit community.
    - The Georgia RTAP Center's materials and services are available to rural organizations in Georgia that are eligible to apply for Section 5310 and Section 5311 funds. They are also available to agencies under contract with the Community Transportation Coordinator to provide services in rural areas, or small urban areas with a population of 50,000 or less.
    - Information and technical assistance are available in the areas of driver training, grants management, federal and state regulations, funding, vehicle maintenance, and risk management.
    - The RTAP Program offices house a library with books, videos, pamphlets and training modules available for loan to eligible transit providers.
    - Small urban and rural transportation providers in Georgia can access RTAP funds directly to be reimbursed for individual training needs. These funds can be used for travel and registration fees at training programs, professional development seminars, training conferences, as well as for selected training materials.
    - All Section 5311 operators and rural Section 5310 providers in Georgia are eligible for RTAP scholarships. Eligible operators must complete and return an RTAP scholarship application to GDOT for approval prior to attending a training activity.

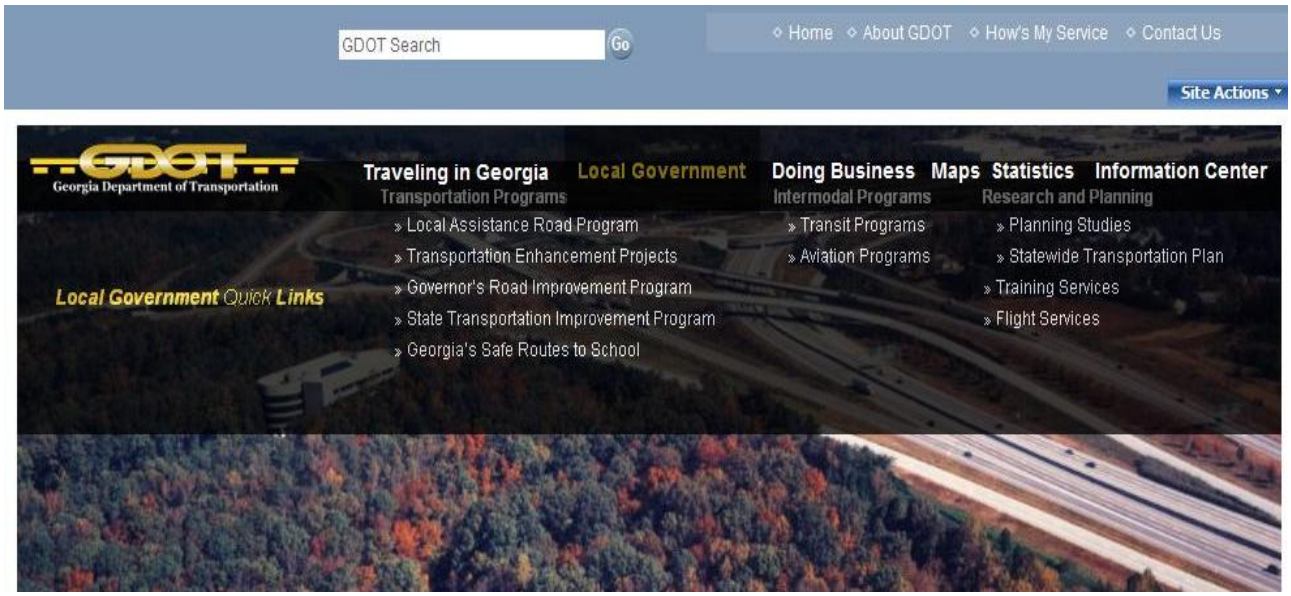
CONTACT: Transit Program Manager… 404-631-1237

Key Information Resources

Georgia DOT's Web site, www.dot.ga.gov

The Department's Web site hosts current information about the Department, its programs, projects and services. An entire section has been devoted to information for our local government constituents in three main categories:

- Transportation Programs (GRIP, LMIG, SRTS, TE)
- Intermodal Programs (transit, aviation)
- Research and Planning Studies



In addition, several online applications have been developed and made available to our constituents for easy access to our program and project information, including:

- **Transportation Explorer (TREX)** is an online web-based application that researches and compiles information on all of the Department's programmed and active projects. Access TREX from the Department's home page at www.dot.ga.gov, and query the application for the information you need based on type of project (safety, bridges, rail, etc.); county where project is proposed or located; and several other indicators. Your results are displayed on an interactive map, as well as in a listing sorted by project status report, plans, attributes, and more.
    - Access the program at http://trex-cluster/trex/viewer.htm

- **Repository for Online Access to Documentation and Standards (R.O.A.D.S.) i**s designed to provide online access to all documentation and standards required for design of roadway projects for Georgia DOT. This page is continually updated to include new documents being produced in the following main categories:

- Design Policies and Guidelines, including Drainage Manual, Bridge & Structures Manual, Pavement Design Manual, Design Policy Manual, Environmental Procedures Manual and others.
- Plan Presentations, including the Electronic Data Guidelines (EDG) and Plan Presentation Guide (PPG).
- Construction Standards and Details.
- Software Specific Files and Documentation - Access to all GDOT standardization and configuration files for Microstation, CAiCE, Haestad, as well as in-house developed software.
- Design Related Links and Resources, including updates on the GDOT InRoads Implementation and MicroStation V8 XM Migration Project, Electronic Plans Processes, and Earthwork Training materials.
- Access ROADS at http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/Pages/default.aspx.

Map Products

- **The Official Highway and Transportation Map** showcases Georgia's network of interstates, state roadways and popular destinations. Local governments can request up to 150 free copies online at http://www.dot.ga.gov/maps/Pages/Order.aspx .

- **Official County Maps** are available for all 159 counties. The County Map depicts the state and county road network and contains the official mileage as of the map publication. These maps are also available free of charge to local governments and can be ordered online at http://www.dot.ga.gov/maps/Pages/Order.aspx.

- Highway System Status Map Series shows the current federal-aid highway road classifications for all of the State's public roads in a County-by-County map format. This map series is updated on a quarterly basis to reflect the most currently approved revisions to the highway Functional Classification, State Highway, and U.S. Route Numbering Systems. This map serios can be found at http://www.dot.ga.gov/maps/Pages/HighwaySystem.aspx .

Traffic Data/ Traffic Counts are collected annually on state routes, county roads, and some city streets by Georgia DOT. This data is helpful to local governments as they document road usage, traffic patterns and growth in developing areas.

- All traffic counts represent a typical 24-hour period, counting traffic in each direction of traffic flow. The traffic counts are adjusted by seasonal, daily and axle factors to determine the Annual Average Daily Traffic (AADT).
- Georgia's State Traffic and Report Statistics (STARS) provides Annual Average Daily Traffic (AADT) counts collected from permanent and portable traffic collection devices throughout the state for every segment of Georgia's State Highway System.
- Additional traffic data can be found on the Georgia DOT Web site www.dot.ga.gov/statistics/TrafficData/Pages/default.aspx

Georgia's Traffic Polling and Analysis System (TPAS) provides 24-hour traffic data collected 24/7, 365 days a year from permanent traffic collection devices (ATRs) throughout the state for Georgia's State Highway System. The traffic data is updated daily at http://www.dot.ga.gov/statistics/TrafficData/pages/tpas.aspx .

Transportation Statistics and Reports are collected, updated and posted to the Georgia DOT Web site, including:

- Georgia Roadway Mileage and Characteristics Reports (400 series reports)
- Georgia's Special Road and Bridge Name Locator
- Bridge Centerline Data Collection
- Crash Data and Analysis
- Road data can be found be found on the Georgia DOT Web site http://www.dot.ga.gov/statistics/RoadData/Pages/RoadData.aspx

CONTACT: Office of Transportation Data… (770) 986-1360

The Acquisition Guide for Local Governments and Sponsors provides guidance for appropriate right of way procedures to be followed as a condition of obtaining funds through various transportation programs administered by the Department. It can be accessed at www.dot.ga.gov/localgovernment/Documents/AcquisitionGuide_2008_10-23-08.pdf .

CONTACT: Office of Right of Way…(404) 347-0227

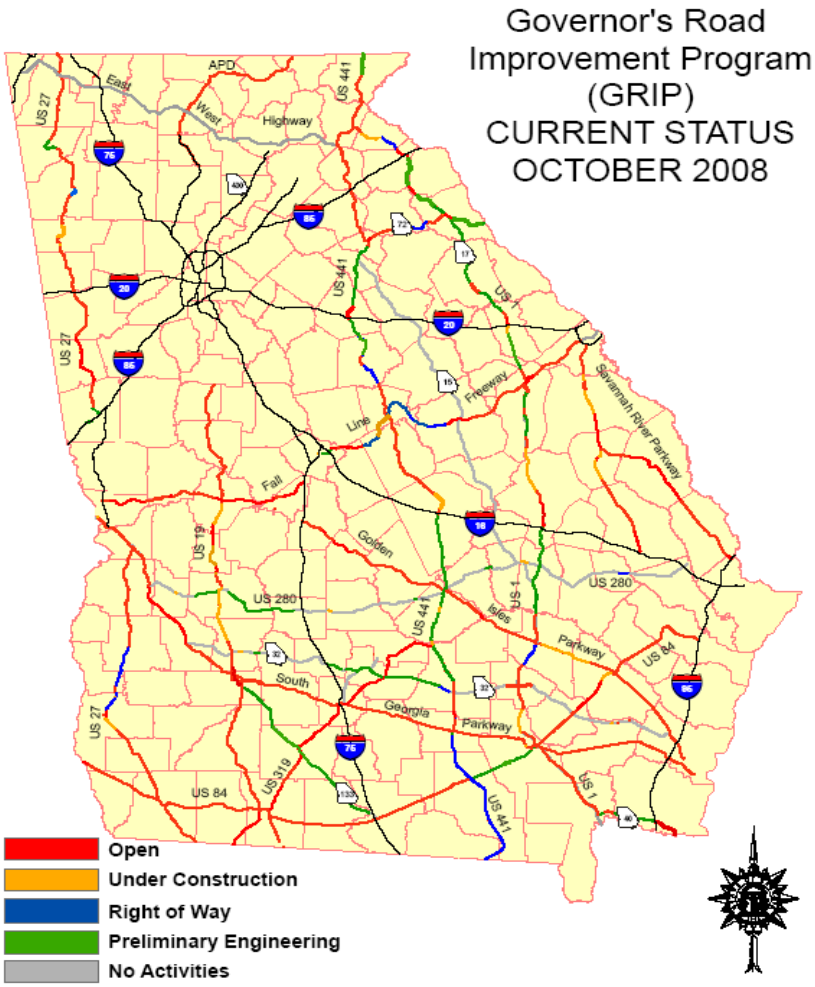
Governor's Road Improvement Program (GRIP)

GRIP, is a system of proposed economic developmental highways in Georgia. The current length of the GRIP system has grown to 3,309 miles. The total length will continue to vary as alignments, including bypasses and shifts, are determined through the engineering process. The purpose of the GRIP system is to:

- Provide connectivity in Rural Georgia: GRIP will connect 95% of Georgia cities with a population of 2,500 or more to the Interstate System and ensure that 98% of all areas in the state will be within 20 miles of a four-lane road.
- Provide opportunities for growth: Several studies have provided evidence that GRIP fosters economic development.
- Provide effective and efficient transportation for the growing statewide population.
- Provide safer travel in rural areas: Accidents occur three times more often on 2-lane highways than on multi-lane divided highways –especially on corridors with the higher travel volumes.
- Access updates on GRIP at:

http://www.dot.state.ga.us/informationcenter/programs/roadimprovement/GRIP/Pages/default.aspx.

CONTACT: Preconstruction Division…404-631-1522


Governor's Road
Improvement Program
(GRIP)
CURRENT STATUS
OCTOBER 2008
APD
East
West
Highway
US 27
US 441
US 1
Freeway
Line
Fall
Golden
Isles
Parkway
Savannah River Parkway
US 280
US 19
US 84
South
Georgia
US 318
Open
Under Construction
Right of Way
Preliminary Engineering
No Activities

Permits

Access Management (Driveway & Special Encroachment Permits)

Access Management is the systematic control of the location, spacing, design and operation of driveways, median openings, interchanges and street connection to a roadway while providing (or managing) access to land development and simultaneously preserving the flow of traffic on the surrounding road system in terms of safety, capacity, and speed. In a broad context, access management is resource management, since it is a way to anticipate and prevent congestion and to improve traffic flow.

- **AMPS.** The Department has created an online system for these access requests, called Access Management Permitting System (AMPS), which can be accessed at http://app5-amps-web.dot.state.ga.us/Ext_AMPS/.

CONTACT: District Traffic Operations

Driveway Access Permits

A permit from Georgia DOT is required whenever a local government wishes to install new roadway connections, new driveways for locally-owned facilities, including schools, on state numbered state routes. The purpose of the driveway permit process is to manage access and promote safety on the State Highway System. The safety and efficiency of the system are affected by the amount and character of intersecting streets and driveways. Georgia DOT's permit process is designed to balance property owners' rights of access with the public's right to travel on the road system with relative safety and freedom from interference.

- The Regulations for Driveway and Encroachment Control manual, which can be accessed online- http://www.dot.ga.gov/doingbusiness/permits/Pages/AccessManagement.aspx -- was created pursuant to Georgia Code Sections 32-6-51 and 32-6-133.
- A permit is required prior to performing any construction work or non-routine maintenance within the State Highway Right-of-Way. This includes but is not limited to the following: grading, landscaping, drainage work, temporary access to undeveloped land for logging operations, or construction of a development.
- Any revisions to any portion of existing driveways, i.e. widening and/or relocation that are within the State Highway Right-of-Way shall also require a permit.
- In addition to being unlawful, performing the above-described work within the State Highway-Right-Way without a permit, shall entitle the Department to barricade, displace, or otherwise close such driveway and to collect the costs therefore from the violator as provided for in Georgia Code 32-6-134.

CONTACT: District Traffic Operations

Landscaping – Special Encroachment Permit

A Special Encroachment Permit from Georgia DOT is required whenever anyone wishes to perform landscaping within the State Highway Right-of-Way. This includes but is not limited to: planting new vegetation, pruning existing vegetation, removal of existing vegetation, irrigation systems, and enhancing the appearance of the right-of-way.

- All landscaping requests will be reviewed by the proper District Access Management Engineer who will then forward the request to the State Office of Traffic Operations in Atlanta for comments before formal approval. The response from Traffic Operations will also include comments from the the State Office of Maintenance – Landscape Architecture Unit.
- The Regulations for Driveway and Encroachment Control manual includes the procedures for applying for a Special Encroachment Permit. The manual, which can be accessed online at http://www.dot.ga.gov/doingbusiness/permits/Pages/AccessManagement.aspx
- Policy 6755-9 Landscaping on DOT Right of Way, can be accessed online at http://mygdot.dot.ga.gov/info/pap/Lists/Policies/DispForm.aspx?ID=345 . The policy includes landscape plan requirements, horizontal clearance requirements for trees, and a list of invasive species that are not allowed to be planted on the right of way.

CONTACT: District Traffic Operations

Utilities Permits (GUPS)

The Department's permitting procedure for all utility permit applications statewide is the Georgia Utility Permitting System (GUPS), an electronic web-based system which gives Utility Owners and Operators the ability to send a completed permit application package online to Georgia DOT for review. GUPS has allowed us to improve internal processes and provide quicker responses to our customers.

- The following link provides instructions on how to use GUPS system: http://www.dot.ga.gov/doingbusiness/utilities/Documents/gups_handout_info031708.pdf .
- In addition, District Offices may periodically provide training classes on the different permit types. For information regarding this training, please contact the District Utilities Engineer for your area. See the following link for Districts Utilities Offices and respective phone numbers: http://www.dot.ga.gov/doingbusiness/utilities/pages/UtilitiesEngineers.aspx .
- Georgia DOT will not issue utility permits to any local government not in compliance with the DCA Service Delivery Strategy. (see page 7, State Law Compliance)

CONTACT: State Utilities Engineer…404-631-1354

Outdoor Advertising

Georgia DOT oversees the regulations and control of the permitting of outdoor advertising signs so that the state can ensure compliance with our state/federal agreement with FHWA, federal and state law and State Transportation Board rules on all federal aid primary routes.

- Information concerning outdoor advertising can be found at http://www.dot.state.ga.us/dot/operations/maintenance/oda/index.shtml.

CONTACT: Outdoor Advertising Manager… (404) 404-675-1450

Vegetation Management at Outdoor Advertising Permit

Vegetation Management is a program that allows limited vegetation removal on state right of way to create a Sign Viewing Zone. Limited Vegetation Management is allowed for legally erected conforming and non-conforming outdoor advertising signs that have been permitted through the Georgia DOT for a minimum of five (5) years.

- The Department's Web site, http://www.dot.ga.gov/doingbusiness/permits/vegetation/Pages/default.aspx provides information on the Vegetation Management permit process as well as a printable permit application package.
- Those interested in applying for a permit must comply with the Law, (O.C.G.A. 32-6-75.1,2,3), Georgia DOT Rules, and the Policy for Vegetation Management at Outdoor Advertising Signs.
- A permit is required for each Sign Viewing Zone requested. Submit an application for each sign face direction. Each side is considered a separate Sign Viewing Zone.
- Permits are valid for one year. The schedule for vegetation removal will be established at your pre-construction meeting with the area permit inspector.

CONTACT: Outdoor Advertising Manager… 404-675-1450

Traffic Signal Permits

Local governments must apply for permits for traffic signal devices erected on the State Route system, and a Traffic Signal Authorization must be issued by the Department prior to the installation of the devices.

- The permit process allows Georgia DOT and local governments to erect, operate and maintain traffic signals on state routes. This application indicates the approval of the local government for the use of the signal, and commits the local government to provide electrical power and telephone service for the intersection.
- Requests for traffic signals are also used to determine if some less restrictive improvement should be implemented, such as improved signing, marking, sight distance, operational improvements, etc. based on the Manual on Uniform Traffic Control Devices (MUTCD).
- Signal permit revisions will be required for all changes made to the signal operation or design. Any addition of vehicle or pedestrian phases, modifications in phase sequences, modifications to signal head arrangements or other similar operational changes will require a permit revision. A signal permit revision will also be required for any geometric changes to the intersection.

- It is appropriate for new signals to be included in roadway projects if a need has been identified. Even in these circumstances, the permit application, the signal authorization and approved Traffic Engineering study is necessary for new signals to be installed in roadway projects. Existing signals requiring upgrading to meet the needs of the reconstructed roadway may be included in the construction project. A permit revision should be requested as outlined above.
- The Traffic Engineering study prepared for the proposed intersection signalization must document two things.
    - First, is this traffic signal warranted as per the MUTCD? and
    - Secondly, can it be demonstrated that the signal operation will be beneficial to the State Highway System?
    - When these conditions are met, the State Traffic Engineer may recommend approval of the permit. This is to be accomplished as early in the project life as possible, preferably at the concept stage, and certainly should be accomplished by the Preliminary Field Plan Review inspection, since the use of signals will usually affect the roadway design.
- Crosswalks and pedestrian signal heads, including ADA considerations, shall be installed on all approaches of new traffic signal installations or revised traffic signal permits unless an approach prohibits pedestrian traffic. Exceptions may be granted by the State Traffic Engineer if the pedestrian pathway is unsafe for pedestrians or the traffic engineering study documents the absence of pedestrian activity.
- Appropriate MUTCD signing prohibiting pedestrian traffic must be erected if one or more pathways at a signalized intersection is determined to be unsafe to cross. Use of MUTCD signing may also be appropriate when it is necessary to restrict access to one pedestrian pathway.
- The entity preparing the traffic engineering study should consider the existing development near the intersection, expected development within the next five year period, and input from local government prior to recommending that pedestrian accommodations be eliminated based on the absence of pedestrian activity. Pedestrian accommodations should be included if any of these indicators project potential pedestrian activity.

CONTACT: Traffic Engineer… 404-635-8117

School Bus Crossings

Effective January 2008, this new law deals with the safety of school buses crossing railroad tracks on their route.

- Local school districts are now required to provide Georgia DOT with information on rail crossings without active warning devices that are crossed by school buses.
- School districts are also required to make their best effort to reroute buses to minimize the use of such rail crossings.

CONTACT: Traffic Engineer…404-635-8117

Red Light Camera Permits

Every county or city that currently maintains or wishes to install a Red Light Running Photo Enforcement System must apply for a permit from Georgia DOT. The purpose of this program is to improve safety and promote compliance at signalized intersections.

- GDOT has published "Guidance for Permitting Red Light Running Photo Enforcement Systems" that details the new requirements and procedures.
    - The document was designed to provide guidance for the District Offices in assisting local governments with the implementation of red light running systems at all signalized intersections. The use of these devices is covered by the Official Code of Georgia in Title 40 Sections 40-2-20, 40-14-20, 40-14-21, 40-14-22, 40-14-23 and 40-14-24.
- The application process includes documenting the location's safety needs, national conformities for equipment and materials, traffic reports/accident analyses, and traffic volumes.
- The District Offices primarily ensure that local governments follow the requirements of the Georgia Code and that the equipment is installed according to Georgia DOT standards. The District shall review the following for red light running equipment installed on state right-of-way:
    - Plans.
    - Documentation indicating that the chief law enforcement officer of the county or municipality desires the use of red light running cameras and that the governing authority approves the use of the devices. Additionally, the governing authority of the county or municipality shall conduct a public hearing on the proposed use of such devices.
    - Location of red light running equipment.
    - Pole locations.
    - Pole specifications must be submitted to the Bridge Office for review and approval for all poles including mast arm installations.
    - Contractor work time shall be in accordance with District recommendations.
    - Signs and their locations.
    - All red light running equipment connections to the traffic signal cabinet shall be in accordance with District recommendations.
- The Local Government may be required to obtain a Special Encroachment Permit from the District Office to install red light running equipment on State Right-of-Way. If the traffic signal is maintained by the local government, the District should review the traffic signal equipment and operation and provide recommendations that may improve the safety and operation of the intersection. Signals maintained by the District should also be reviewed to determine if any improvements would enhance the safety and operation of the intersection.
- In accordance with Georgia Code Section 40-14-23 signs must be placed at the jurisdictional limits of the county or municipality. A sign shall also be located on each approach to the signal where a traffic signal monitoring device is in operation.

CONTACT: District Traffic Engineer

Maintaining the System

Bridge Inspection Program

Georgia DOT's Bridge Maintenance Unit conducts inspections of all bridge structures, including bridge culverts, on all public roads in the State of Georgia owned and maintained by state and local governments. Bridge structures on privately owned roads are not inspected by the state.

- Bridge structures (minimum 20-foot length) are inspected every two years at minimum, more frequently if conditions warrant. Counties are advised of the requirements for weight restrictive postings and closings; the findings of the inspections; and maintenance recommendations for each bridge.
- The posting and closing requirements are directly related to the monthly Compliance Report submitted to FHWA and has significant impact on federal funding for projects within the county.

CONTACT: State Bridge Maintenance Engineer…404- 635-8179.

Litter Prevention and Pickup

Georgia DOT spends over $14 million per year picking up and removing litter from state routes, including labor and equipment costs. Removing litter and debris from our state's roadways helps ensure a cleaner, safer ride for motorists. Our pick-up efforts include:

- Contracts with the Georgia Department of Corrections that utilize prison labor for removing litter, along with local weekend offender programs and community service offenders.
- Interstate mowing contractors that remove litter as part of their mowing operations.
- Each April, the Department participates in the Great American Cleanup, a week focused on litter removal on the state route system.
- The Department's Adopt-A-Highway (AAH) Program is a way for volunteer groups to clean up their communities. More information can be found at: http://www.dot.ga.gov/informationcenter/programs/environment/adoptahighway/Pages/default.aspx .
- Citizens can report a litter issue, illegal dumping, or mowing issue on a state route, by contacting your local area office or district office. Their phone numbers can be found at http://www.dot.ga.gov/aboutGeorgiadot/districts/Pages/District5.aspx .

CONTACT: State Office of Maintenance… 404-631-1387.

Limiting Junkyards

Georgia DOT's Office of Maintenance oversees the regulations and control of exposed junkyards located adjacent to state routes on the federal aid primary system of roads in Georgia. We also assist and work with local governments to limit exposed junkyards on local roads and byways that are a part of the federal aid primary system of Georgia, but not a part of the state route system.

CONTACT: State Office of Maintenance… 404-631-1387.

Equipment

Materials

Local governments are eligible to purchase off of competitively bid State Contracts through the Georgia Department of Administrative Services (DOAS). This may also be at the vendor's discretion but typically includes items such as:

- Traffic Signal Equipment
- Raised Pavement Markers
- Pavement Markings
- Asphalt
- Aggregate

For more information, contact the Department of Administrative Services at:
http://surplusproperty.doas.georgia.gov/00/channel_title/0,2094,41113361_43223656,00.html

Surplus Materials

Local governments are eligible to receive federal and state surplus property through the Georgia Department of Administrative Services (DOAS) Surplus Property Program. The program redistributes state and federal surplus property, such as guardrails, bridge beams and traffic signals, at a fraction of its original cost to state and local governments and certain eligible nonprofit organizations.

- There are several conditions that apply to the purchase of surplus property. For more information, please refer to the following information sources:

Department of Administrative Services Surplus Property Program-
http://surplusproperty.doas.georgia.gov/00/channel_title/0,2094,41113361_43223656,00.html

Surplus Property Disposal Guide
http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit_1210/24/52/43095482PropertyDisposalGuide.pdf

Application for Eligibility
http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit_1210/0/24/44892568Local%20Gvt.pdf

CONTACT: State Maintenance Office…404-631-1387

Roadway Signage

The Department has an agreement with Georgia Correctional Industries to fabricate the majority of our roadway signs such as stop signs, yield signs, speed limit signs, work zone signs and a host of other signs. Cities and counties can obtain these signs through GCI. The web link is: http://www.gci-ga.com/.

CONTACT: GCI Correctional Industries… 912-557-7054