ATESD - Permit Application for External Applicants

Manual

ATESD - Permit Application External

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ATESD - Permit Application External

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.	These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.	These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.
Note	**Pro Tip**	**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.
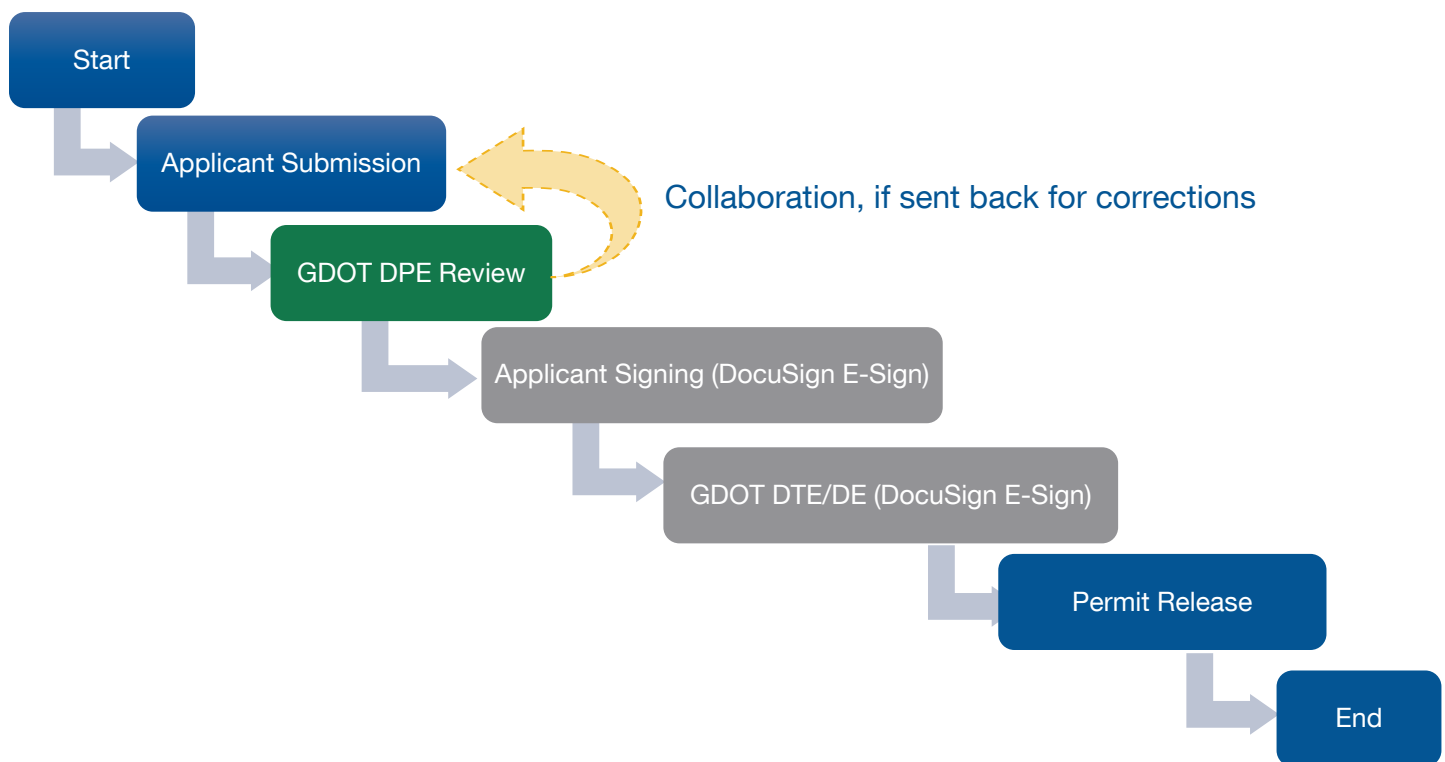
Where:

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.

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

	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

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
• School name • Applicable email address	• Name of the signing authority of the school (school system's superintendent or designee when submitted by a public/private school system) • Email of the signing authority of the school

DocuSign Form Information

GDOT District	School Information	Governing Agency
• District 1 (Gainesville) • District 2 (Tennille) • District 3 (Thomaston) • District 4 (Tifton) • District 5 (Jesup) • District 6 (Cartersville) • District 7 (Chamble)	• Name of the school • Phone number	• Name of the Governing Agency • Phone number • Post office address • City and state • Zip code

Other

- State Highway Number
- US Highway Number (optional)
- City name
- County name

If you do not know your school's District, you can find it here
https://www.dot.ga.gov/GDOT/Pages/GDOTDistricts.aspx

Pro Tip

Required Attachments

For Off-System Routes

Only one attachment is required: Off-System Self Certification Letter

For On-System Routes

1. The application will only be considered for those areas where a School Zone is existing on the Master State Order or List of Roads.

2. 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.

3. Written correspondence from the appropriate local law enforcement agency approving the Applicant's request for an ATESD.

4. A letter of support from the city or county stating that they will be responsible of maintaining the flashers and ATESD devices.

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.
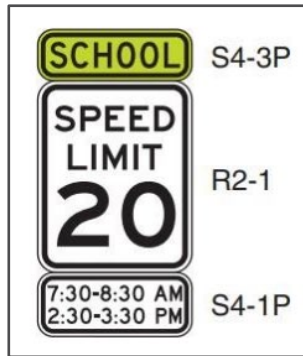
6. The study of violations found

   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.

GDOT
Georgia Department
of Transportation

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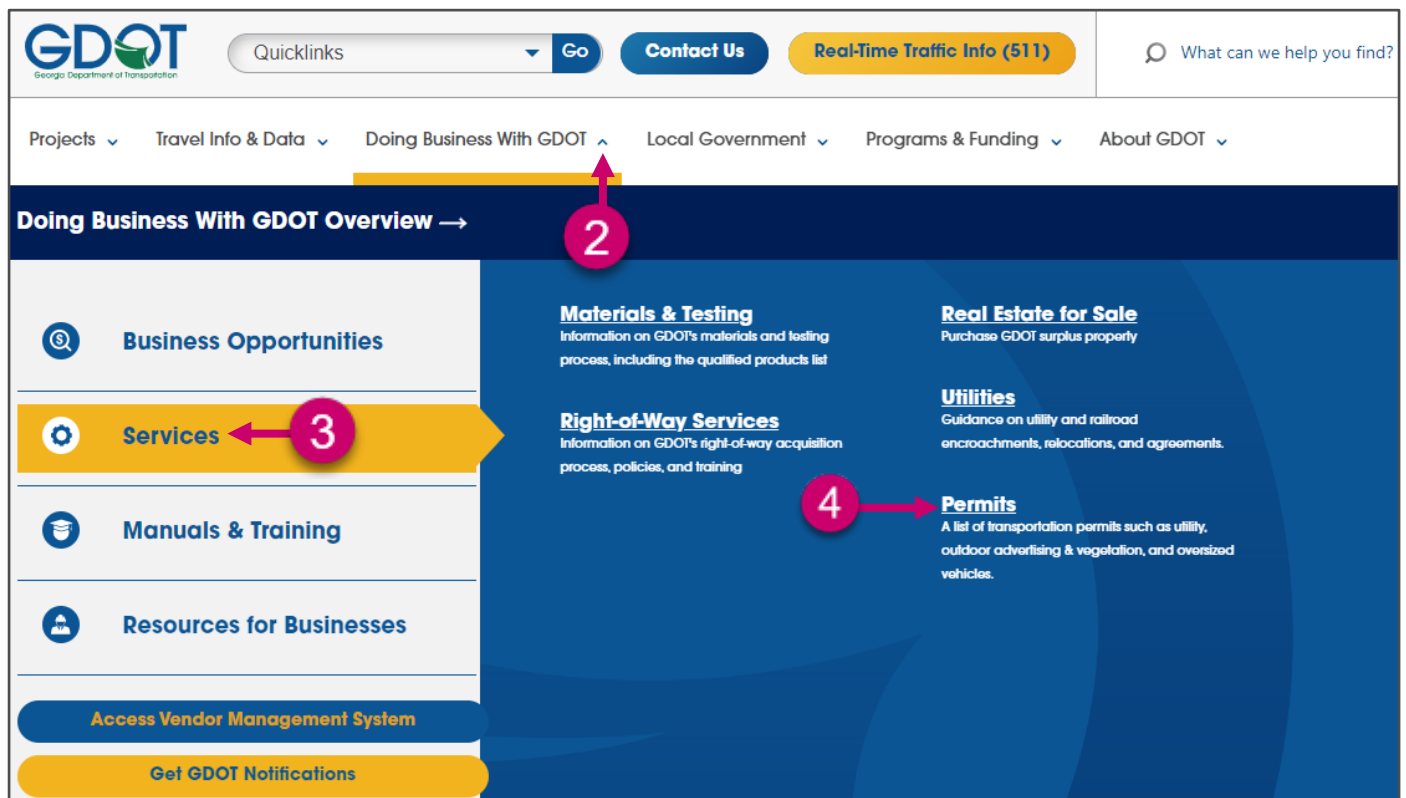
> **Microsoft Edge** and **Google Chrome** are the preferred web browsers for this application. Others might work as well. You may access this site on smartphone devices.
>
> **Note**

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

1. Go to the **GDOT External Website** (www.dot.ga.gov).
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.

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.

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**
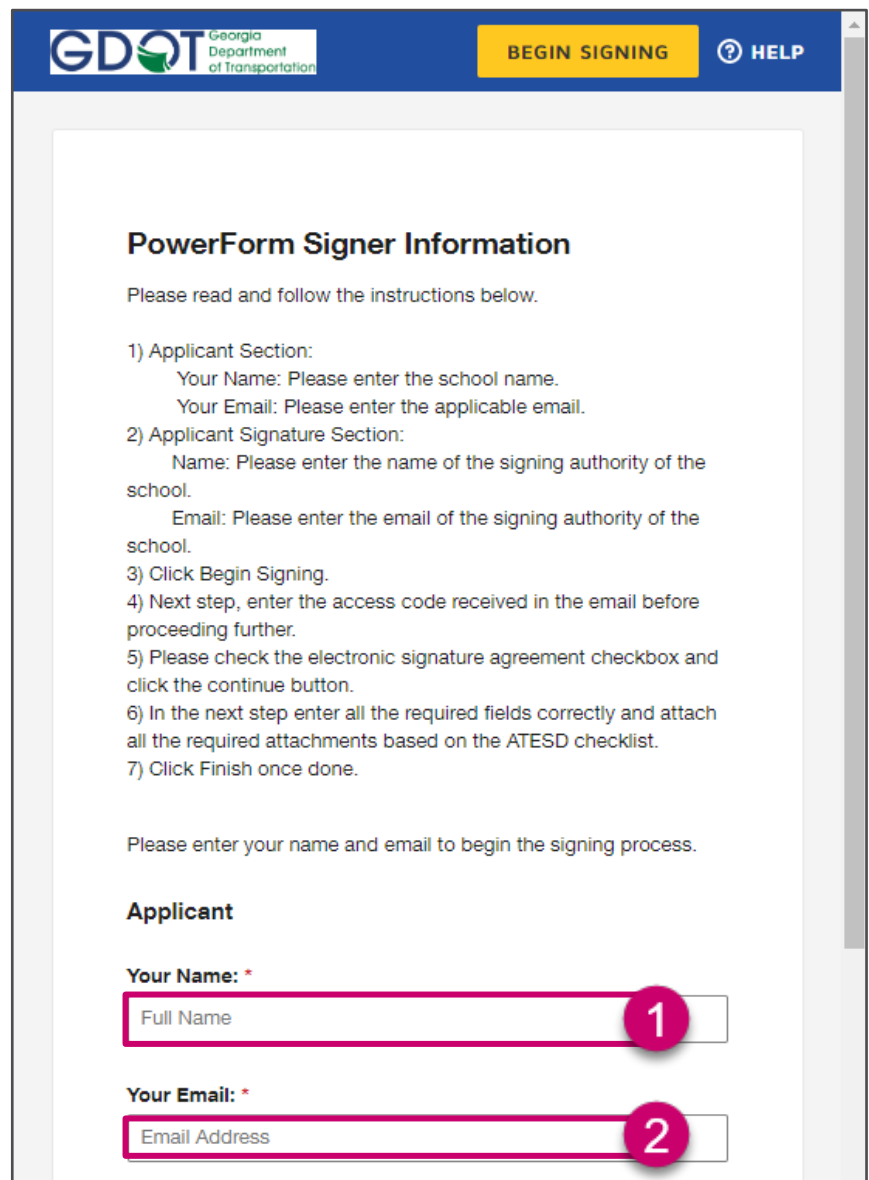
2. Enter the **Email** address.

> **!**
>
> 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**
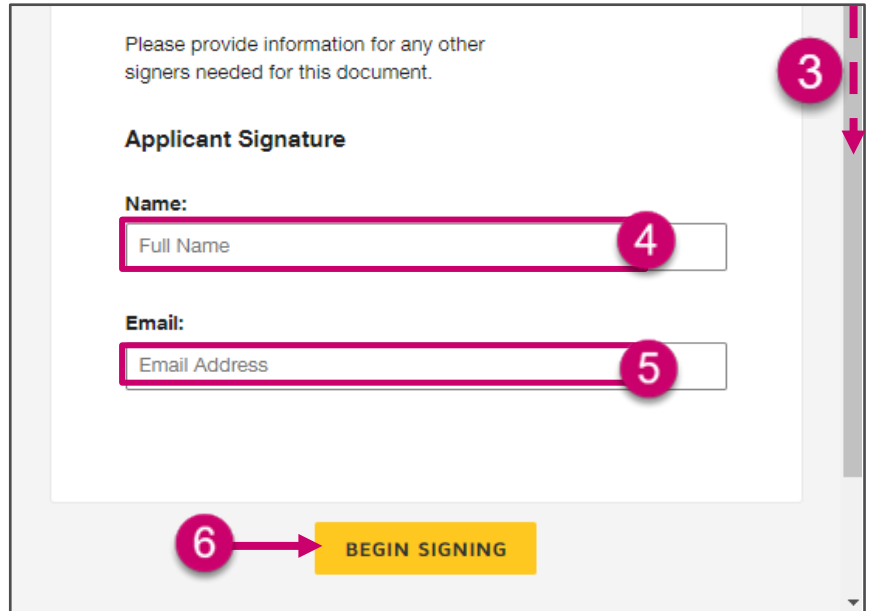
PowerForm Signer Information

Please read and follow the instructions below.

1) Applicant Section:
   Your Name: Please enter the school name.
   Your Email: Please enter the applicable email.
2) Applicant Signature Section:
   Name: Please enter the name of the signing authority of the school.
   Email: Please enter the email of the signing authority of the school.
3) Click Begin Signing.
4) Next step, enter the access code received in the email before proceeding further.
5) Please check the electronic signature agreement checkbox and click the continue button.
6) In the next step enter all the required fields correctly and attach all the required attachments based on the ATESD checklist.
7) Click Finish once done.

Please enter your name and email to begin the signing process.

Applicant

Your Name: *

Full Name

Your Email: *

Email Address

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
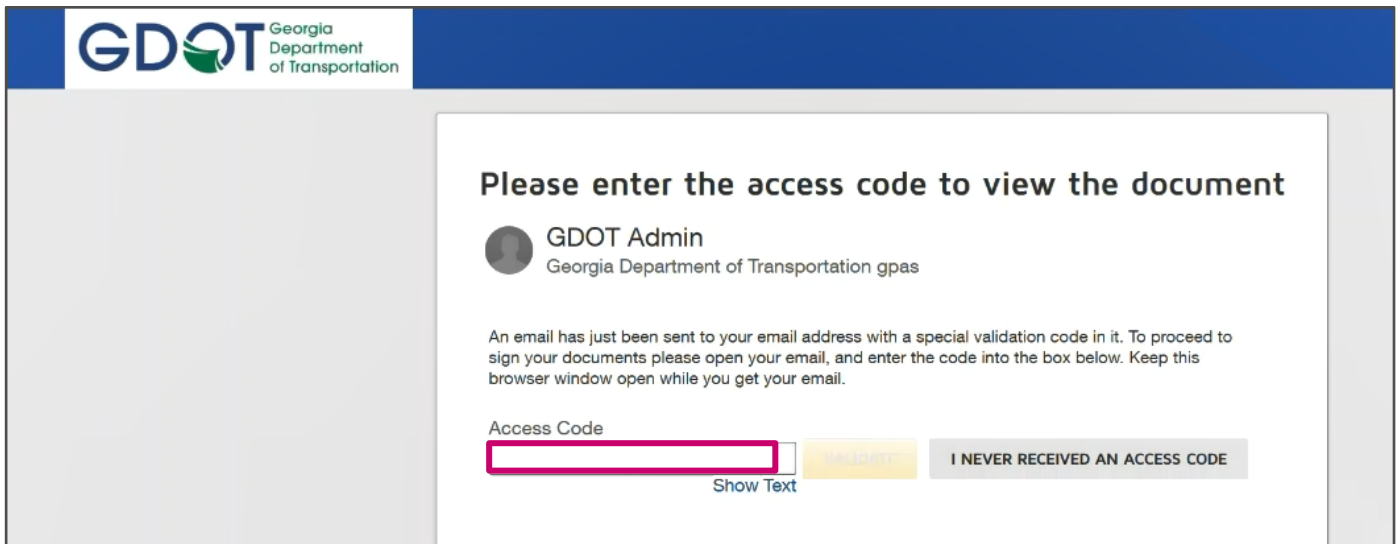
Email:

Email Address

BEGIN SIGNING

Verification Access Code

DocuSign opens displaying the window below requesting an access code.

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

VALIDATE   I NEVER RECEIVED AN ACCESS CODE

Show Text

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**.
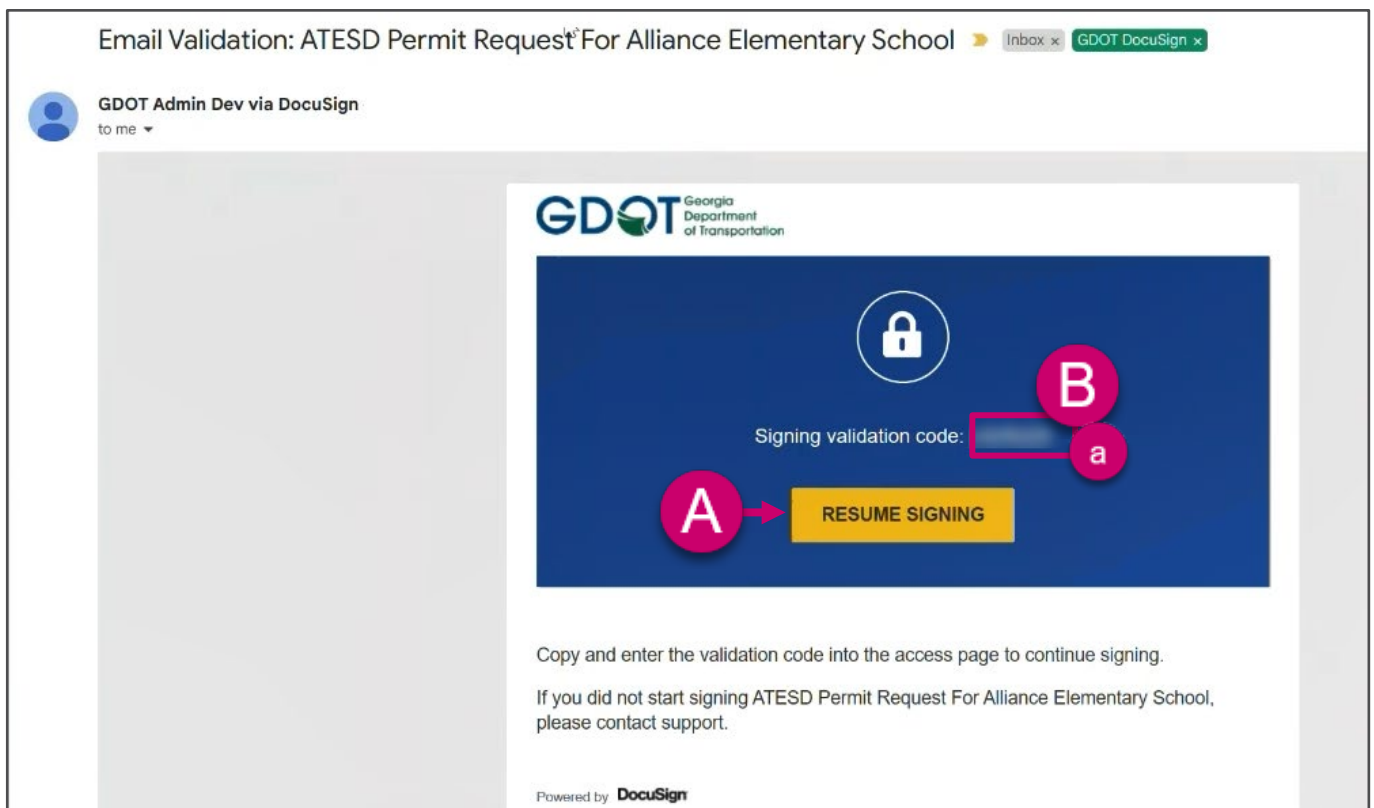
   b. Paste the **Access Code** into the field.

   c. Select **VALIDATE**.

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.

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**.

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 throug Required - Date

Permit requested on

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				

By

Title

Gov

**Note: Local gove   intenance of the Automated Traffic Enforcement Safety Devices including the
                                                         one flashers. Please see rules for further details.**

FORM   E BY GEORGIA DEPARTMENT OF TRANSPORTATION
SPECIAL REQUIREM

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**.

Submission Confirmation

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

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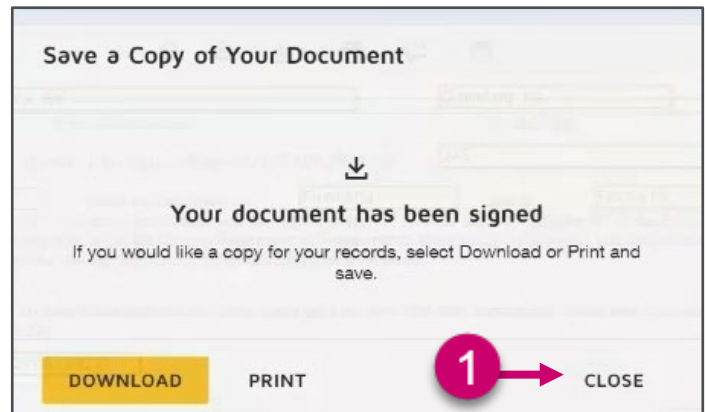
2. As the applicant, you will receive an email confirmation of your submission.

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)

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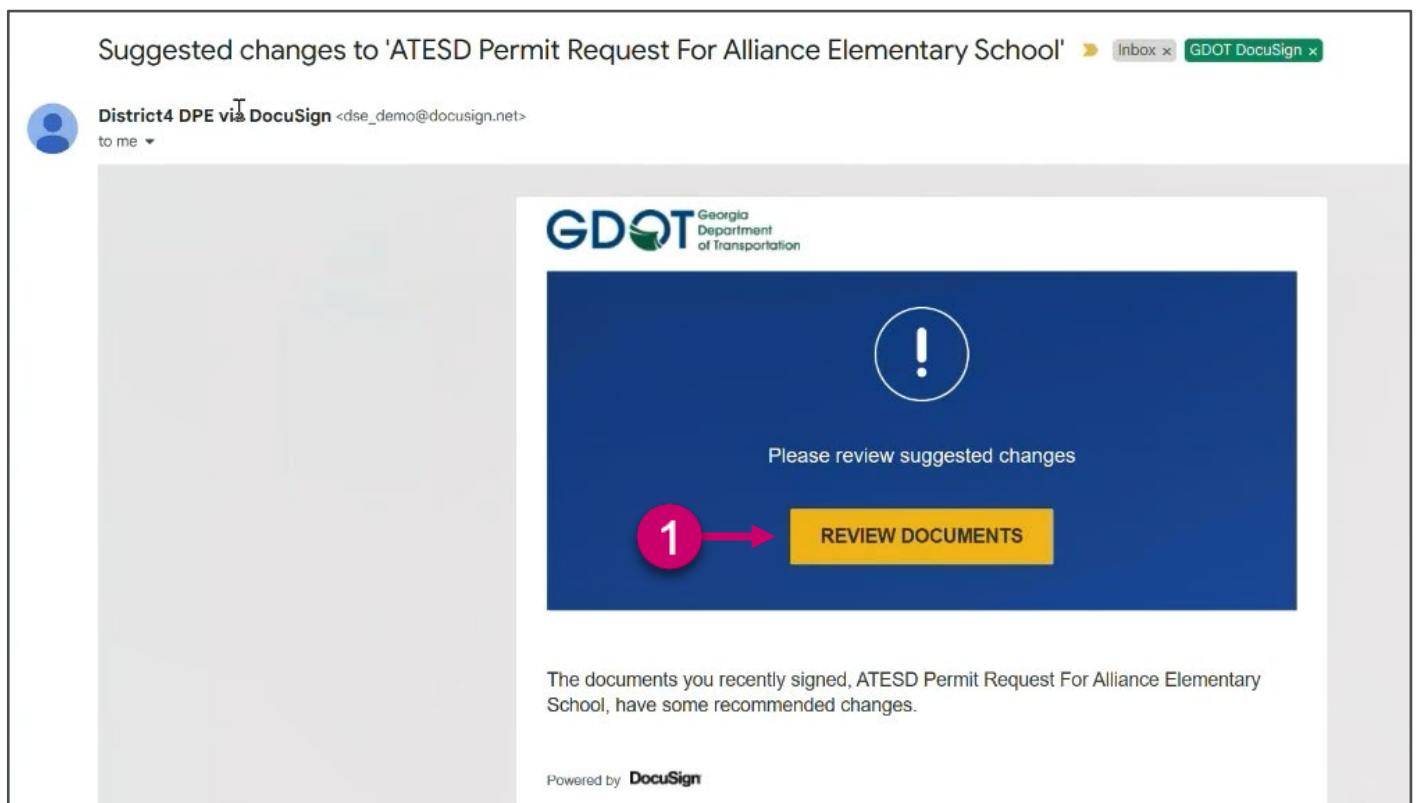
2. Once DocuSign opens, select **CONTINUE**.

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

4. 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.

3. Select the signature you wish to use from the list if any exist.

4. Otherwise, select **ADOPT NEW**.

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**.

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.

9. Select **FINISH**.

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

| DOWNLOAD | PRINT | 10 → | 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**.

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

3. Check the **I agree to use electronic records and signature** agreement checkbox.

4. Select the **CONTINUE** button.

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

6. If necessary, scroll down.

7. Then, select the **Sign Here** icon to sign the permit application.

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**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

Initials*

JS

SELECT STYLE   DRAW   UPLOAD

PREVIEW

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, 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.

ADOPT AND SIGN   CANCEL

12. Select **FINISH**.

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

!

Please download a copy of the permit for your records.

Important

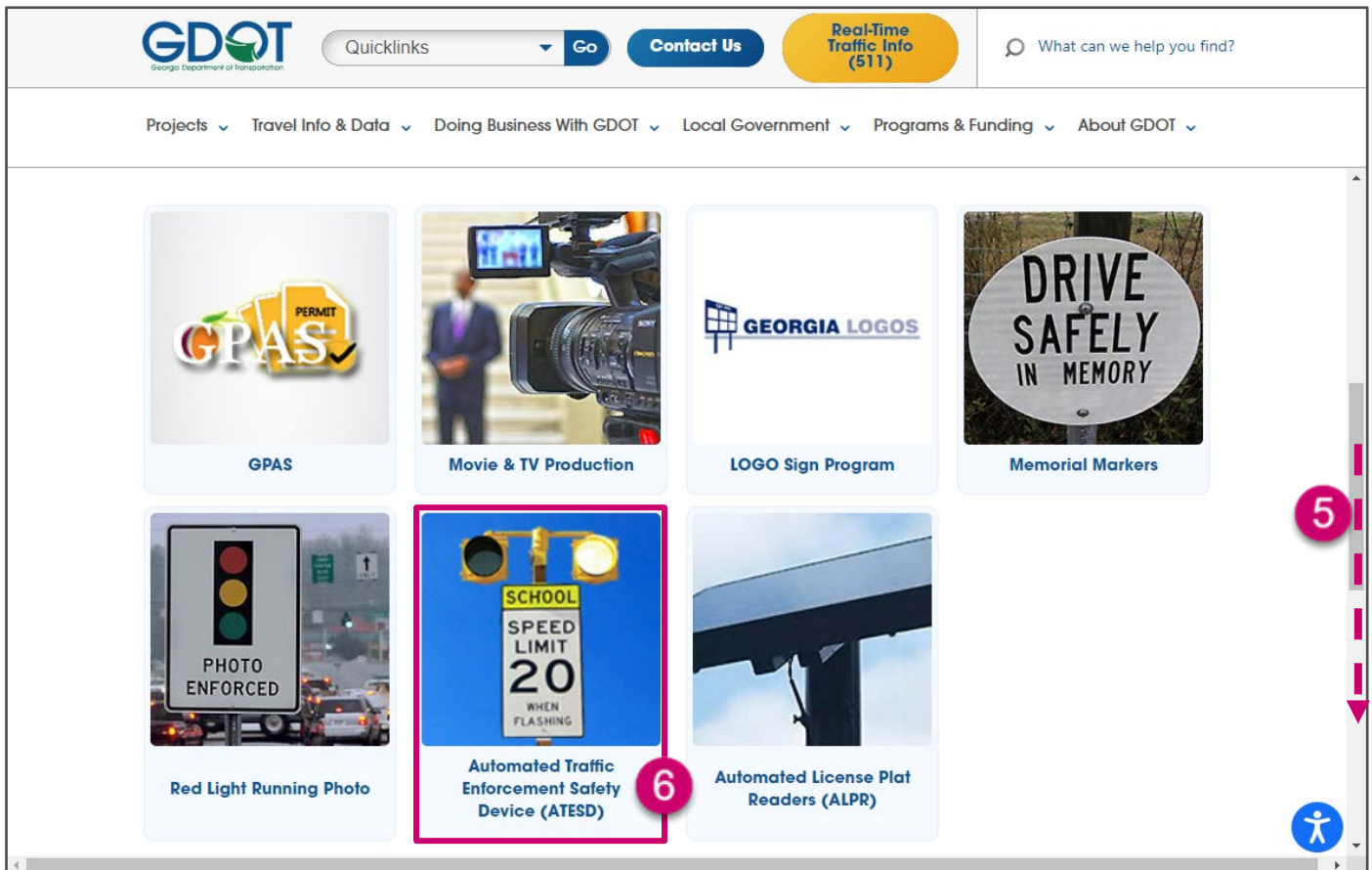14. Then, select **CLOSE**.

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).
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.

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.
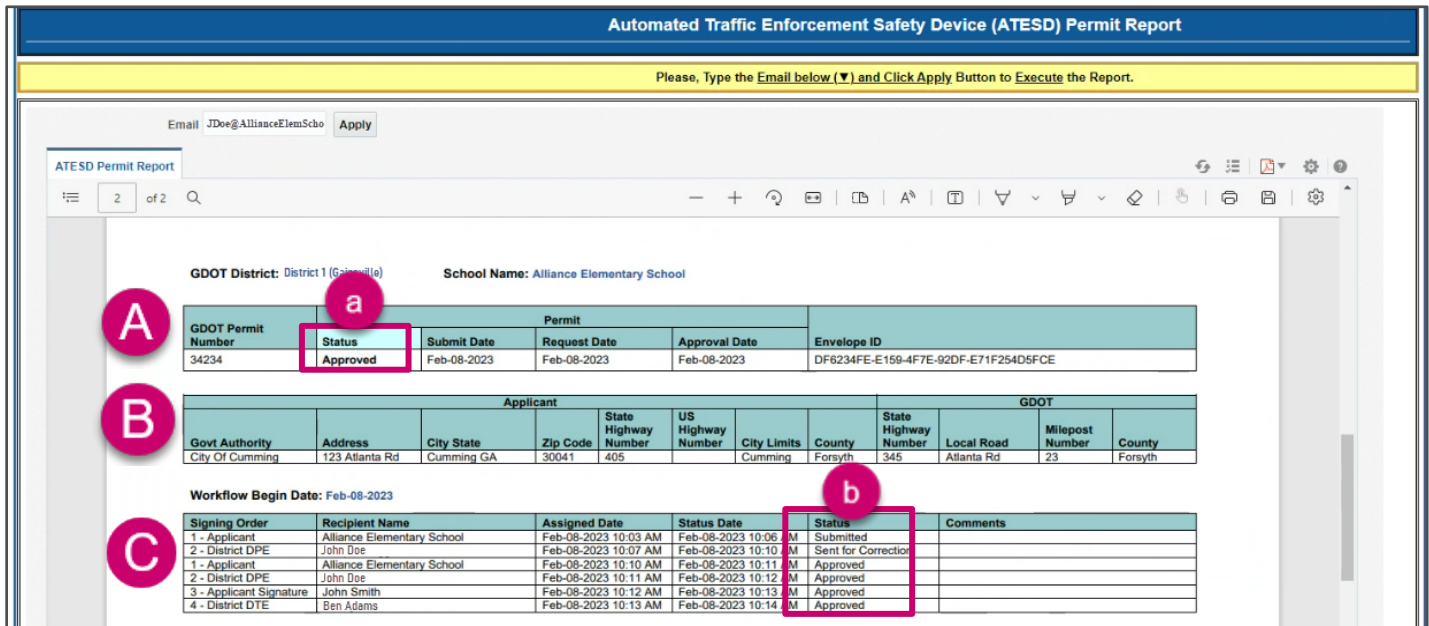
10. Select **Apply**.

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:

A. Permit header
B. Permit details
C. Permit workflow details

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**.

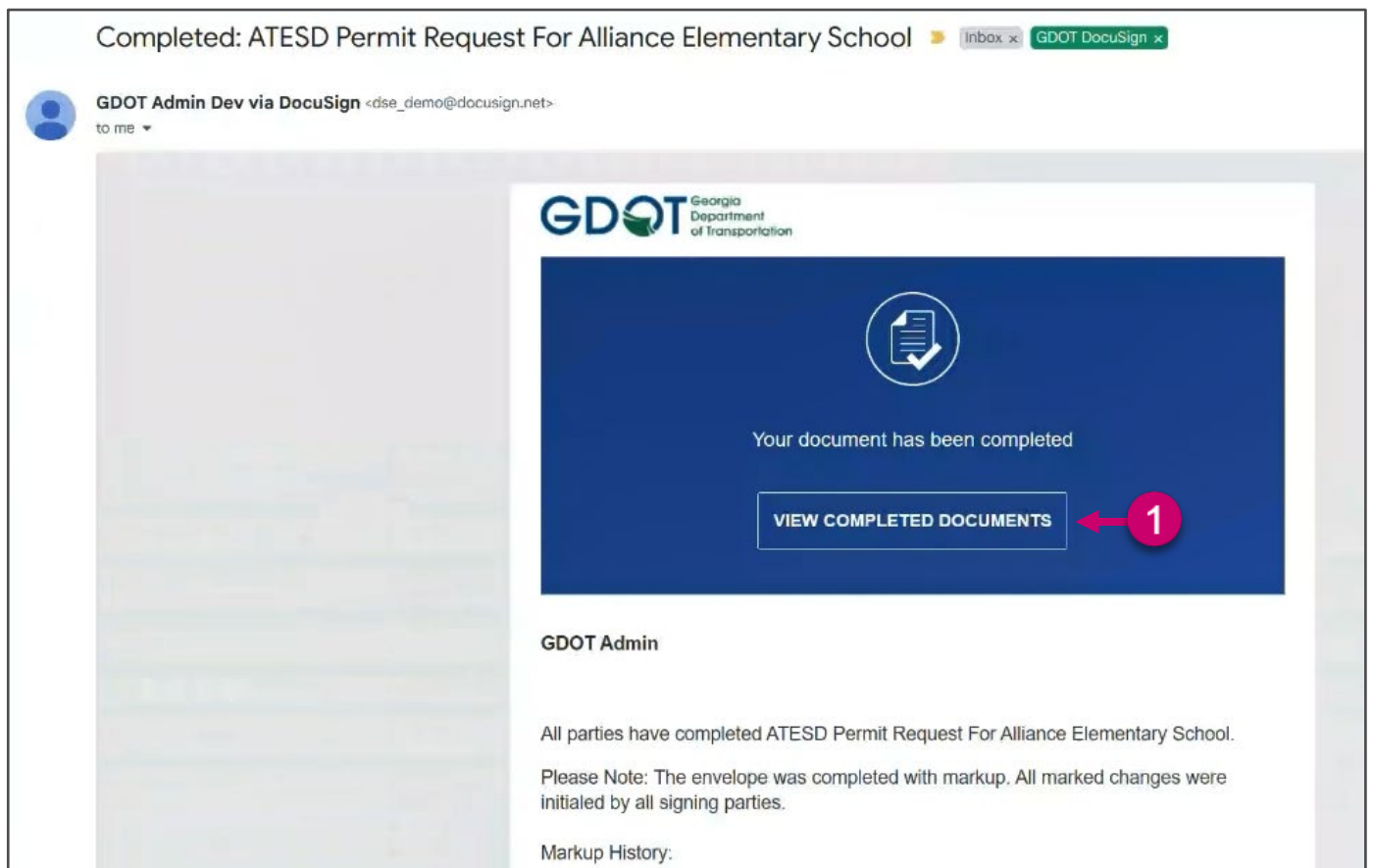3. Then select any of the export options of your choice.
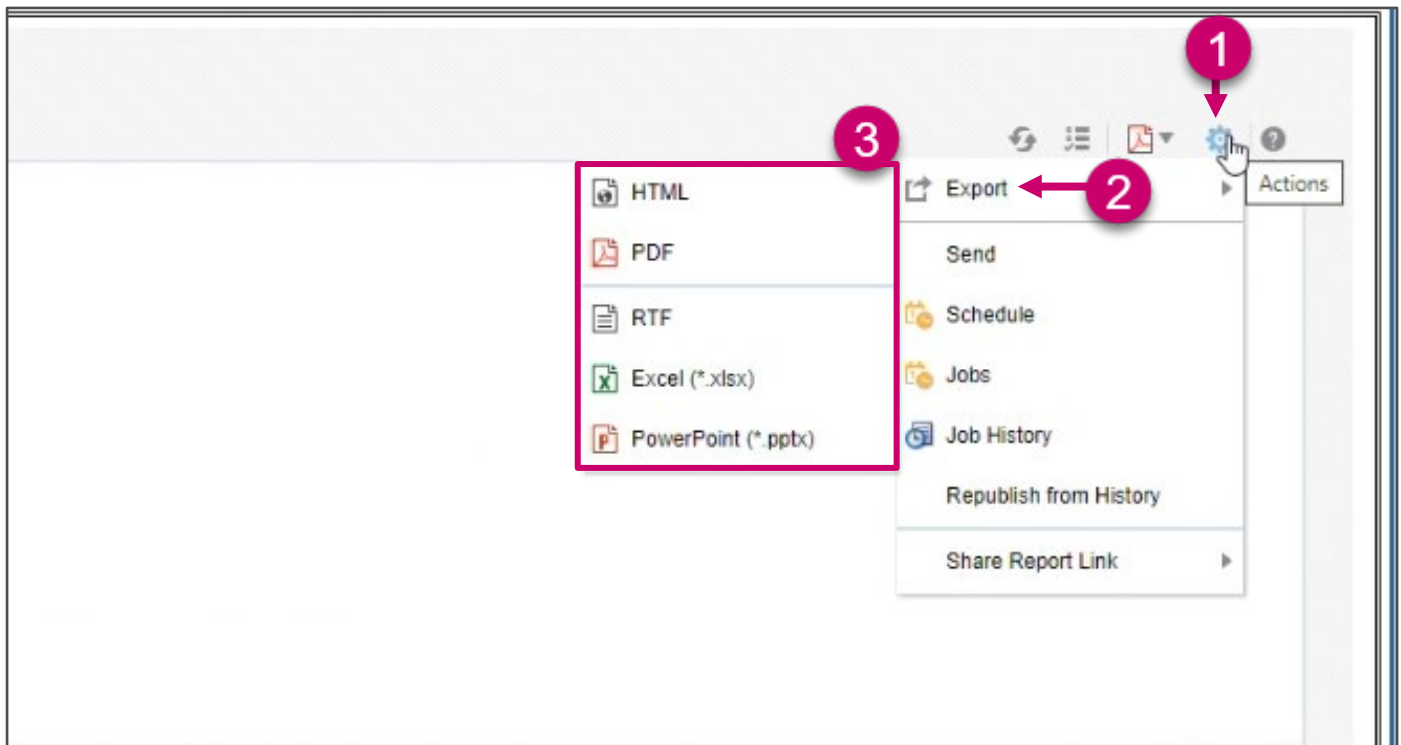
Access Approved ATESD Permit

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**.

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**.

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

GDOT Representatives Contact Information

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