



# ATESD - Permit Application for External Applicants

Manual

## Table of Contents

<b>About this Manual</b>	4
<b>Application Process</b>	5
Application Process Overview	5
Application Status and Application Workflow Status	6
Permit Checklist	7
PowerForm Signer Information	7
DocuSign Form Information	7
Required Attachments	7
Required Attachments (Continuation)	8
Access the Permit Application	9
Fill Application	11
Applicant Section	11
Applicant Signature	12
Verification Access Code	12
Fill Out DocuSign Form	14
Submission Confirmation	17
<b>Collaboration with GDOT</b>	18
Collaboration with GDOT	18
Review Suggested Changes	18
Update Application with Suggested Changes	20
<b>Sign Application</b>	24
Sign Application – Signing Authority	24
<b>Track Permit Application Status</b>	28
Elements of a Permit Request Report	31
Export a Report	32



# ATESD - Permit Application External

- Access Approved ATESD Permit** ..... 33
  - Access Approved ATESD Permit.....33
- Help** ..... 35
  - Help .....35
    - Frequently Asked Questions (FAQ) .....35
    - Support Contact Information .....35
    - GDOT Representatives Contact Information .....35

## About this Manual

School Zones on our roadways give drivers and schoolchildren more time to recognize, react and avoid crashes. The installation of Automated Traffic Enforcement Safety Devices (ATESD) will increase safety throughout Georgia's School Zones.

School systems wanting to place an ATESD within a school zone must first apply for and secure a permit from the Georgia DOT. Interested parties can apply for a permit by completing the permit form.

This manual introduces:

- ✓ Information needed to apply for an ATESD permit
- ✓ How to apply for an ATESD permit
- ✓ Review, update and sign an ATESD permit application
- ✓ Track a permit request
- ✓ How to access help

## How to Use this Manual

This manual is divided into six chapters. Each chapter focuses on several key topics, each of which are broken down into easy-to-follow concepts.

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you apply for an ATESD Permit efficiently and boost productivity. Look out for these callouts to quickly become a super user!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

**Note**



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

**Pro Tip**

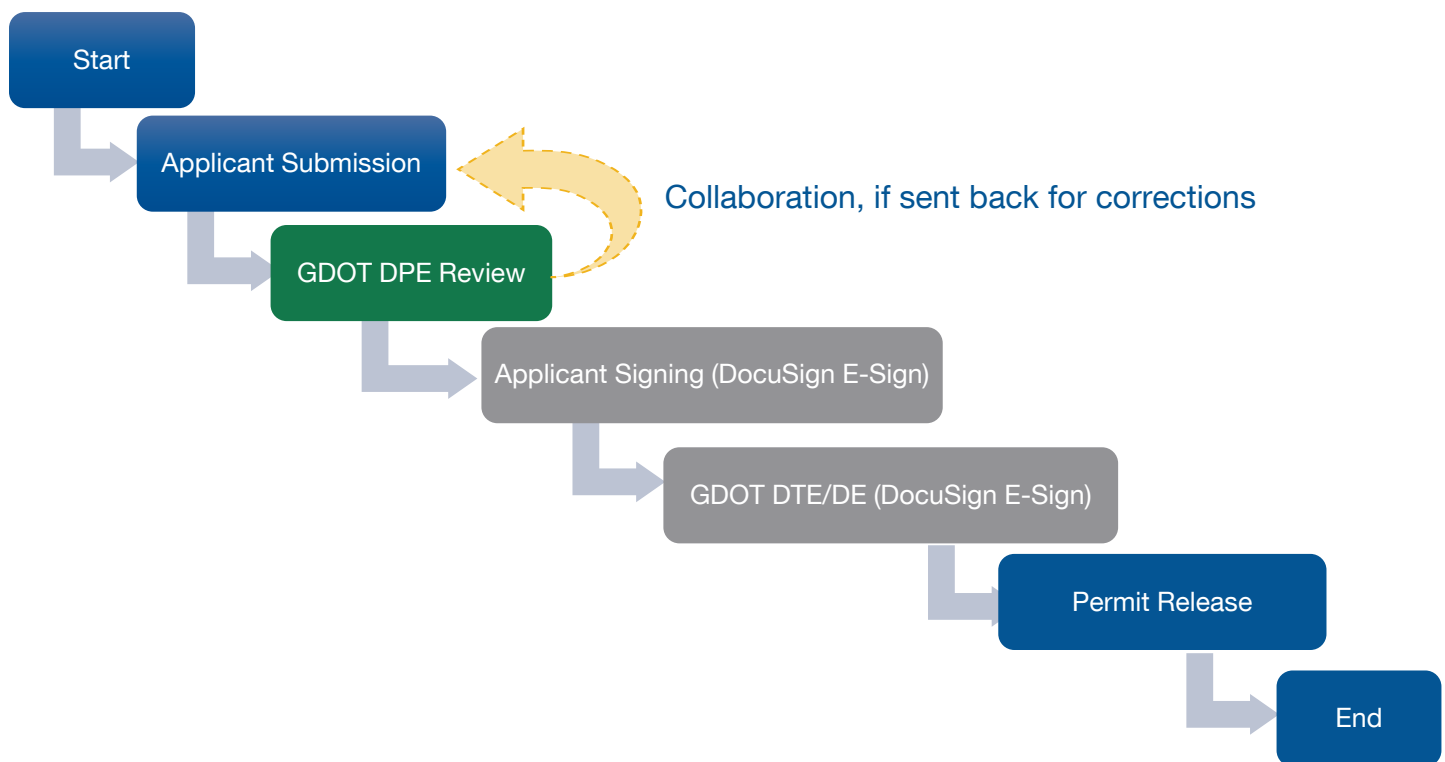


These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

**Important**

### Application Process Overview

The ATESD Permit application is a process that has a clear start and end. In general, the application process can be visualized as below.



Where:

**DPE:** District Permit Engineer

**DTE:** District Traffic Engineer

**DE:** District Engineer

## Application Status and Application Workflow Status

As soon as a permit application is submitted, its (a) **Status** becomes **Submitted**. The application status that is displayed in the [Track Permit Application Status](#) report is explained below:

- **Submitted** -- Status when Form is submitted.
- **In Progress** -- Status when Form is in progress.
- **Approved** -- Status when Form is approved.
- **Rejected** -- Status when Form is declined.
- **Canceled** -- Status when Form is canceled.

The (b) **Workflow Status** also changes depending on the actions taken by the Applicant and the GDOT personnel during the review and approval process. The workflow status options are explained below:

- **Submitted** -- -- Status when application form is submitted by Applicant.
- **Assigned** -- Status when application form is in recipient's queue.
- **Sent for Correction** -- Status when GDOT personnel sends for correction back to Applicant.
- **Re-Assigned** -- Status when user Reassigns the review task to a different user.
- **Approved** -- Status when user takes approved action during review step.
- **Rejected** -- Status when user declines during review step.

a

GDOT Permit Number		Permit			Envelope ID
34234	Status	Submit Date	Request Date	Approval Date	
	Approved	Feb-08-2023	Feb-08-2023	Feb-08-2023	

Applicant							GDOT				
Govt Authority	Address	City State	Zip Code	State Highway Number	US Highway Number	City Limits	County	State Highway Number	Local Road	Milepost Number	County
City Of Cumming	123 Atlanta Rd	Cumming GA	30041	405		Cumming	Forsyth	345	Atlanta Rd	23	Forsyth

Workflow Begin Date: Feb-08-2023

b

Signing Order	Recipient Name	Assigned Date	Status Date	Status	Comments
1 - Applicant	Alliance Elementary School	Feb-08-2023 10:03 AM	Feb-08-2023 10:06 AM	Submitted	
2 - District DPE	John Doe	Feb-08-2023 10:07 AM	Feb-08-2023 10:10 AM	Sent for Correction	
1 - Applicant	Alliance Elementary School	Feb-08-2023 10:10 AM	Feb-08-2023 10:11 AM	Approved	
2 - District DPE	John Doe	Feb-08-2023 10:11 AM	Feb-08-2023 10:12 AM	Approved	
3 - Applicant Signature	John Smith	Feb-08-2023 10:12 AM	Feb-08-2023 10:13 AM	Approved	
4 - District DTE	Ben Adams	Feb-08-2023 10:13 AM	Feb-08-2023 10:14 AM	Approved	


## Permit Checklist

This section is meant to be used as a check list to ensure you have all the information and documents handy before you begin entering the application information into the system. Having all the requirements at-a-glance, will help you enter applications more efficiently and accurately, hence improving the speed in the application submission, review, and approval process.

### PowerForm Signer Information

Applicant	Applicant Signature
<ul style="list-style-type: none"> <li>School name</li> <li>Applicable email address</li> </ul>	<ul style="list-style-type: none"> <li>Name of the signing authority of the school (school system's superintendent or designee when submitted by a public/private school system)</li> <li>Email of the signing authority of the school</li> </ul>

### DocuSign Form Information

GDOT District	School Information	Governing Agency
<ul style="list-style-type: none"> <li>District 1 (Gainesville)</li> <li>District 2 (Tennille)</li> <li>District 3 (Thomaston)</li> <li>District 4 (Tifton)</li> <li>District 5 (Jesup)</li> <li>District 6 (Cartersville)</li> <li>District 7 (Chamble)</li> </ul>	<ul style="list-style-type: none"> <li>Name of the school</li> <li>Phone number</li> </ul>	<ul style="list-style-type: none"> <li>Name of the Governing Agency</li> <li>Phone number</li> <li>Post office address</li> <li>City and state</li> <li>Zip code</li> </ul>
<div>  <p>If you do not know your school's District, you can find it here  <a href="https://www.dot.ga.gov/GDOT/Pages/GDOTDistricts.aspx">https://www.dot.ga.gov/GDOT/Pages/GDOTDistricts.aspx</a></p> <p><b>Pro Tip</b></p> </div>		<p><b>Other</b></p> <ul style="list-style-type: none"> <li>State Highway Number</li> <li>US Highway Number (optional)</li> <li>City name</li> <li>County name</li> </ul>

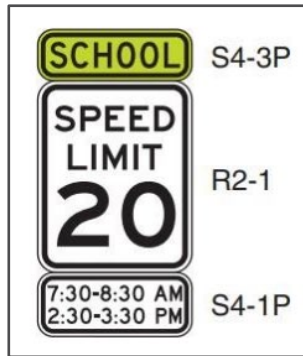
### Required Attachments

<p><b>For Off-System Routes</b></p> <p>Only one attachment is required: Off-System Self Certification Letter</p> <p><b>For On-System Routes</b></p> <ol style="list-style-type: none"> <li>The application will only be considered for those areas where a School Zone is existing on the Master State Order or List of Roads.</li> <li>The Applicant has to provide proof of obtaining all required permissions, permits and property rights necessary for the installation, maintenance, and operation of the desired ATESD which may include, but are not limited to other permits from the Department.</li> <li>Written correspondence from the appropriate local law enforcement agency approving the Applicant's request for an ATESD.</li> <li>A letter of support from the city or county stating that they will be responsible of maintaining the flashers and ATESD devices.</li> </ol>
---

## Required Attachments (Continuation)

### 5. Areal Map

- School(s) within the subject School Zone.
- The placement of the ATESD camera(s), the proper existing and proposed signage, and the applicable distances.
  - The school(s) property shall be within 1000' of the roadway for the proposed ATESD camera(s). [OCGA §40-14-1.1]
  - Photo enforcement located within 500' prior to speed limit reduction warning sign for the school zone [OCGA § 40-14-6].
- If applicable, for side street(s), the sign below will be used to inform motorists entering an ATESD monitored school zone.



### 6. The study of violations found

Traffic data indicating the number and speed of vehicles traveling in the area of the proposed ATESD.

### 7. Design of the ATESD Device

- Specific Model number or identification number of the ATESD.
- Placement of an ATESD may be required to be outside the Clear Zone as specified in the AASHTO Roadside Design Guide as determined by the Department (*or breakaway or shielded if inside clear zone per GDOT Design Policy Manual*).
- If the requested ATESD is being installed within the Clear Zone, the device shall meet one of the following criteria:
  - i. The NCHRP (National Cooperative Highway Research Program) 350 or MASH (Manual for Assessing Safety Hardware) testing criteria below as documented in a **FHWA eligibility letter**:
    - 1. To be installed within a designated speed zone of 45 miles per hour or less, the Automated Traffic Enforcement Safety Devices must meet the NCHRP 350 or MASH TL-2 or TL-3 criteria.
    - 2. To be installed within a designated speed zone greater than 45 miles per hour, the Automated Traffic Enforcement Safety Devices must meet the NCHRP 350 or MASH TL-3 criteria.
  - ii. If the requested Automated Traffic Enforcement Safety Device does not have an eligibility letter for the appropriate test level as required in section (i) above, the device shall meet the requirements for Clear Zones as set forth in Table 4.10 Clear Zone Distances (In Feet from Edge of Traveled Way) of the [Regulations for Driveway and Encroachment Control Manual](#).
  - iii. The overall mass of the pole, sign, and auxiliary equipment should not exceed 600 pounds.

### 8. ETI Report

- The Department reserves the right to conduct an ETI Report/Engineering Traffic Investigation Report for a re-review, if needed when the environment around the school changes or the school expands.
- Criteria stated in [Policy 6780-4 Section VII. School Zones](#) is expected to be included in the report to further support justification.



## Access the Permit Application

Please review the [Permit Checklist](#) to ensure you have all the information ready to complete and submit your ATESD permit application.

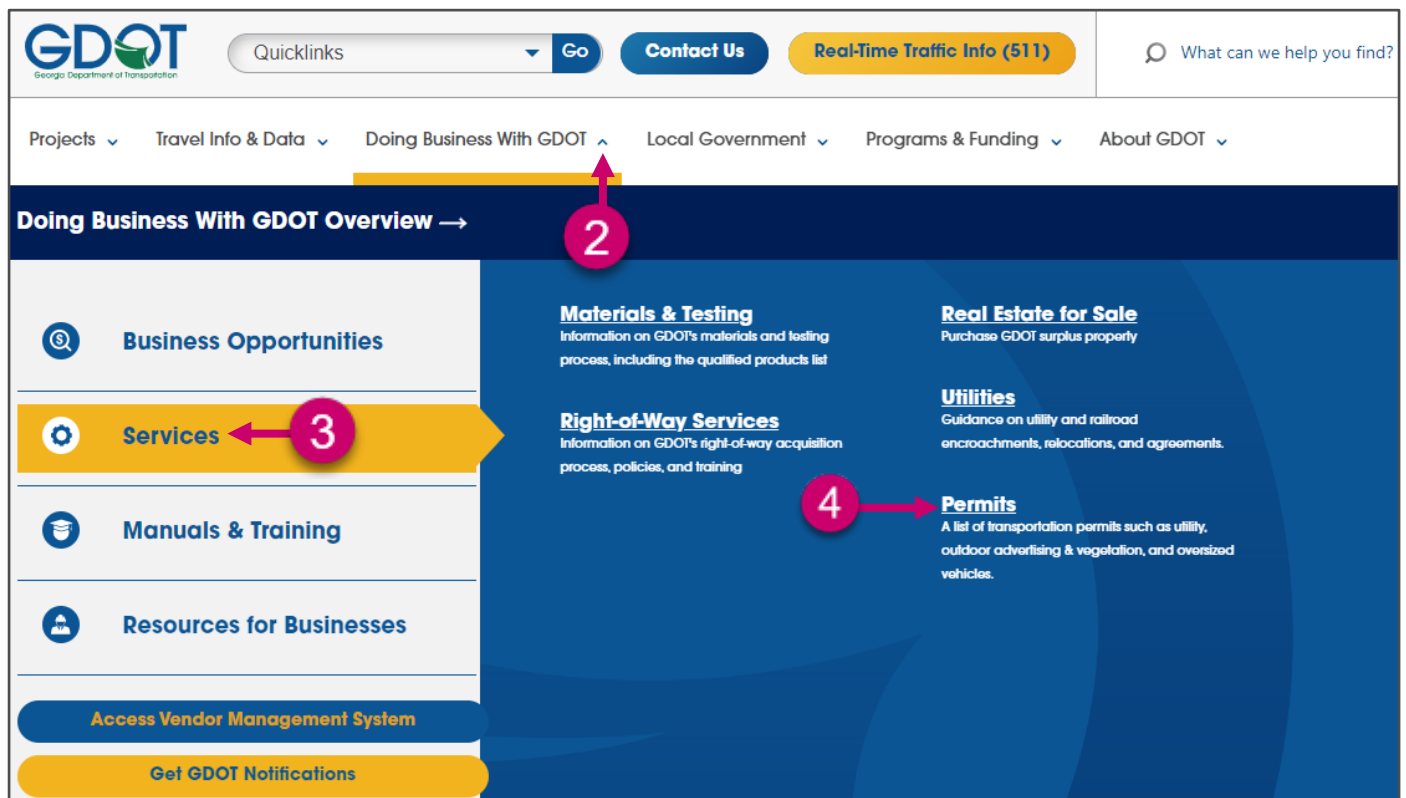


**Microsoft Edge** and **Google Chrome** are the preferred web browsers for this application. Others might work as well. You may access this site on smartphone devices.

### Note

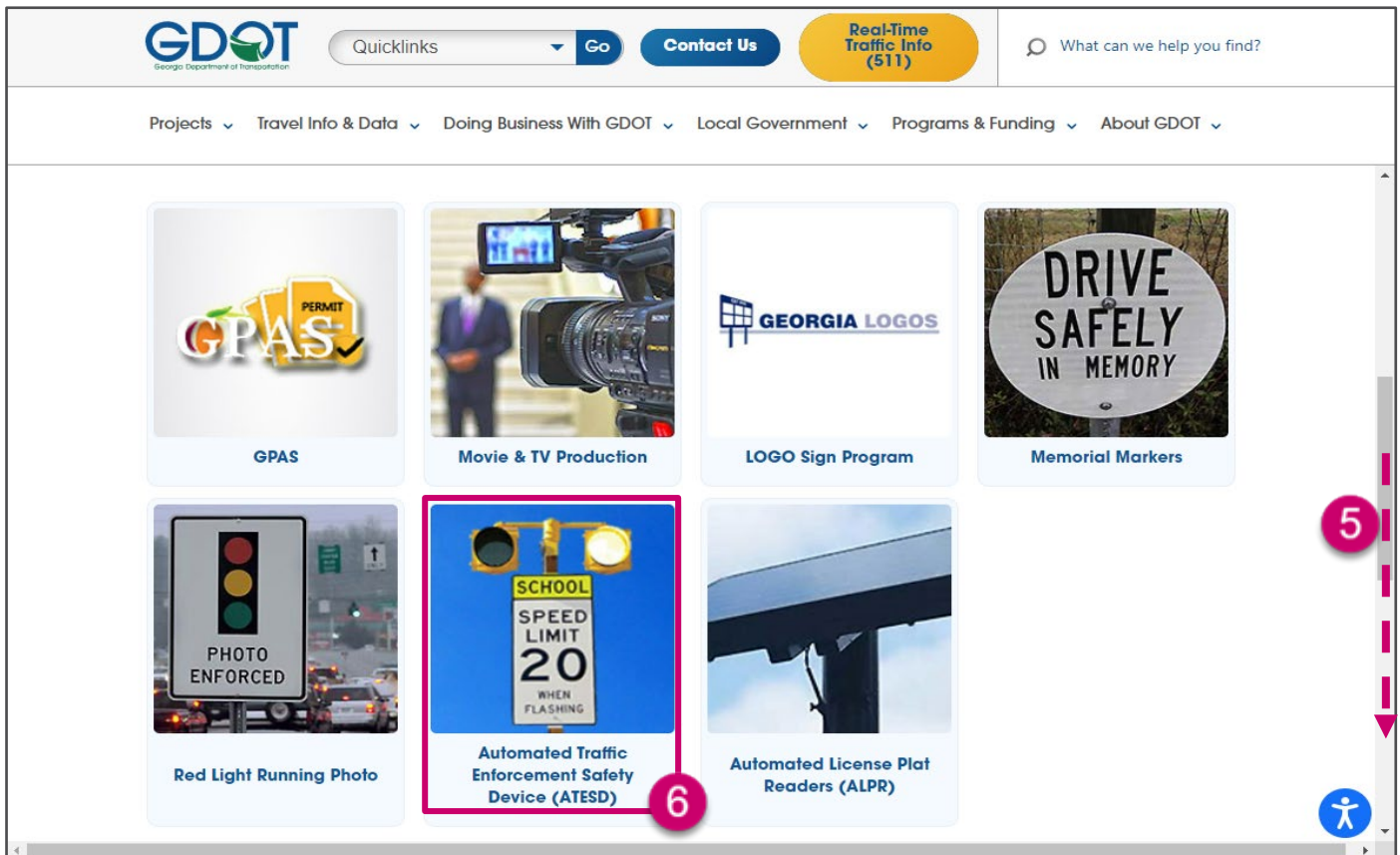
The ATESD Permit Application form is located on the GDOT External website.

1. Go to the **GDOT External Website** ([www.dot.ga.gov](http://www.dot.ga.gov)).
2. Select the **Doing Business with GDOT** drop-down list.
3. Then select **Services** from the list on the left.
4. Select **Permits** from the options on the right.



The screenshot shows the GDOT External Website interface. At the top, there is a navigation bar with the GDOT logo, a search bar, and several buttons: "Quicklinks", "Go", "Contact Us", and "Real-Time Traffic Info (511)". Below the navigation bar, there is a horizontal menu with several categories: "Projects", "Travel Info & Data", "Doing Business With GDOT", "Local Government", "Programs & Funding", and "About GDOT". The "Doing Business With GDOT" category is highlighted with a yellow bar and a red arrow labeled "2". Below this, there is a "Doing Business With GDOT Overview" section. On the left side of this section, there is a vertical list of links: "Business Opportunities", "Services", "Manuals & Training", and "Resources for Businesses". The "Services" link is highlighted with a yellow bar and a red arrow labeled "3". On the right side of this section, there are four links: "Materials & Testing", "Real Estate for Sale", "Right-of-Way Services", and "Utilities". The "Right-of-Way Services" link is highlighted with a yellow bar and a red arrow labeled "4". Below these links, there is a "Permits" link, which is highlighted with a yellow bar and a red arrow labeled "4".

5. If necessary, scroll down.
6. Select the **Automated Traffic Enforcement Safety Devices (ATESD)** tile.



7. If necessary, scroll down.
8. Select the **Permit Application** button from the **Apply for ATESD Permit** section (<https://www.dot.ga.gov/GDOT/Pages/ATESD.aspx>). Notice you can access the **Checklist** from this page.

## Apply for ATESD Permit

School systems wanting to place an Automated Traffic Enforcement Safety Device within a school zone must first apply for and secure a permit from the Georgia DOT. Interested parties can apply for a permit by completing the permit form.

8  
Permit  
Application

Track Permit  
Application Status

Help  
Guide

ATESD  
Rules

Permit  
Checklist

Off-System Self-  
Certification Letter

## Fill Application

Enter all the information in the form. Notice that all fields with an asterisk denotes required information.

### Applicant Section

1. Enter the **School Name**.



Make sure to enter the school's name correctly, this will be listed in the permit and will be in the subject line of email communications.

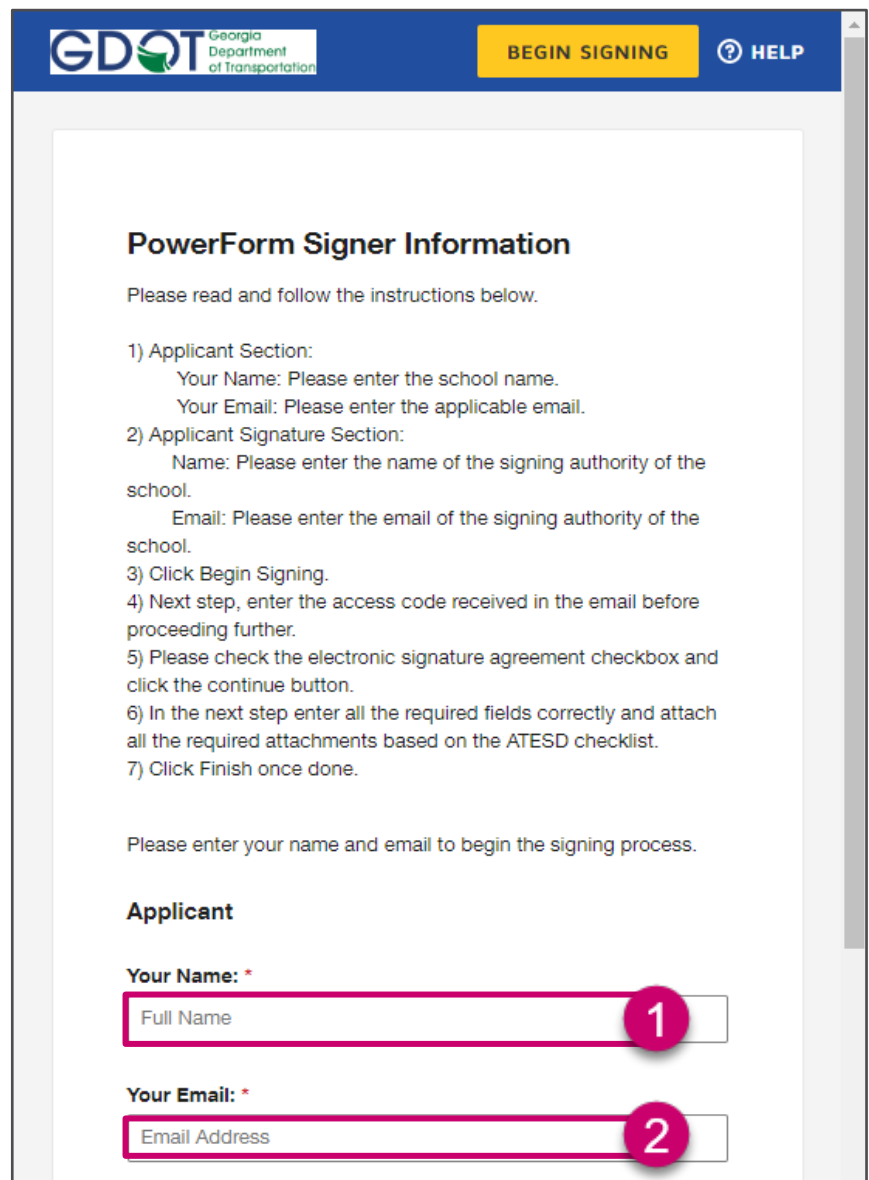
**Important**

2. Enter the **Email** address.



Make sure you have access to this email mailbox. This will be the communication method used by GDOT personnel to contact you as the applicant. This is also the email you will use to track your permit application status.

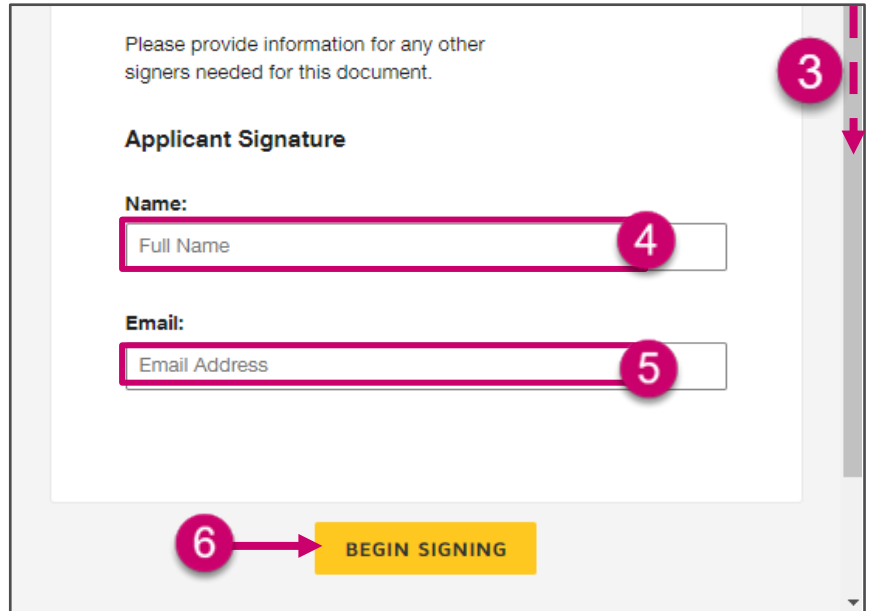
**Important**



The screenshot shows the 'PowerForm Signer Information' section of the application. At the top, there is a blue header with the GDOT logo, the text 'Georgia Department of Transportation', a yellow 'BEGIN SIGNING' button, and a 'HELP' link. Below the header, the section is titled 'PowerForm Signer Information' with the instruction 'Please read and follow the instructions below.' The instructions are numbered 1 through 7, covering the applicant section, signature section, and the signing process. Below the instructions, there is a prompt 'Please enter your name and email to begin the signing process.' followed by the 'Applicant' section. This section contains two required fields: 'Your Name: \*' with a text input field labeled 'Full Name' (marked with a red circle 1) and 'Your Email: \*' with a text input field labeled 'Email Address' (marked with a red circle 2).

## Applicant Signature

3. If necessary, scroll down.
4. Enter the **Name** of the signing authority of the school.
5. Enter the **Email** of the signing authority of the school.
6. Select **BEGIN SIGNING**.



Please provide information for any other signers needed for this document.

**Applicant Signature**

**Name:**

Full Name

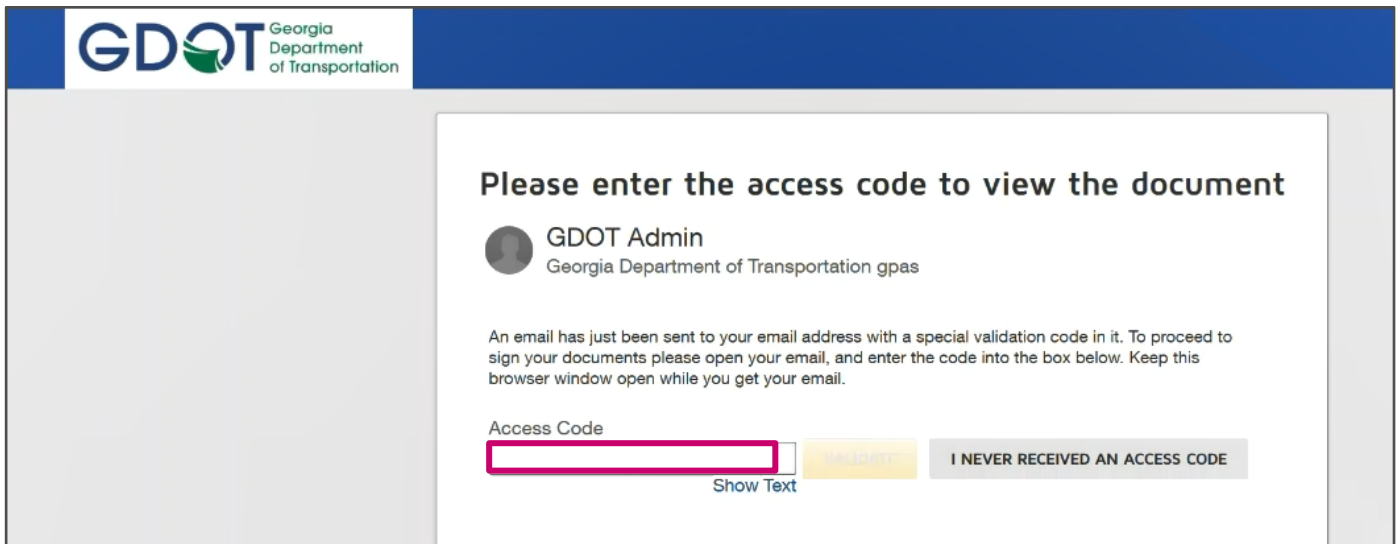
**Email:**

Email Address

**BEGIN SIGNING**

## Verification Access Code

DocuSign opens displaying the window below requesting an access code.



**GDOT** Georgia Department of Transportation

**Please enter the access code to view the document**

**GDOT Admin**  
Georgia Department of Transportation gpas

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

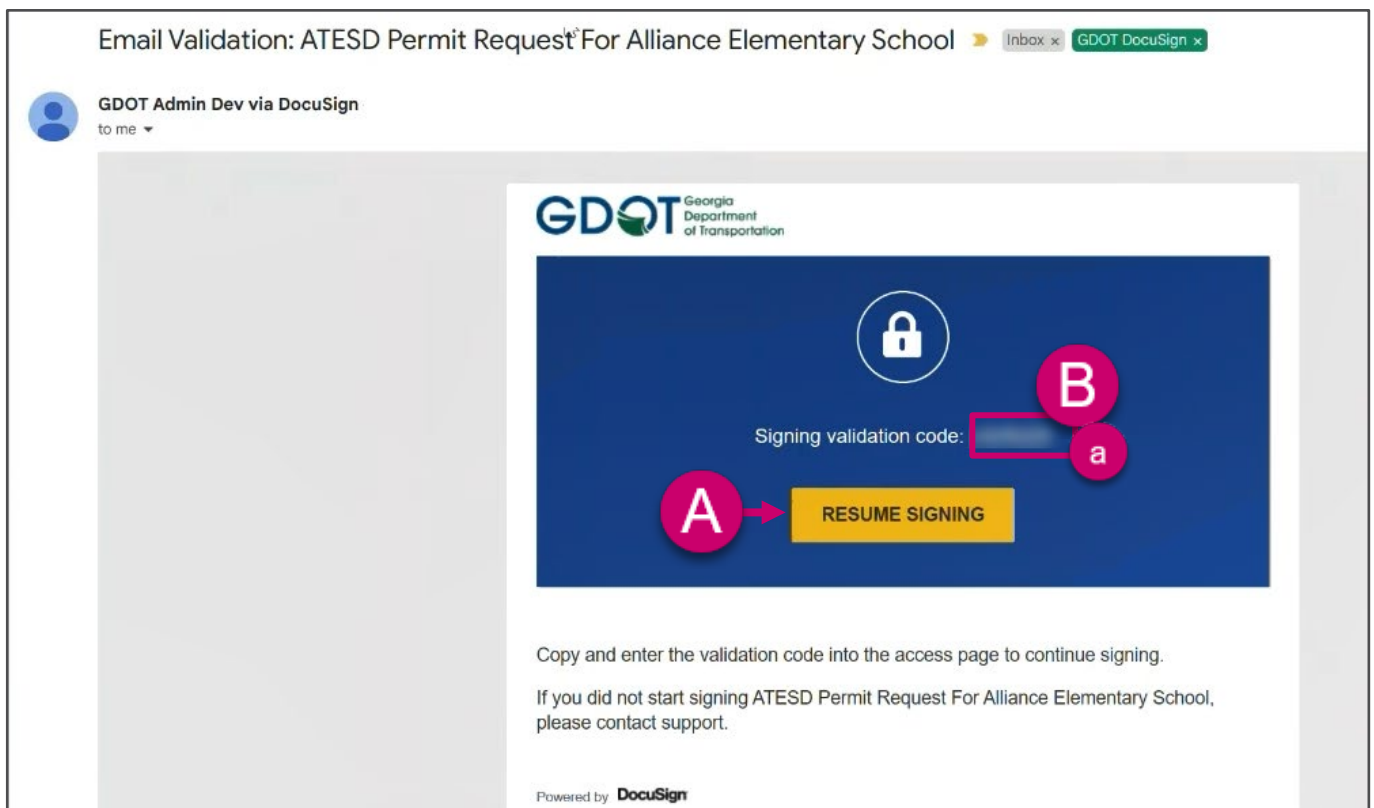
Access Code

Show Text

**I NEVER RECEIVED AN ACCESS CODE**

# ATESD - Permit Application External

1. From your email, open the email with the subject line **Email Validation: ATESD Permit Request For “Your School Name”**.  
Notice that *ATESD Permit Request For “Your School Name”* also appears in the body of the email.
2. You have 2 options to validate.
  - **Option A:** Select **RESUME SIGNING**.
  - **Option B:**
    - a. Copy the **Signing validation code**.



- b. Paste the **Access Code** into the field.
- c. Select **VALIDATE**.

**Please enter the access code to view the document**

**GDOT Admin**  
Georgia Department of Transportation gpas

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

**b** **c**

## Fill Out DocuSign Form

3. Please read the **Electronic Record and Signature Disclosure**.
4. Check the **I agree to use electronic records and signature** agreement checkbox.
5. Select the **CONTINUE** button.

Please Review & Act on These Permit Application Documents

GDOT Admin Dev  
Georgia Department of Transportation

GDOT Georgia Department of Transportation  
Powered by DocuSign

Please read the **Electronic Record and Signature Disclosure**.

☒ I agree to use electronic records and signatures.

**CONTINUE** OTHER ACTIONS ▾

6. Select the **GDOT District** your school is located from the drop-list.
7. Fill in the form. Notice the tips for each field to ensure the information is entered correctly.
  - a. **Name of the School.**
  - b. School's **Phone number.**
  - c. **Governing Agency.**
  - d. Governing Agency's **Phone number.**
  - e. Governing Agency's **Post Office Address.**
  - f. Governing Agency's **City and State.**
  - g. Governing Agency's **Zip Code.**
  - h. Enter **State Highway NO.** if it is on-system. Otherwise enter **Local Road Name** if it is off-system.
  - i. (Optional) **US Highway No.**
  - j. **City Limits.**
  - k. **County Name.**

DocuSign Envelope ID: DF6234FE-E159-4F7E-92DF-E71F254D5FCE

DOT 1418 Rev: September 2022

DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA  
ATLANTA, GEORGIA

Required - Select a district here.

GDOT District: -- select --

District 1 (Gainesville)  
District 2 (Tennille)  
District 3 (Thomaston)  
District 4 (Tifton)  
District 5 (Jesup)  
District 6 (Cartersville)  
District 7 (Chamblee)

APPLICANT INFORMATION

Application is hereby made for \_\_\_\_\_ (a) \_\_\_\_\_ (b)  
Name of School (Area Code) Phone

by \_\_\_\_\_ (c) \_\_\_\_\_ (d)  
Governing Agency (Area Code) Phone

\_\_\_\_\_ (e) \_\_\_\_\_ (f) \_\_\_\_\_ (g)  
Post Office Address City and State Zip Code

for permission to accomplish work on the Right-of-Way of STATE HIGHWAY NO. \_\_\_\_\_ (h)  
U.S. \_\_\_\_\_ (i) within the City Limits of \_\_\_\_\_ (j) and in \_\_\_\_\_ (k) County.

pursuant to O.C.G.A. Sec. 40-14-18 and in accordance with and subject to the ATTACHED DESIGN, Chapter 672 of the Rules and Regulations of the Georgia Department of Transportation and the Georgia Department of Transportation Regulations for Driveway and Encroachment Control, all made a part hereto by reference thereto, and any SPECIAL REQUIREMENTS set forth herein.

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com

(FOR DOT USE ONLY)  
State Highway No. \_\_\_\_\_  
Local Road \_\_\_\_\_  
Milepost No. \_\_\_\_\_  
County \_\_\_\_\_  
Permit No. \_\_\_\_\_

935 UNITED AVE., SE, BLDG. 24, ATLANTA, GEORGIA 30316



# ATESD - Permit Application External

- l. Select the **Date**.
- m. Select the **Attachment** icon.

The ATESD will operate one hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of school Monday through **Required - Date**

Permit requested on **1**

By \_\_\_\_\_

Title \_\_\_\_\_

Gov \_\_\_\_\_

**\*\*Note: Local gov**

**FORM**

**SPECIAL REQUIREM**

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

m

↓

Attachment icon

maintenance of the Automated Traffic Enforcement Safety Devices including the one flashers. Please see rules for further details. \*\*

**BY GEORGIA DEPARTMENT OF TRANSPORTATION**

PERMIT GRANTED to perform the above-described work in accordance with REQUIREMENTS of the Georgia Department of Transportation; on \_\_\_\_\_.

**DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA**

By \_\_\_\_\_

District Engineer

8. Select **UPLOAD A FILE**.
9. Upload as many documents as required as listed in the **Required Attachments** section.
10. Select **DONE** when you finished uploading the required document(s).

**Upload Attachment**

8

UPLOAD A FILE

DONE

10



Please note that there is a file size limit of 25 Mb per attachment.

**Important**

## 11. Select **FINISH**.

Done! Select Finish to send the completed document.


**FINISH** **OTHER ACTIONS ▾**

**START**

Name of School (Area Code) Phone  
by City of Cumming 404-123-4567  
Governing Agency (Area Code) Phone  
123 Atlanta Rd Cumming GA 30041  
Post Office Address City and State Zip Code  
for permission to accomplish work on the Right-of-Way of STATE HIGHWAY NO. 345  
U.S.                      within the City Limits of Cumming and by Forsyth County,  
pursuant to O.C.G.A. Sec. 40-14-18 and in accordance with and subject to the ATTACHED DESIGN, Chapter 672 of the Rules and Regulations of the  
Georgia Department of Transportation and the Georgia Department of Transportation Regulations for Driveway and Encroachment Control, all made a  
part hereto by reference thereto, and any SPECIAL REQUIREMENTS set forth herein.

The ATESD will operate one hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal  
of school Monday through Friday.

Permit requested on 02/08/2023.

By                      Signature   
Print Name  
Title  
Governing Agency or Official for Applicant

**\*\*Note: Local government is responsible for the operation and maintenance of the Automated Traffic Enforcement Safety Devices including the  
operation and maintenance of school zone flashers. Please see rules for further details. \*\***

**FORM TO BE COMPLETED BELOW THIS LINE BY GEORGIA DEPARTMENT OF TRANSPORTATION**  
SPECIAL REQUIREMENTS: (by GDOT only)

PERMIT GRANTED to perform the above-described work in accordance with REQUIREMENTS of the Georgia  
Department of Transportation; on                     .

DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA  
By                       
District Engineer

**Ready to Finish?**  
You've completed the required fields. Review your work, then select **FINISH**.

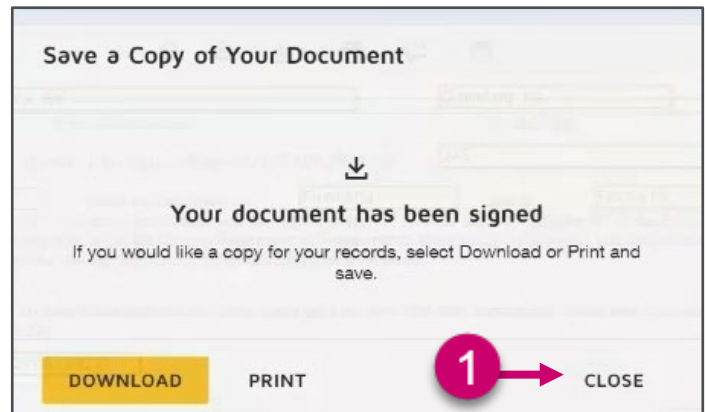
**FINISH**

**11**



## Submission Confirmation

1. You may select **DOWNLOAD** to keep a copy of your application. Otherwise, select **CLOSE**.



2. As the applicant, you will receive an email confirmation of your submission.

ATESD Request for Alliance Elementary School submitted successfully.



admin@dot.ga.gov

Yesterday, 5:30 PM

John Doe

Alliance Elementary School,

Your application of Automated Traffic Enforcement Safety Devices (ATESD) permit request has been submitted successfully and assigned to the DPE group **District 1 (Gainesville)**.

A member of the DPE group will review and process the request. If you have any further questions, please reach out to the DPE group at their email **District1-DPE@dot.ga.gov**.

Please track your application status using the link below.

[Automated Traffic Enforcement Safety Device \(ATESD\) \(ga.gov\)](https://www.dot.ga.gov/GDOT/Pages/ATESD.aspx)

\*\*\*\*\*DO NOT REPLY TO THIS EMAIL\*\*\*\*\*



Upon successful submission of your request, you may check the submission status by selecting **Track a Permit Application Status** on the **Automated Traffic Enforcement Safety Device (ATESD)** page <https://www.dot.ga.gov/GDOT/Pages/ATESD.aspx>.

### Note

### Collaboration with GDOT



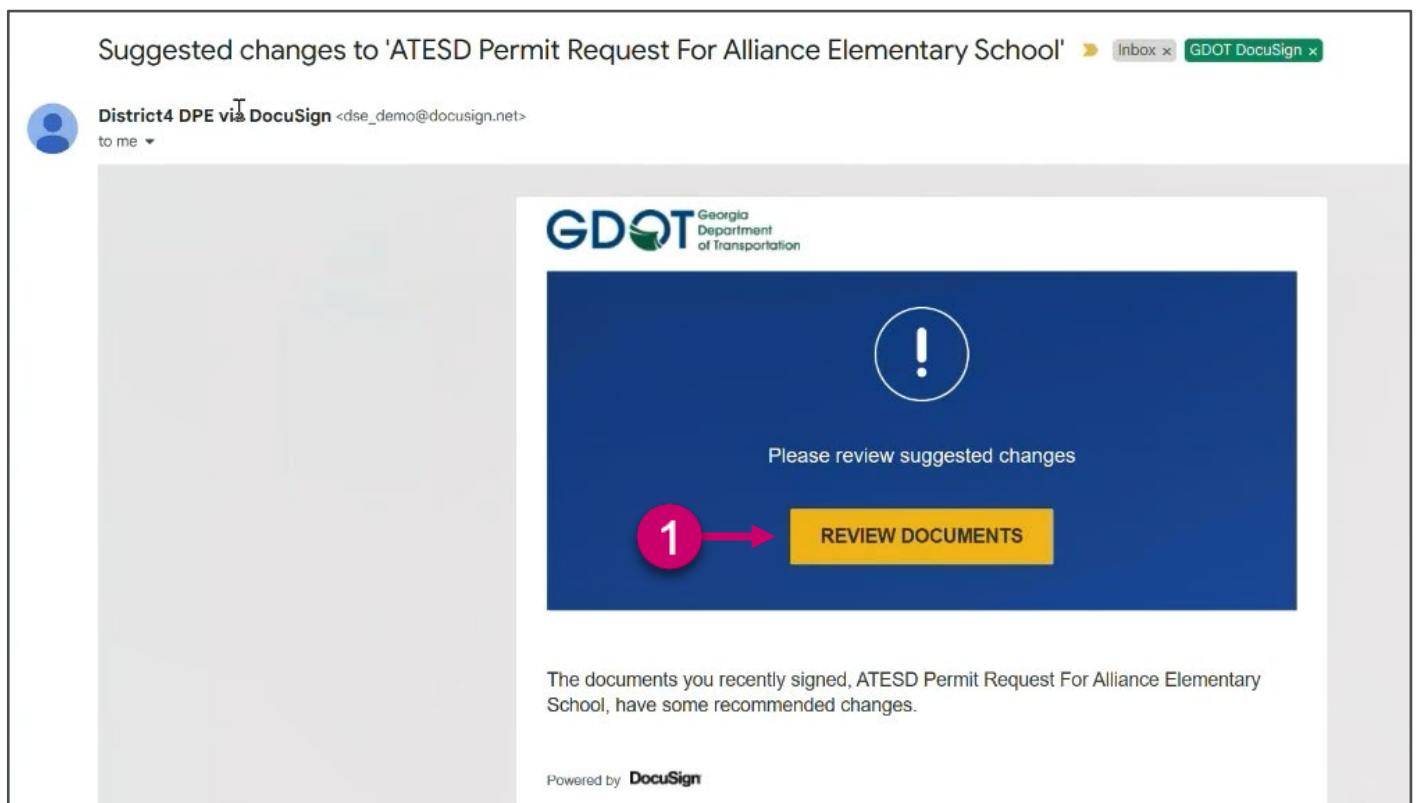
To ensure the approval process completes promptly, please make sure to check your email often in case there are suggested changes to the ATESD permit application.

#### Important

### Review Suggested Changes

After the GDOT District Permit Engineer (DPE) reviews the application, they might suggest changes to it. In such case, you as the applicant, would receive an email notification with the suggested changes.

1. From the suggested changes to your ATESD Permit Request For “Your School” email, select **REVIEW DOCUMENTS**.



- Once DocuSign opens, select **CONTINUE**.

- Read the information in the dialog box and select **CONTINUE**.

- If necessary, scroll down to read any notes the GDOT staff might have entered for you.

## Update Application with Suggested Changes

Let's consider the suggested change was to update the state highway number.

1. Update the information in the corresponding field.  
In this example, the State Highway Number field.
2. Then, select the **Initial Here** icon.

The screenshot shows the 'APPLICATION AND PERMIT FOR AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICES (ATESD)' form. The form is titled 'TO: GEORGIA DEPARTMENT OF TRANSPORTATION/TRAFFIC MANAGEMENT CENTER, 935 UNITED AVE., SE, BLDG. 24, ATLANTA, GEORGIA 30316'. The form contains several fields for applicant information, including 'Name of School', 'Governing Agency', 'Post Office Address', and 'State Highway No.'. A yellow box highlights the 'Required - Enter state highway number here' field, which contains the value '405'. A red circle with the number '1' is placed over this field. A red circle with the number '2' is placed over the 'Initial Here' icon, which is a small yellow square with a black 'i' inside. The form also includes a 'START' button on the left and 'FINISH' and 'OTHER ACTIONS' buttons on the right.

3. Select the signature you wish to use from the list if any exist.
4. Otherwise, select **ADOPT NEW**.

The screenshot shows the 'My Signatures and Initials' section. It contains a list of saved signatures and initials, each with a radio button, a name, and 'Edit' and 'X' icons. The list includes 'Alliance Elementary School' (selected), 'Alliance Elementary School - Alt', and 'Jane Doe'. A red circle with the number '3' is placed over the 'Alliance Elementary School - Alt' option. Below the list, there are two buttons: 'USE SAVED' and 'ADOPT NEW'. A red circle with the number '4' is placed over the 'ADOPT NEW' button. The section is titled 'Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.'

5. You have two options to sign your document:
  - a. Select **DRAW** to sign electronically.
  - b. Select **UPLOAD** to add an image of your signature.
6. Then, select **ADOPT AND INITIAL**.

×

Adopt Your Initials

Confirm your name, initials, and signature.

\* Required

Full Name\*

Alliance Elementary School

Initials\*

AES

SELECT STYLE

DRAW

a

UPLOAD

b

PREVIEW

UPLOAD YOUR INITIALS

For best results use an image that is 150 x 145 pixels

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

6

ADOPT AND INITIAL

CANCEL

# ATESD - Permit Application External

7. Scroll down to the bottom of the document.
8. Then, select the **Initial Here** icon to acknowledge the comments entered by the GDOT personnel.

The screenshot shows a PDF document viewer interface. At the top, there is a blue header bar with "Enter text" on the left, a "FINISH" button, and "OTHER ACTIONS" with a dropdown arrow. Below the header, the document content is displayed. The first page contains the following text: "SPECIAL REQUIREMENTS: (by GDOT only)", "PERMIT GRANTED to perform the above-described work in accordance with REQUIREMENTS of the Georgia Department of Transportation; on \_\_\_\_\_", "DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA", "By \_\_\_\_\_", and "Permit Reviewed By: John Doe DPE". A "NEXT" button is visible on the left side of the document. The second page of the document (labeled "1 of 2") contains a red box with the text "Please change the highway number to 405." and a yellow "Initial Here" icon with a red circle and the number "8" pointing to it. A red circle with the number "7" and a downward arrow indicates the scroll action.

9. Select **FINISH**.

The screenshot shows the same PDF document viewer interface as the previous one, but with a blue footer bar. The footer bar contains the text "Ready to Finish?" and "You've completed the required fields. Review your work, then select FINISH." A "FINISH" button is located in the footer bar, with a red circle and the number "9" pointing to it. A red arrow points from the "FINISH" button in the footer bar up to the "FINISH" button in the top header bar. The document content is the same as in the previous screenshot.

## ATESD - Permit Application External

10. You may select **DOWNLOAD** to keep a copy of your application. Otherwise, select **CLOSE**.



Please make sure to check your email often in case there are further suggested changes to the ATESD permit application.

### Note



Post DPE Approval, please only provide your initials if no further changes are required.

### Important

### Sign Application – Signing Authority

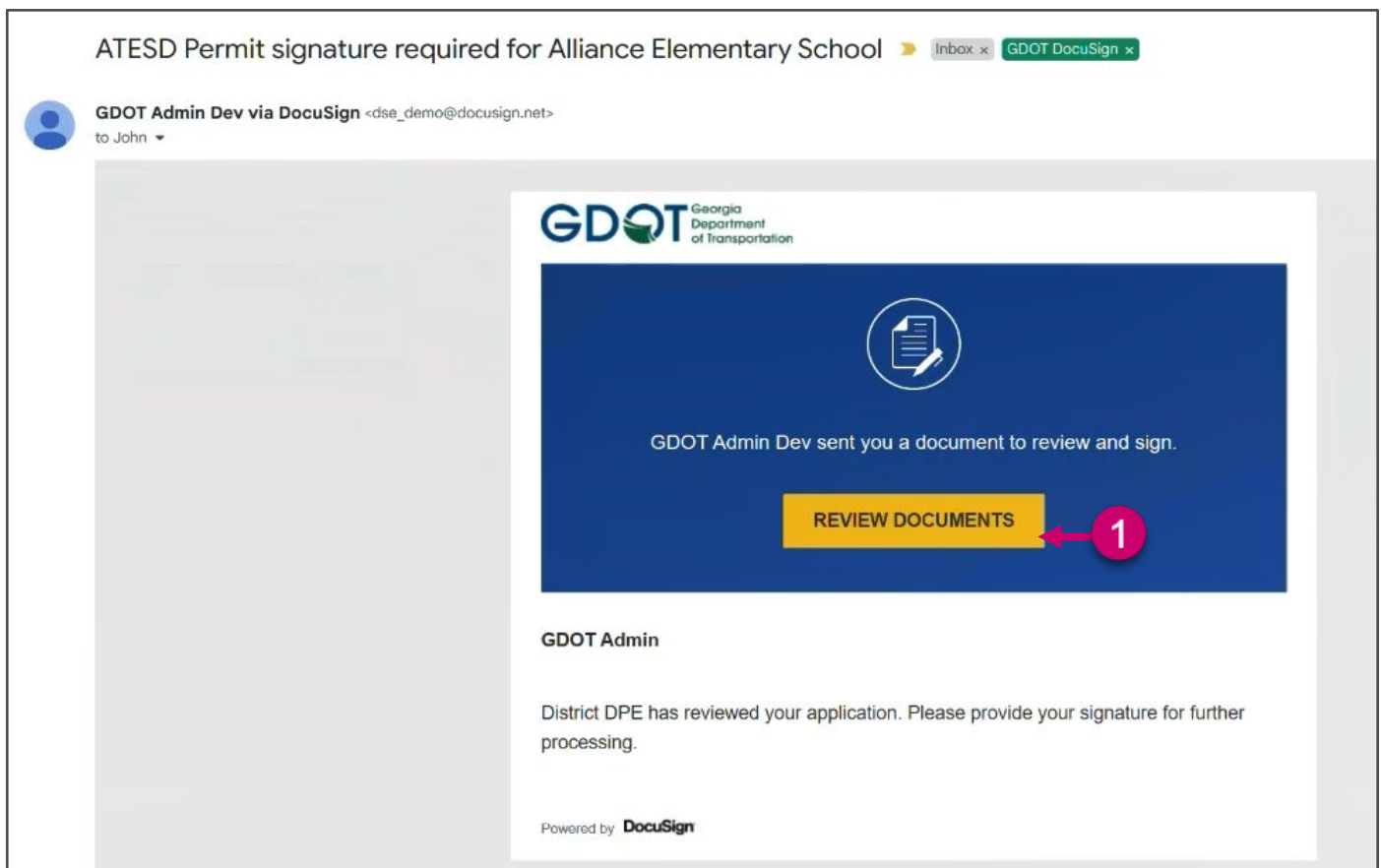


To ensure the approval process completes promptly, please make sure to check your email often to sign the ATESD permit application once it has been reviewed.

#### Important

Upon the GDOT DPE's approval, the system will send the signing authority an email notification to sign the ATESD permit application.

1. From the ATESD Permit signature required for "Your School" email, select **REVIEW DOCUMENTS**.





# ATESD - Permit Application External

- Please read the **Electronic Record and Signature Disclosure**.
- Check the **I agree to use electronic records and signature** agreement checkbox.
- Select the **CONTINUE** button.

Please Review & Act on These Permit Documents

GDOT Admin  
Georgia Department of Transportation gas

District DPE has reviewed your application. Please provide your signature for further processing.

Please read the Electronic Record and Signature Disclosure. **2**

☒ I agree to use electronic records and signatures. **3**

**4** CONTINUE OTHER ACTIONS ▾

County: Cherokee  
Permit No: 34234

APPLICATION AND PERMIT FOR AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICES (ATESD)  
TO: GEORGIA DEPARTMENT OF TRANSPORTATION/TRAFFIC MANAGEMENT CENTER

- Read the information in the dialog box and select **CONTINUE**.

**Changes to Shared Fields**

Another recipient has made changes to shared fields on this document. These fields are highlighted for your notification and review.

**5** CONTINUE

- If necessary, scroll down.
- Then, select the **Sign Here** icon to sign the permit application.

Please review and sign where applicable the documents below

**FINISH** OTHER ACTIONS ▾

**START**

Application is hereby made for Alliance Elementary School 404-987-6543  
Name of School (Area Code) Phone  
by City of Cumming 404-123-6547  
Governing Agency (Area Code) Phone  
123 Atlanta Rd Cumming GA 30041  
Post Office Address City and State Zip Code

for permission to accomplish work on the Right-of-Way of STATE HIGHWAY NO. 405

U.S. within the City Limits of Cumming and in Forsyth County, Georgia, pursuant to O.C.G.A. Sec. 40-14-18 and in accordance with and subject to the ATTACHED DESIGN, Chapter 672 of the Rules and Regulations of the Georgia Department of Transportation and the Georgia Department of Transportation Regulations for Driveway and Encroachment Control, all made a part hereto by reference thereto, and any SPECIAL REQUIREMENTS set forth herein.

The ATESD will operate one hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of school Monday through Friday.

Permit requested on 02/08/2023

By **7** **Sign Here** Signature John Smith  
Print Name  
Title Manager  
Governing Agency or Official for Applicant

**6**

**FORM TO BE COMPLETED BELOW THIS LINE BY GEORGIA DEPARTMENT OF TRANSPORTATION**  
SPECIAL REQUIREMENTS: (by GDOT only)

PERMIT GRANTED to perform the above-described work in accordance with REQUIREMENTS of the Georgia Department of Transportation; on \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA

8. Select the signature you wish to use from the list if any exist.
9. Otherwise, select **ADOPT NEW**.



10. You have two options to sign your document:
  - a. Select **DRAW** to sign electronically.
  - b. Select **UPLOAD** to add an image of your signature.
11. Then, select **ADOPT AND SIGN**.



# ATESD - Permit Application External

## 12. Select **FINISH**.

Done! Select Finish to send the completed document.

**START**

Application is hereby made for **Alliance Elementary School** 404-987-4563  
(Area Code) Phone

by **City of Cumming** Name of School 404-123-4567  
(Area Code) Phone

**123 Atlanta Rd** Governing Agency **Cumming GA** 30041  
Post Office Address City and State Zip Code

for permission to accomplish work on the Right-of-Way of **STATE HIGHWAY NO. 405**

U.S. **Cumming** within the City Limits of **Cumming** and in **Forsyth** County,

pursuant to O.C.G.A. Sec. 40-14-18 and in accordance with and subject to the ATTACHED DESIGN, Chapter 672 of the Rules and Regulations of the Georgia Department of Transportation and the Georgia Department of Transportation Regulations for Driveway and Encroachment Control, all made a part hereto by reference thereto, and any SPECIAL REQUIREMENTS set forth herein.

The ATESD will operate one hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of school Monday through Friday.

**Required -Signature Applied - Sign Here**

Permitted by: **John Smith** Signature **John Smith**  
Print Name

Title **Manager**  
Governing Agency or Official for Applicant

**\*\*Note: Local government is responsible for the operation and maintenance of the Automated Traffic Enforcement Safety Devices including the operation and maintenance of school zone flashers. Please see rules for further details.\*\***

**FORM TO BE COMPLETED BELOW THIS LINE BY GEORGIA DEPARTMENT OF TRANSPORTATION**

SPECIAL REQUIREMENTS: (by GDOT only)

PERMIT GRANTED to perform the above-described work in accordance with REQUIREMENTS of the Georgia Department of Transportation; on \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA

**Ready to Finish?**  
You've completed the required fields. Review your work, then select **FINISH**.

**FINISH**

**12**

## 13. Select **DOWNLOAD** to keep a copy of your application.

**!**

Please download a copy of the permit for your records.

**Important**

## 14. Then, select **CLOSE**.

**Save a Copy of Your Document**

**↓**

**Your document has been signed**

If you would like a copy for your records, select Download or Print and save.

**13**

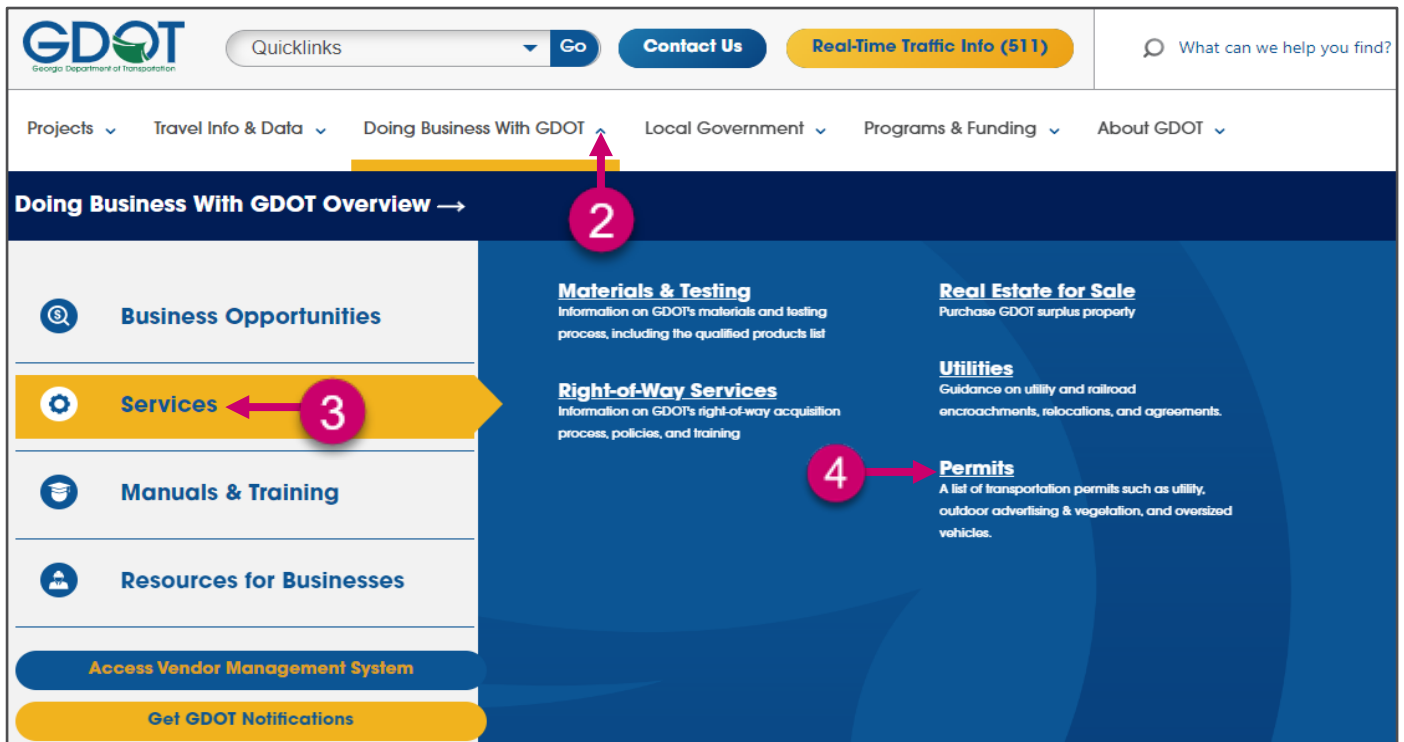
**14**

**DOWNLOAD** **PRINT** **CLOSE**

### Track Permit Application Status

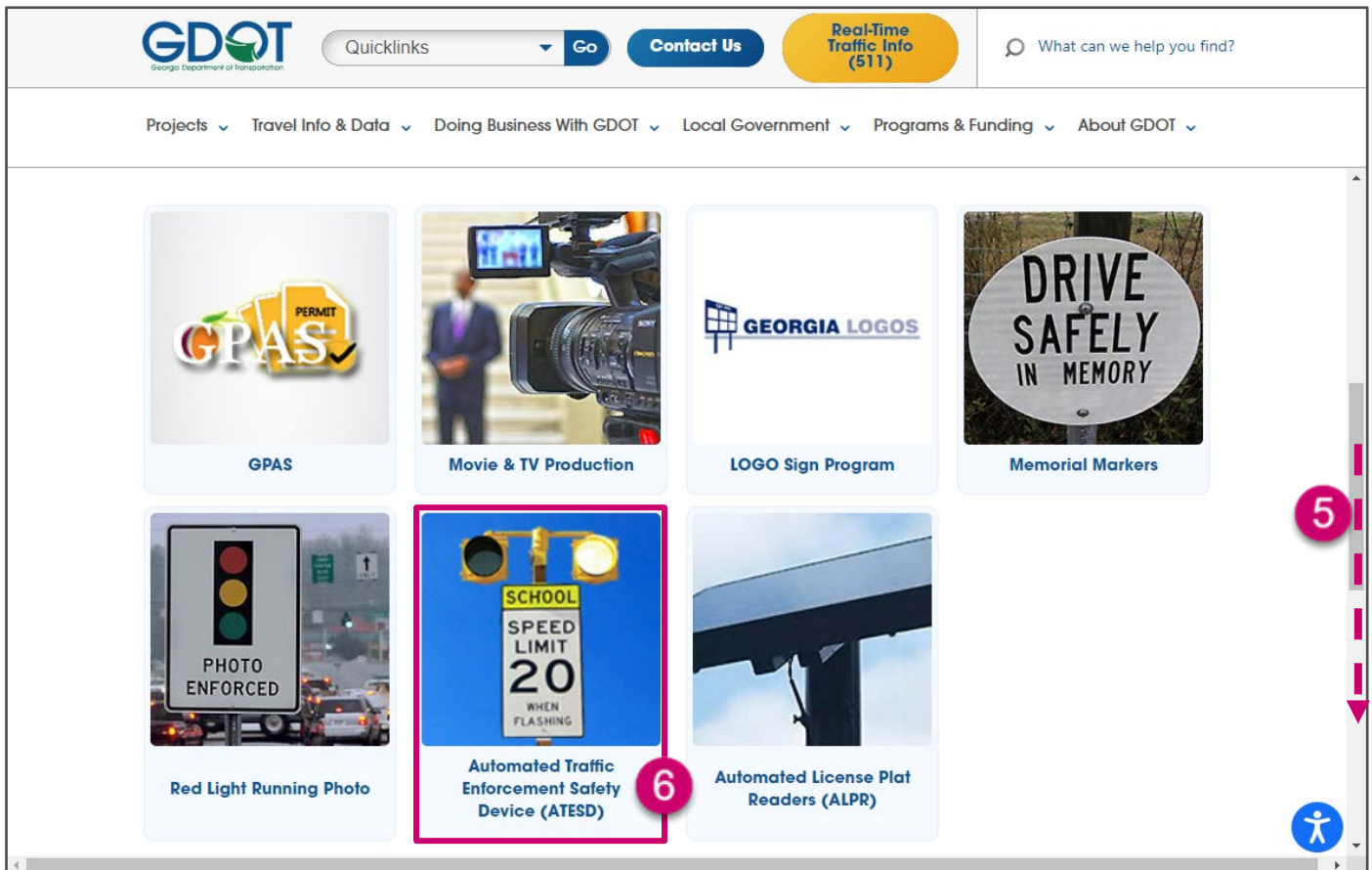
After the ATESD permit application has been submitted, you can check the status of the application online.

1. Go to the **GDOT External Website** ([www.dot.ga.gov](http://www.dot.ga.gov)).
2. Select the **Doing Business with GDOT** drop-down list.
3. Then select **Services** from the list on the left.
4. Select **Permits** from the options on the right.



The screenshot shows the GDOT External Website interface. At the top, there is a navigation bar with the GDOT logo, a search bar, and links for 'Quicklinks', 'Go', 'Contact Us', and 'Real-Time Traffic Info (511)'. Below this is a main navigation menu with categories: 'Projects', 'Travel Info & Data', 'Doing Business With GDOT', 'Local Government', 'Programs & Funding', and 'About GDOT'. The 'Doing Business With GDOT' category is highlighted with a red arrow and a red circle with the number 2. Below this, the 'Doing Business With GDOT Overview' section is displayed. On the left, there is a sidebar with links: 'Business Opportunities', 'Services', 'Manuals & Training', and 'Resources for Businesses'. The 'Services' link is highlighted with a red arrow and a red circle with the number 3. On the right, there are four main sections: 'Materials & Testing', 'Real Estate for Sale', 'Utilities', and 'Permits'. The 'Permits' section is highlighted with a red arrow and a red circle with the number 4. The 'Permits' section description reads: 'A list of transportation permits such as utility, outdoor advertising & vegetation, and oversized vehicles.'

5. If necessary, scroll down.
6. Select the **Automated Traffic Enforcement Safety Devices (ATESD)** tile.



7. If necessary, scroll down.
8. Select the **Track Permit Application Status** button from the **Apply for ATESD Permit** section (<https://www.dot.ga.gov/GDOT/Pages/ATESD.aspx>).



9. Enter the email address you entered in the ATESD permit application form.

10. Select **Apply**.

The screenshot shows the 'GPAS ATESD' web application. The main heading is 'Automated Traffic Enforcement Safety Device (ATESD) Permit Report'. Below this, a light blue bar contains the instruction: 'Please, Type the Email below (▼) and Click Apply Button to Execute the Report.' The form has two input fields: 'Email' and 'Apply'. A red circle with the number 9 points to the 'Email' field, and a red circle with the number 10 points to the 'Apply' button. The form also displays the GDOT logo and the text 'Automated Traffic Enforcement Safety Device (ATESD) Permit Report'. The page number 'Page 1 of 1' is visible in the bottom right corner.

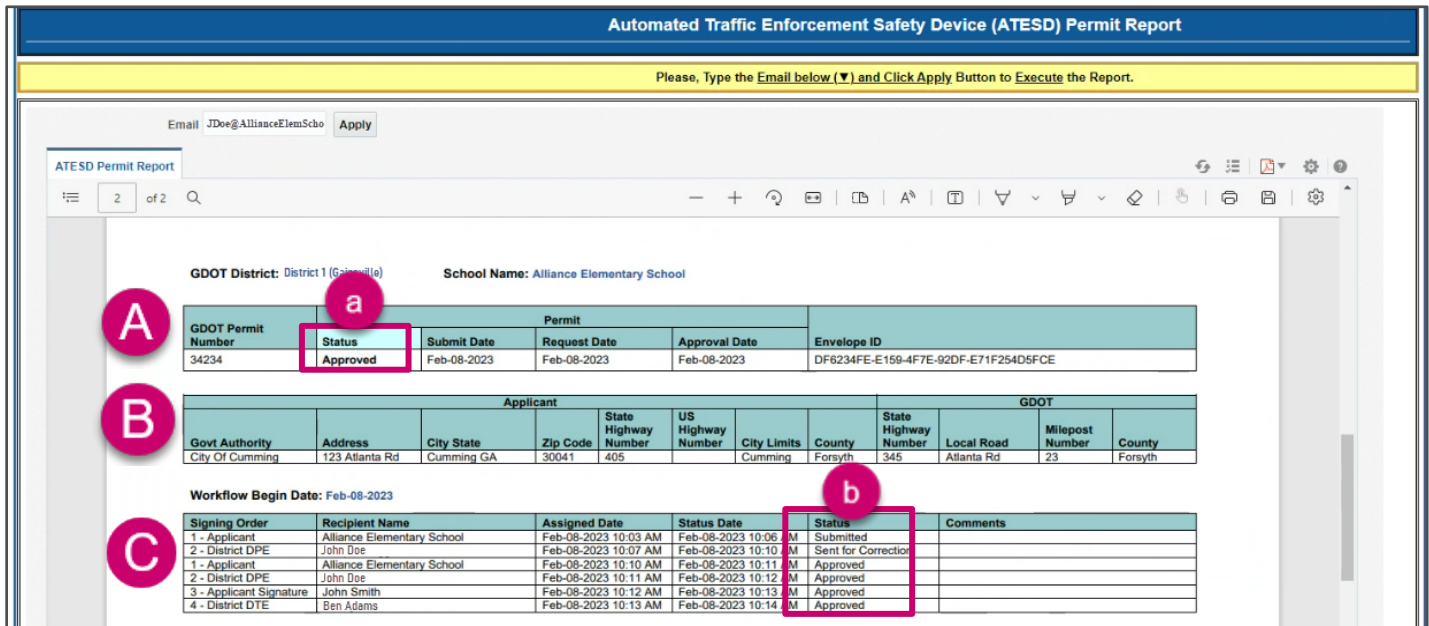
11. All the ATESD permit applications associated with the email entered will be displayed. Each application report will appear in a separate report page.



## Elements of a Permit Request Report

The report for a permit application contains three sections. From top to bottom the sections are:

- Permit header
- Permit details
- Permit workflow details



**Automated Traffic Enforcement Safety Device (ATESD) Permit Report**

Please, Type the Email below (▼) and Click Apply Button to Execute the Report.

Email: JDoe@AllianceElemScho Apply

ATESD Permit Report

2 of 2

GDOT District: District 1 (Gainesville) School Name: Alliance Elementary School

**A**

GDOT Permit Number	Status	Submit Date	Request Date	Approval Date	Envelope ID
34234	Approved	Feb-08-2023	Feb-08-2023	Feb-08-2023	DF6234FE-E159-4F7E-92DF-E71F254D5FCE

**B**

Applicant				GDOT							
Govt Authority	Address	City State	Zip Code	State Highway Number	US Highway Number	City Limits	County	State Highway Number	Local Road	Milepost Number	County
City Of Cumming	123 Atlanta Rd	Cumming GA	30041	405		Cumming	Forsyth	345	Atlanta Rd	23	Forsyth

Workflow Begin Date: Feb-08-2023

**C**

Signing Order	Recipient Name	Assigned Date	Status Date	Status	Comments
1 - Applicant	Alliance Elementary School	Feb-08-2023 10:03 AM	Feb-08-2023 10:06 AM	Submitted	
2 - District DPE	John Doe	Feb-08-2023 10:07 AM	Feb-08-2023 10:10 AM	Sent for Correction	
1 - Applicant	Alliance Elementary School	Feb-08-2023 10:10 AM	Feb-08-2023 10:11 AM	Approved	
2 - District DPE	John Doe	Feb-08-2023 10:11 AM	Feb-08-2023 10:12 AM	Approved	
3 - Applicant Signature	John Smith	Feb-08-2023 10:12 AM	Feb-08-2023 10:13 AM	Approved	
4 - District DTE	Ben Adams	Feb-08-2023 10:13 AM	Feb-08-2023 10:14 AM	Approved	

## Difference Between Workflow Status and Permit Status

The difference between the **Workflow Status** and the **Permit Status** is that the **Permit Status** shows the status of the overall process. While the **Workflow Status** shows the step in which the application is and what everyone has done during their review. In this example, once the Workflow Status was updated and approved, the rest of the steps were also approved, therefore the permit was approved and released to all parties.

### a. Permit Status can be:

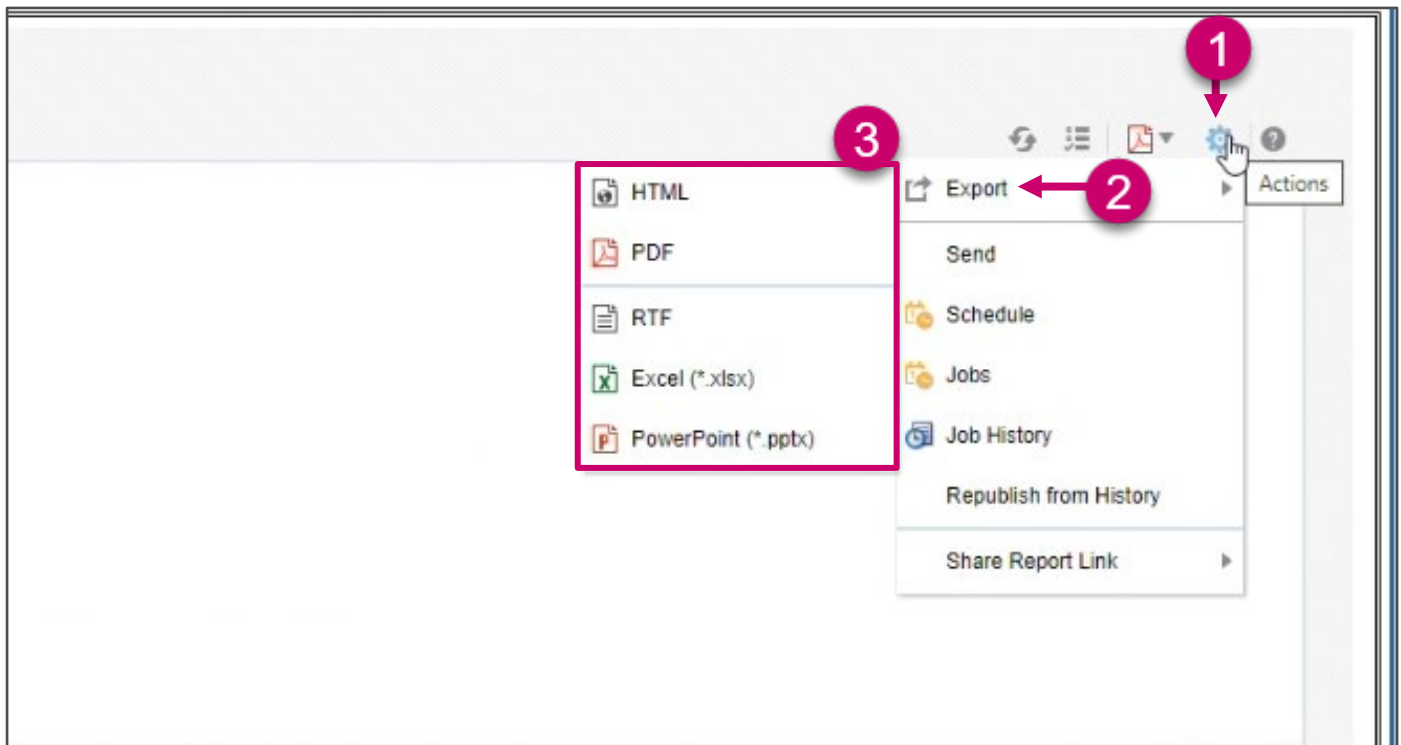
- Submitted** -- Status when Form is submitted.
- In Progress** -- Status when Form is in progress.
- Approved** -- Status when Form is approved.
- Rejected** -- Status when Form is declined.
- Canceled** -- Status when Form is canceled.

### b. Workflow Status can be:

- Submitted** -- Status when application form is submitted by Applicant.
- Assigned** -- Status when application form is in recipient's queue.
- Sent for Correction** -- Status when GDOT personnel sends for correction back to Applicant. This requires collaboration between Applicant and GDOT. In this example the District DPE sent the permit back for corrections and the Applicant accepts the suggestions and make the changes.
- Re-Assigned** -- Status when user Reassigns the review task to a different user.
- Approved** -- Status when user takes approved action during review step.
- Rejected** -- Status when user declines during review step.

## Export a Report

1. Select the **Page Options** icon.
2. Select **Export**.
3. Then select any of the export options of your choice.

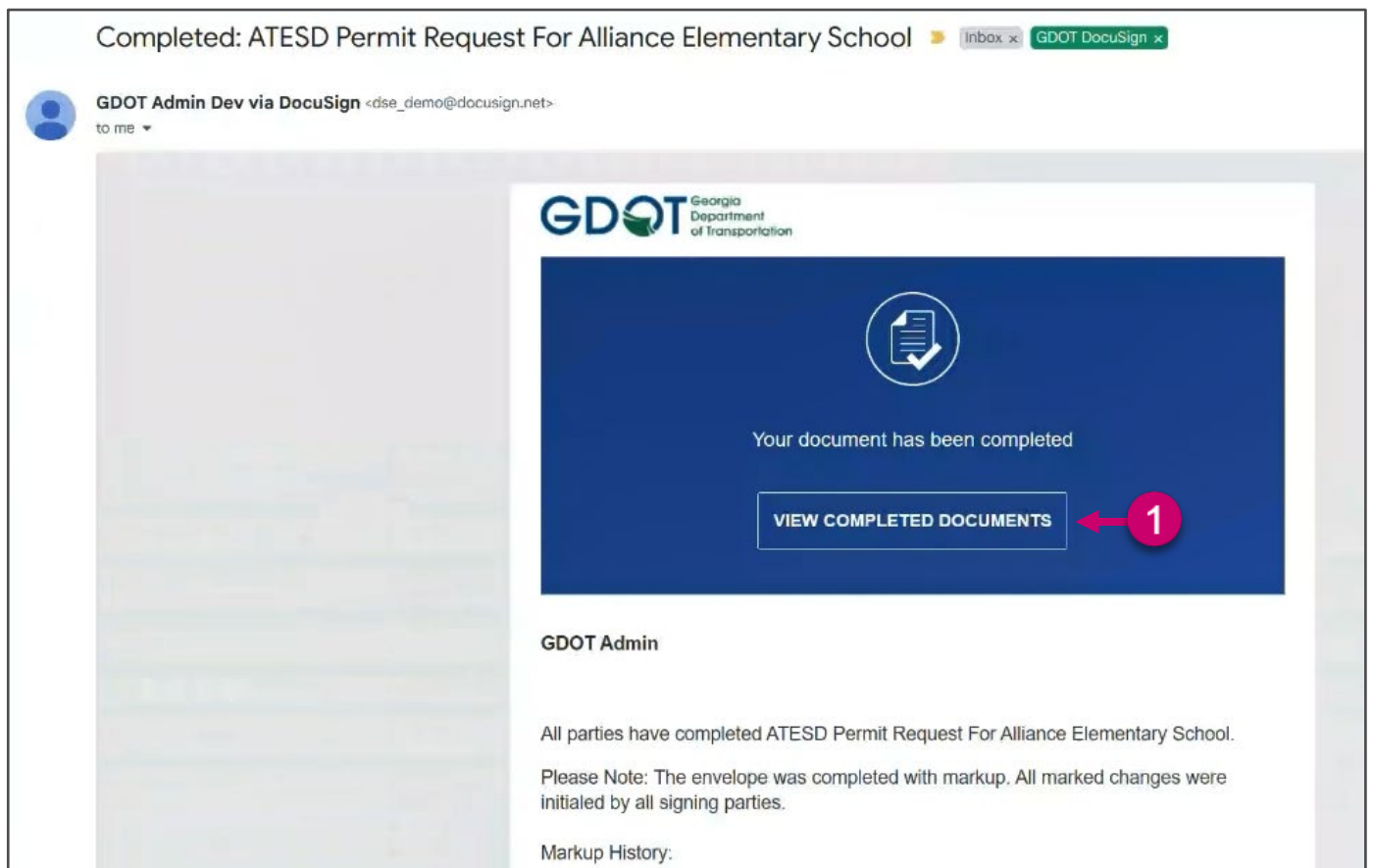




### Access Approved ATESD Permit

Once all parties have reviewed and approved the ATESD permit application an email notification will be sent out to all interested parties.

1. From the Completed: ATESD Permit Request for “Your School” email, select **VIEW COMPLETED DOCUMENTS**.



# ATESD - Permit Application External

2. Scroll down to review the complete document including the attachments.
3. Download or print a copy of the signed permit for your records.
4. When you are done, select **CLOSE**.

This document is now complete.

**CLOSE** OTHER ACTIONS ▾

DocuSign Envelope ID: DF6234FE-E159-4F7E-92DF-E71F254D5FCE

DOT 7418 Rev. September 2023

**DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA  
ATLANTA, GEORGIA**

**GDOT District: District 4 (Tifton)**

**FOR DOT USE ONLY:**  
State Highway No. 345  
Local Road No. Atlanta Rd  
Milepost No. 23  
County Forsyth  
Permit No. 34234

**APPLICATION AND PERMIT FOR AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICES (ATESD)**  
**TO: GEORGIA DEPARTMENT OF TRANSPORTATION/TRAFFIC MANAGEMENT CENTER**  
**935 UNITED AVE., SE, BLDG. 24, ATLANTA, GEORGIA 30316**

Application is hereby made for Alliance Elementary School 404-987-6543  
by City of Cumming Name of School (Area Code) Phone  
123 Atlanta Rd Governing Agency 404-123-4567  
Post Office Address City and State (Area Code) Phone  
Cumming GA 30041  
City and State Zip Code

for permission to accomplish work on the Right-of-Way of STATE HIGHWAY NO. 405  
U.S. within the City Limits of Cumming and in Forsyth County,  
pursuant to O.C.G.A. Sec. 40-14-18 and in accordance with and subject to the ATTACHED DESIGN, Chapter 672 of the Rules and Regulations of the  
Georgia Department of Transportation and the Georgia Department of Transportation Regulations for Driveway and Encroachment Control, all made a  
part hereto by reference thereto, and any SPECIAL REQUIREMENTS set forth herein.

The ATESD will operate one hour before instructional classes begin until one hour after such instructional classes have concluded for the dismissal of  
school Monday through Friday.

Permit requested on 02/08/2023

By John Smith Signature  
Signature  
John Smith  
Print Name  
Title Manager  
Governing Agency or Official for Applicant

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## Help

### Frequently Asked Questions (FAQ)

**1. What do I need to apply for an ATESD permit?**

**A:** Please review the [Permit Checklist](#) section on page 7.

**2. How do I know the status of my ATESD permit application?**

**A:** Please review the [Track Permit Application Status](#) section on page 28.

**3. What is my District?**

**A:** See this link <https://www.dot.ga.gov/GDOT/Pages/GDOTDistricts.aspx> to find which District your school belongs to.

### Support Contact Information

If the information presented in this manual does not answer your questions and you need further assistance, please contact the Solutions Center.

- **Hours** - Monday to Friday, 7:00 AM–5:00 PM excluding State Holidays
- **Phone** - (404) 631-1220
- **E-mail** - [solutionscenter@dot.ga.gov](mailto:solutionscenter@dot.ga.gov)

### GDOT Representatives Contact Information

Northeast Georgia: District 1 (Gainesville)	<a href="mailto:District1-DPE@dot.ga.gov">District1-DPE@dot.ga.gov</a>
East Central Georgia: District 2 (Tennille)	<a href="mailto:District2-DPE@dot.ga.gov">District2-DPE@dot.ga.gov</a>
West Central Georgia: District 3 (Thomaston)	<a href="mailto:District3-DPE@dot.ga.gov">District3-DPE@dot.ga.gov</a>
Southwest Georgia District 4 (Tifton)	<a href="mailto:District4-DPE@dot.ga.gov">District4-DPE@dot.ga.gov</a>
Southeast Georgia: District 5 (Jesup)	<a href="mailto:District5-DPE@dot.ga.gov">District5-DPE@dot.ga.gov</a>
Northwest Georgia: District 6 (Cartersville)	<a href="mailto:District6-DPE@dot.ga.gov">District6-DPE@dot.ga.gov</a>
Metro Atlanta: District 7 (Chamblee)	<a href="mailto:District7-DPE@dot.ga.gov">District7-DPE@dot.ga.gov</a>