GPAS – Access Permits for External Applicants

Manual

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GPAS – Access Permits External

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About this Manual

This manual discusses how external applicants can use the Georgia Permit Application System (GPAS) to manage access permit requests. This manual will introduce the following GPAS topics:

- ✓ Access, Create and Login to GPAS Account
- ✓ The GPAS Interface
- ✓ Manage User Profile and Addresses
- ✓ Search / Sort / Filter Permits
- ✓ Submit New Access Permit Requests
  - 7410 – Special Encroachment
  - 7410A – Limited Landscape
  - 7412 – Commercial Driveway
  - 7414 – Temporary Conditions
  - 7416 – Bus Shelter – Bench Encroachment
- ✓ Review Application Status
  - Initial GDOT Review
  - Submit Electronic Signature (DocuSign)
  - Final GDOT Review and Approval
- ✓ Submit a Revision / Addendum

How to Use this Manual

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use GPAS 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.

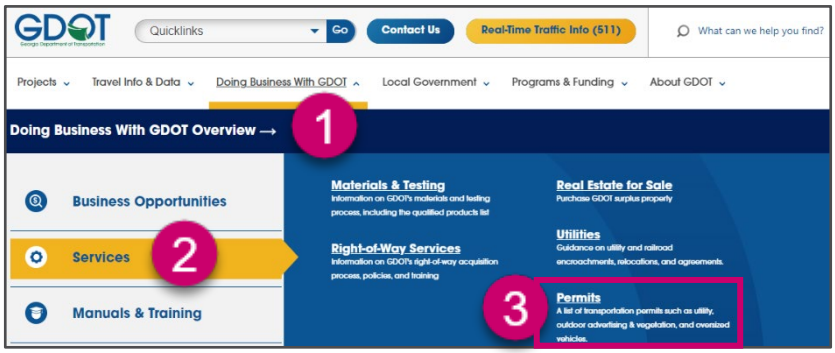
Pro Tip

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

Important

Access GPAS

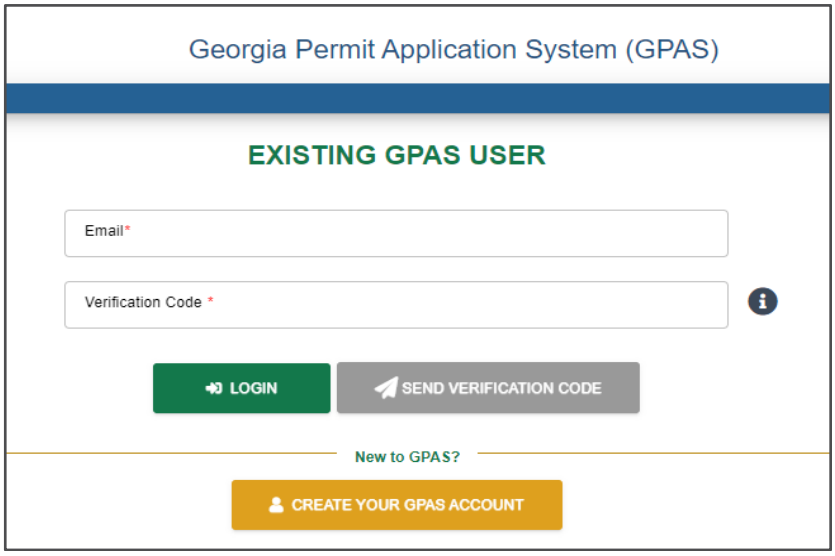
1. Access GPAS from https://gpas.dot.ga.gov/ or from the GDOT website navigate to **Doing Business With GDOT**.
2. Select **Services**.
3. Select **Permits**.



4. Select **GPAS**.

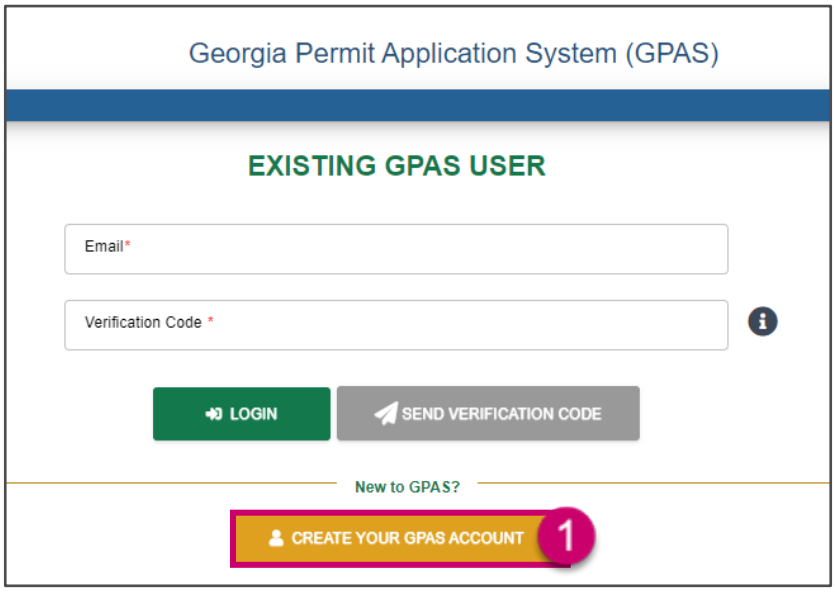
5. The GPAS login page will appear.

   If this is your first time accessing GPAS, you must first create an account and setup your profile.

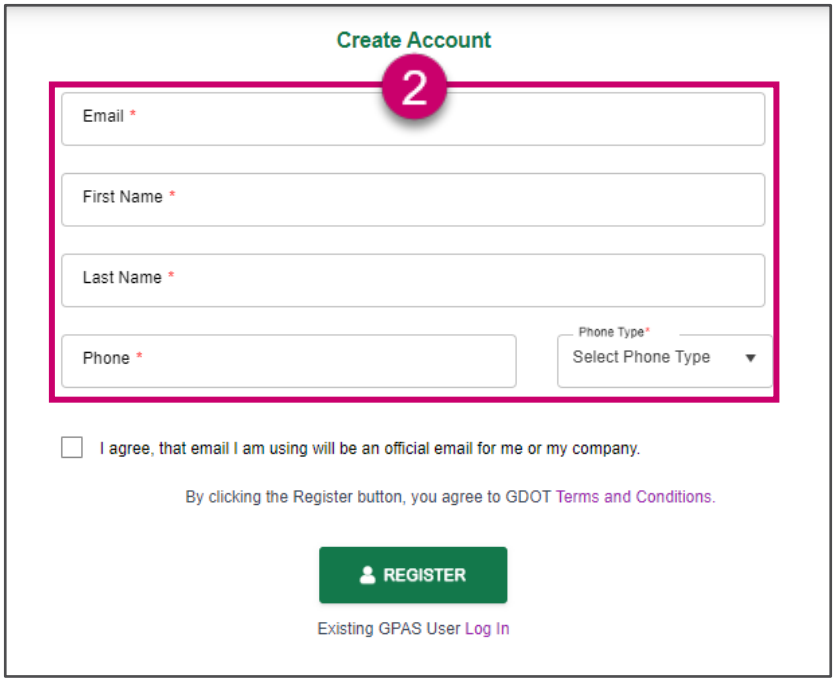


Create and Login to GPAS Account

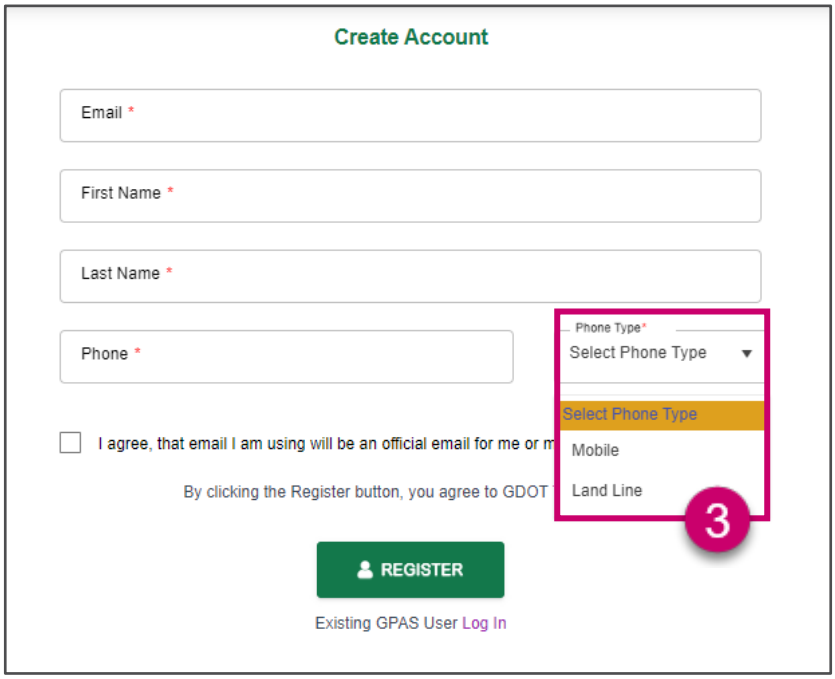
1. To create a GPAS account, select **CREATE YOUR GPAS ACCOUNT**.



2. Enter your **Email Address**, **First Name**, **Last Name**, and **Phone** number.

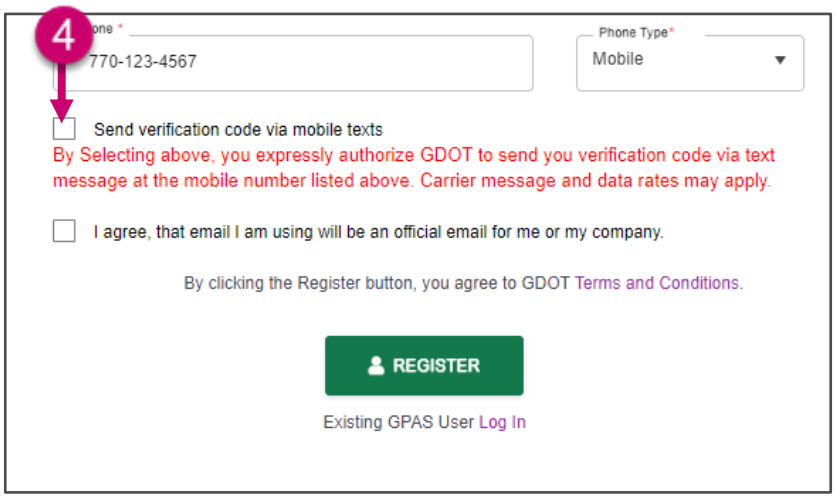


3. When adding a phone number, indicate whether this is a **Mobile** or **Land Line** phone.

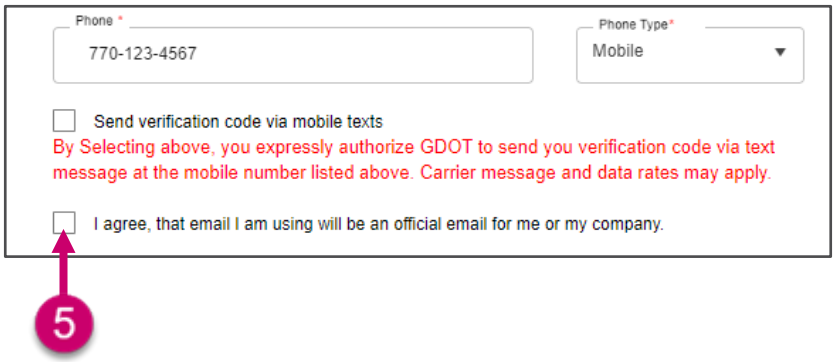


4. When adding a Mobile phone, you are presented with the option to **Send verification code via mobile texts**.

   Select the checkbox to authorize GDOT to send you verification codes via text message.

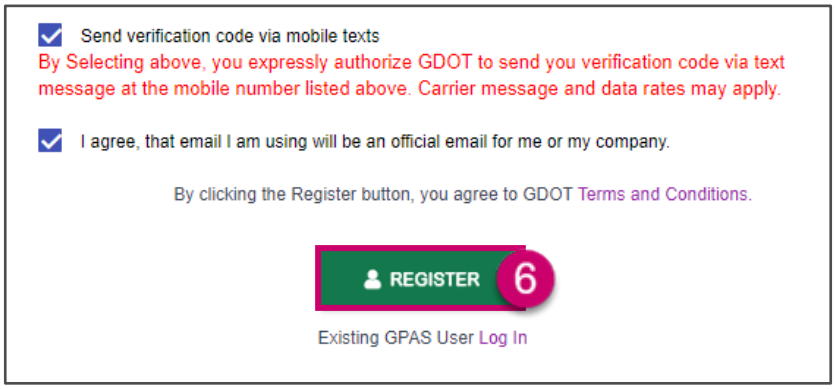


5. Select the checkbox to confirm that the email you entered is the official email for you or your company.



6. Select **REGISTER** to continue.

   You will receive an email to the registered email address with instructions to login to the application.

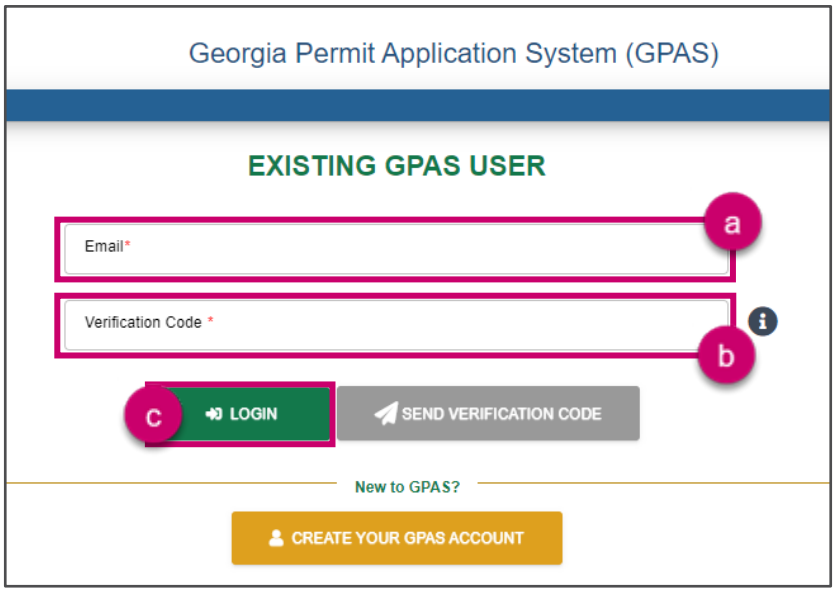


A verification code will be included in the registration email. Each subsequent login must request a new verification code.

Note

First-Time Login

1. After receiving your verification code, return to the login screen. From the login screen:
   a. Enter the **Email** address that you entered on registration.
   b. Enter the **Verification Code** that was sent to your email address (or mobile device).
   c. Select **LOGIN**.
2. You will now be logged in to the Georgia Permit Application System.

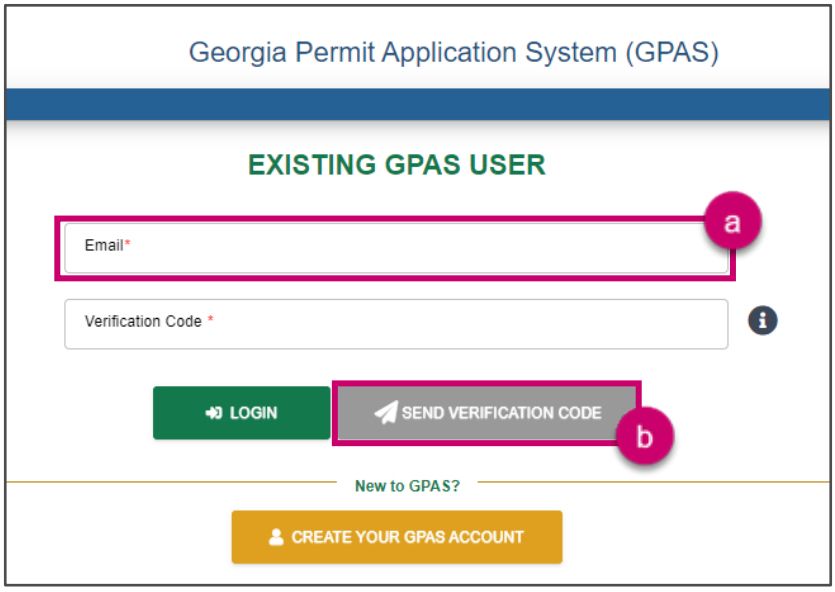


The verification code is a one-time use code that will only be active for 60 minutes. If you attempt to login after 60 minutes, or if you login once using the code, you will need to request a new verification code for subsequent logins.

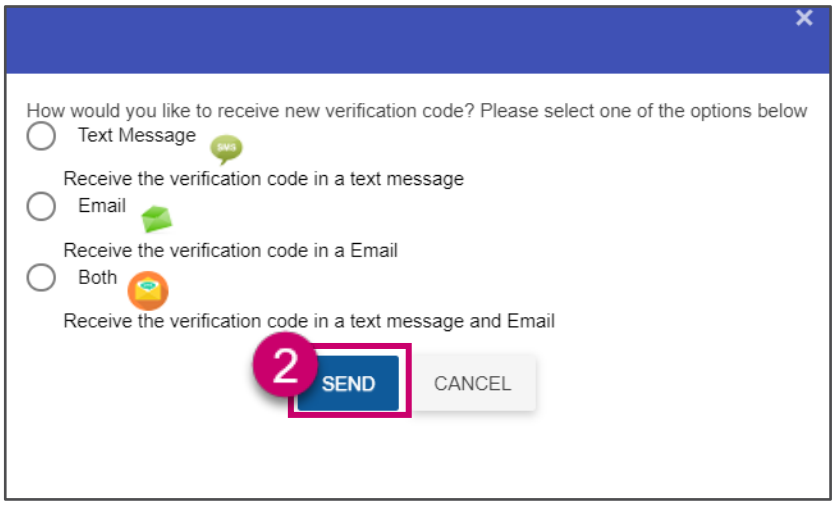
Important

Subsequent Logins

1. From the login screen:
   a. Enter the **Email** address that you entered on registration.
   b. Select **SEND VERIFICATION CODE**.



2. From the pop-up window, select how you would like to receive the verification code and select **SEND**.



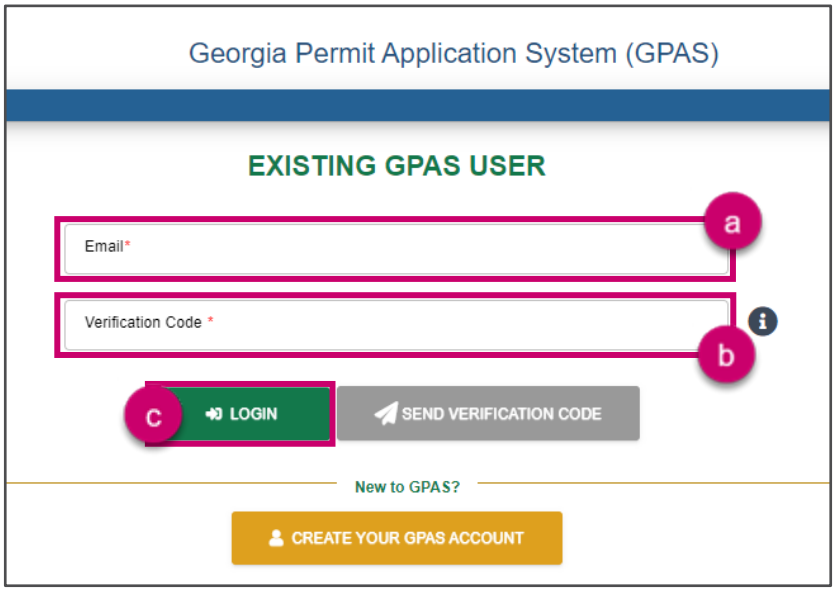
To receive verification codes via text message, you must have selected **Mobile** as the phone type during registration.

Note

The verification code is a one-time use code that will only be active for 60 minutes. If you attempt to login after 60 minutes, or if you login once using the code, you will need to request a new verification code for subsequent logins.

Important

3. After receiving your verification code, return to the login screen. From the login screen:
   a. Enter your **Email** address.
   b. Enter the **Verification Code** that was sent to your email address (or mobile device).
   c. Select **LOGIN**.
4. You will now be logged in to the Georgia Permit Application System.



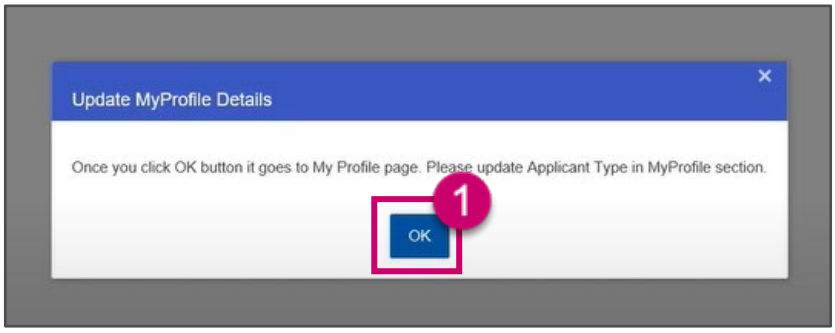
After ten unsuccessful login attempts, your account will be locked.
To unlock your account or to get help with any GPAS issues, contact the Solutions Center at SolutionsCenter@dot.ga.gov.

Important

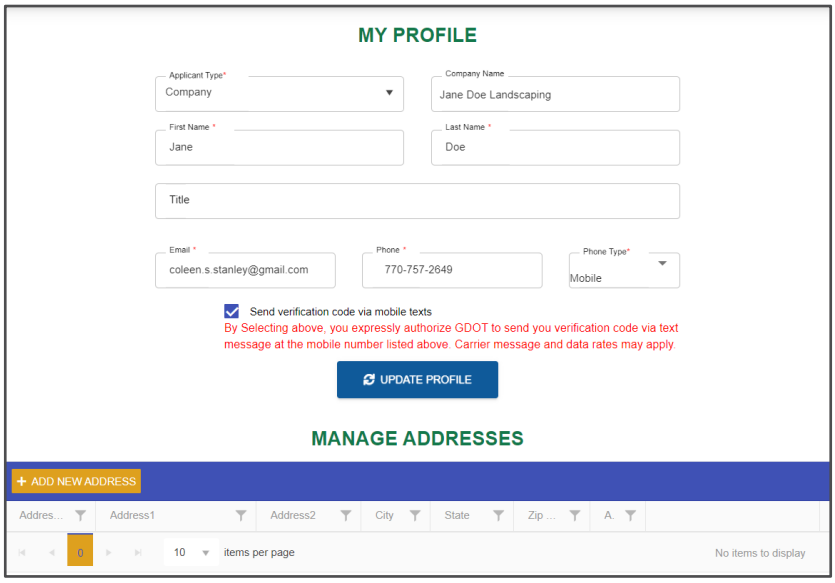
Manage User Profile

The first time you login to GPAS, you will be prompted to update your user profile.

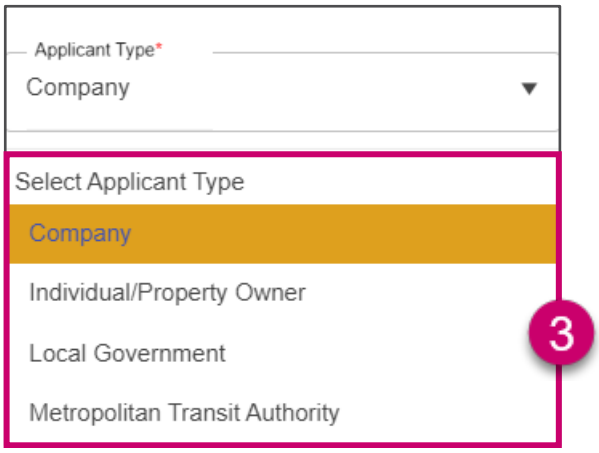
1. Click **OK.**



2. You will be directed to the **MY PROFILE** page.

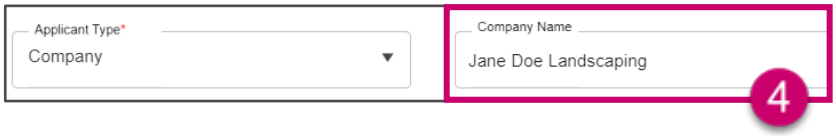


3. Choose the **Applicant Type**.



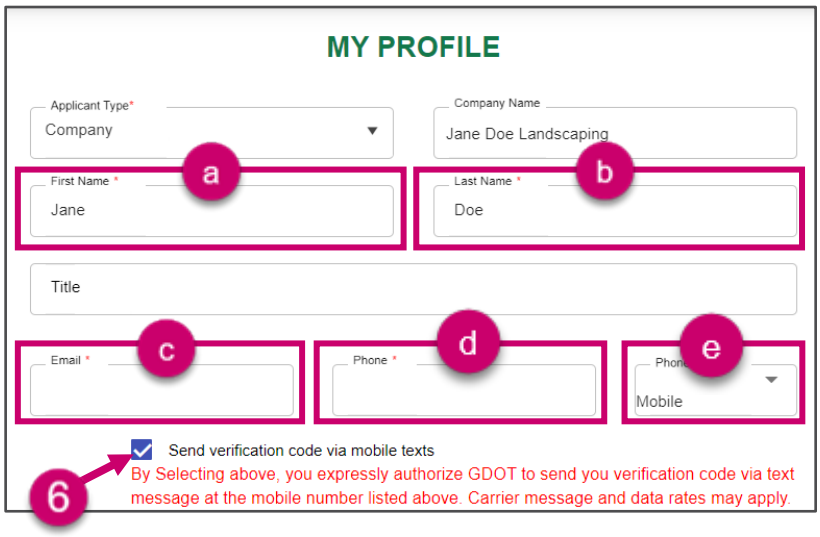
4. The field to the right of **Applicant Type** will change depending on the **Applicant Type** selected.

   For example, if **Company** was selected as the **Applicant Type**, enter the **Company Name** in the field to the right.

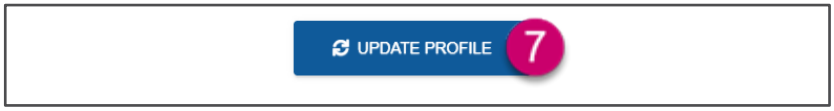


5. Continue completing the required fields listed:
   a. First Name
   b. Last Name
   c. Email
   d. Phone
   e. Phone Type

6. If you selected the checkbox to receive verification codes via mobile text during registration, the checkbox on this page will be checked.

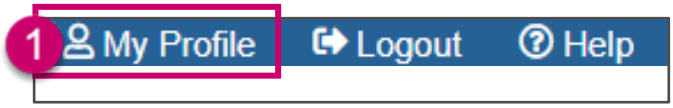


7. Select **UPDATE PROFILE** to continue.

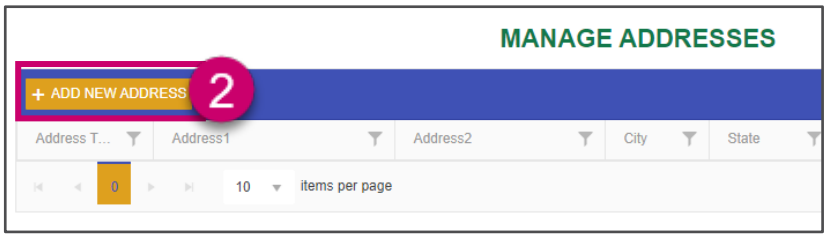


Manage Addresses

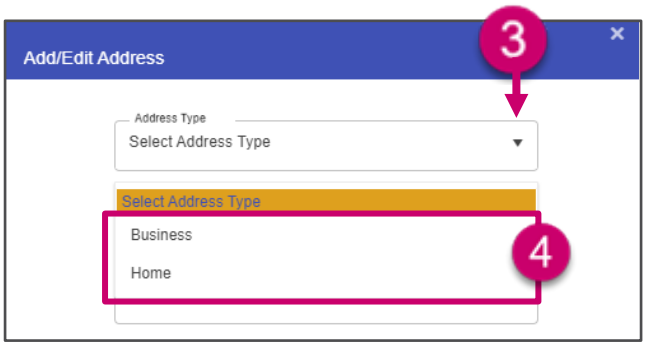
1. If you are not already in the **My Profile** section, select **My Profile** from the upper right corner.



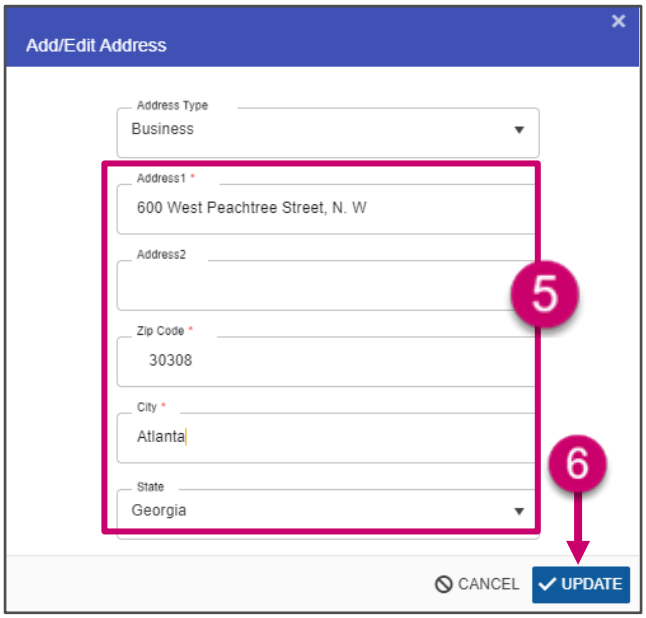
2. Select **ADD NEW ADDRESS**.



3. Expand **Address Type** from the drop-down list.
4. Select **Address Type**.



5. Enter **Address**.
6. Select **UPDATE**.

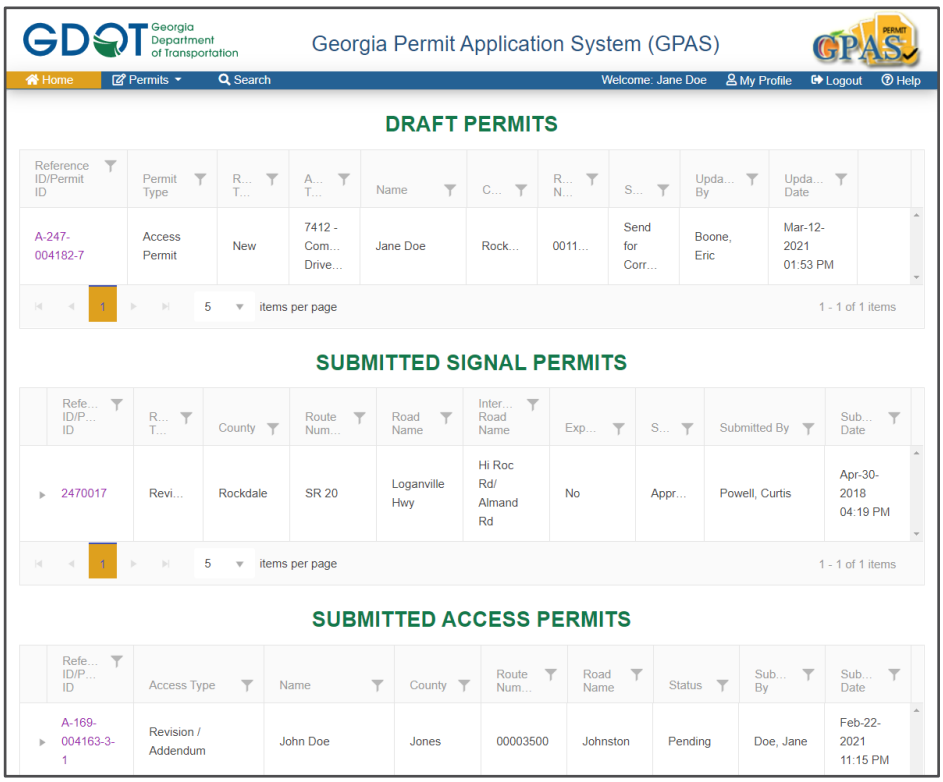


The GPAS Interface

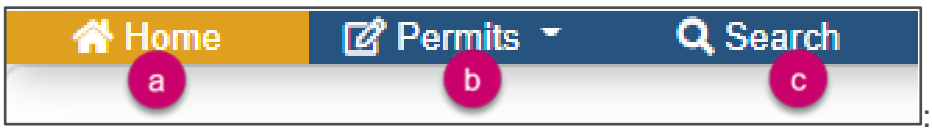
The GPAS **Home** page shows:

- **DRAFT PERMITS**
- **SUBMITTED SIGNAL PERMITS**
- **SUBMITTED ACCESS PERMITS**

From here you can view the details of submitted permits.



From the top left of the **Home** page, you can access three of the main sections, which are:

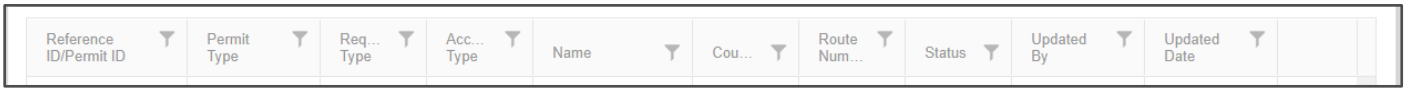


a. **Home** – This will bring you back to the GPAS homepage.
b. **Permits** – From this menu, you have the following options:
   i. Apply for Access Permit
   ii. Apply for Signal Permit
c. **Search** – Here you can search for Draft or Submitted permits.

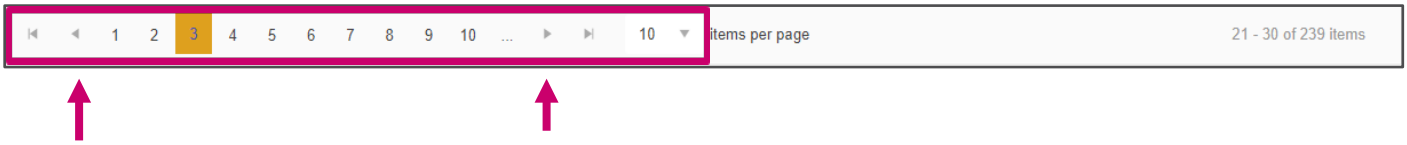
From the top right of the **Home** page, you can access the following:

d. **My Profile** – Update your user profile.
e. **Logout** – Logout of GPAS.
f. **Help** – Access help documents for GPAS.

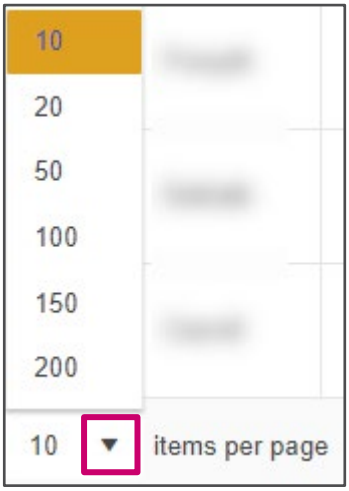
You can filter the lists of permits, by selecting the **Filter** ( ) icon next to any of the columns. You can also sort by selecting the column headings in ascending or descending order.



You can move from one page of permits records to the next by selecting the page number or the arrows next to it at the bottom of each section.

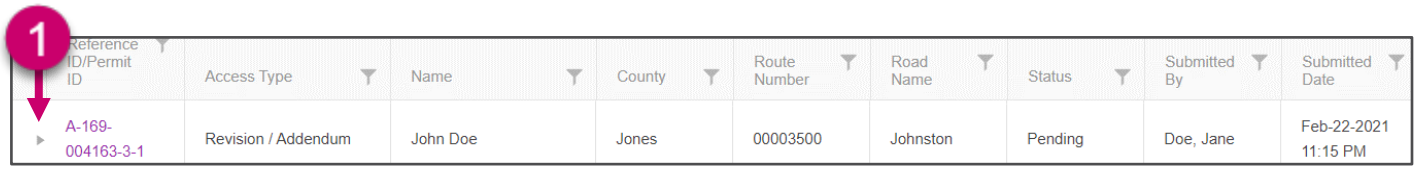


You can change the number of items per page by selecting the down arrow in any of the sections.



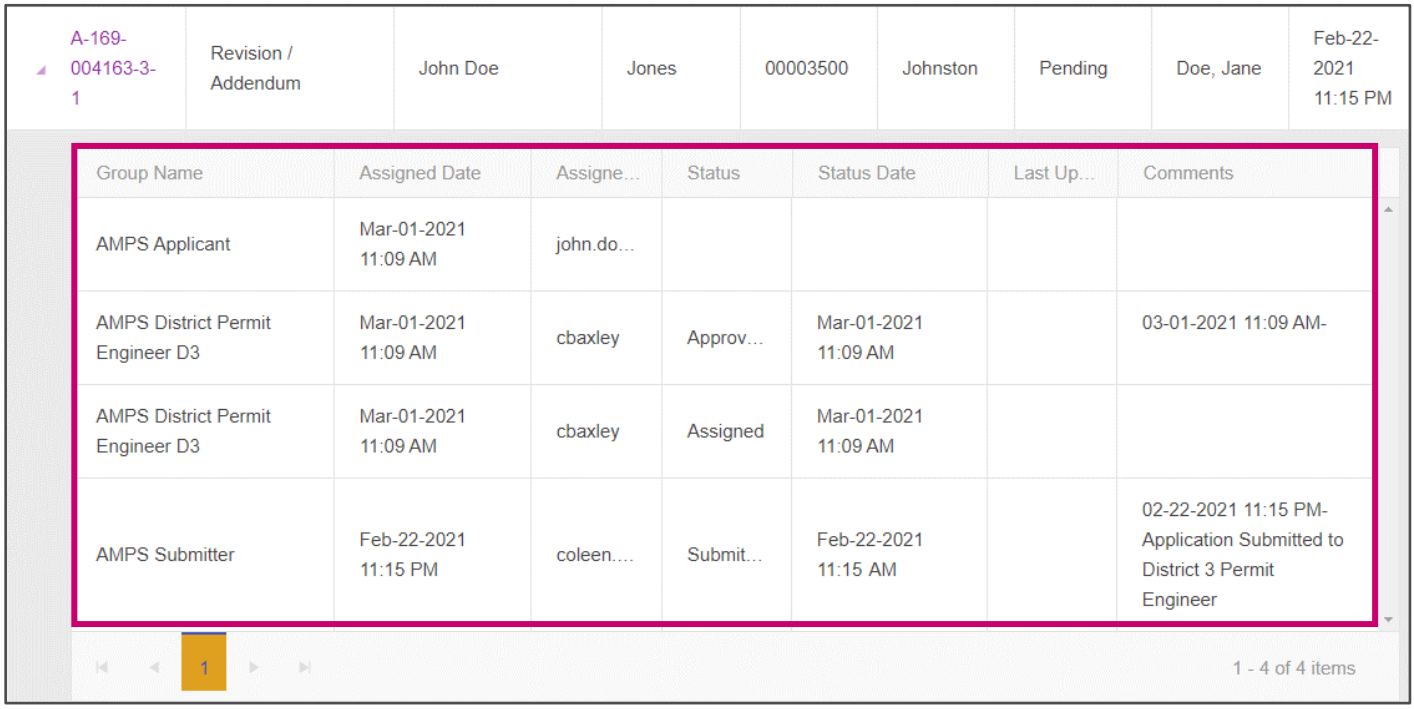
Review Permit Details and Status

1. You can review the permit details and status by selecting the arrow on the left side of the Permit ID.



Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

You will see where in the approval process your permit is, when it was assigned and the status.



A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

Group Name	Assigned Date	Assigne...	Status	Status Date	Last Up...	Comments
AMPS Applicant	Mar-01-2021 11:09 AM	john.do...				
AMPS District Permit Engineer D3	Mar-01-2021 11:09 AM	cbaxley	Approv...	Mar-01-2021 11:09 AM		03-01-2021 11:09 AM-
AMPS District Permit Engineer D3	Mar-01-2021 11:09 AM	cbaxley	Assigned	Mar-01-2021 11:09 AM		
AMPS Submitter	Feb-22-2021 11:15 PM	coleen....	Submit...	Feb-22-2021 11:15 AM		02-22-2021 11:15 PM- Application Submitted to District 3 Permit Engineer

1 - 4 of 4 items

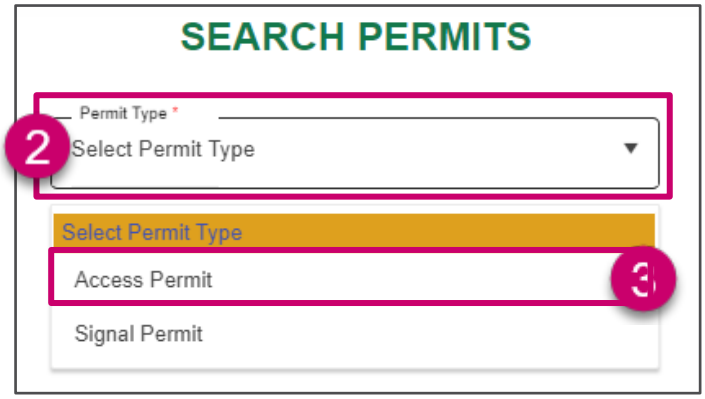
2. By selecting the Reference ID/Permit ID link, you will see the details of your permit as it was submitted.

Search for Access Permits

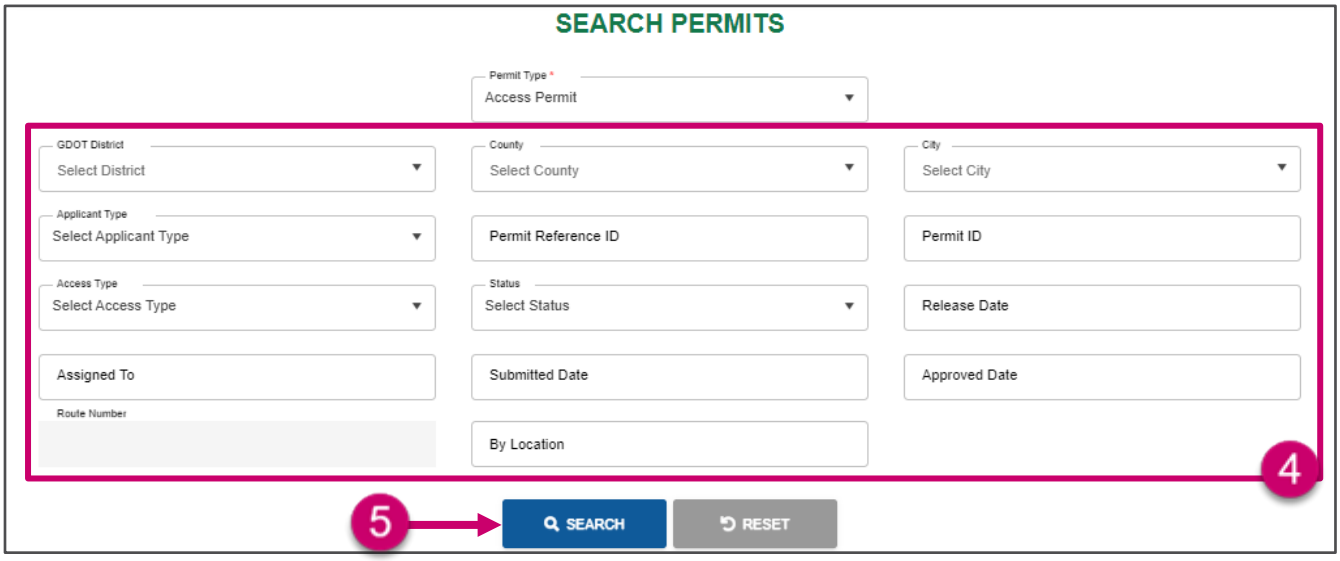
Grid Search

1. Select **Search**.

2. Select **Permit Type**.
3. Select **Access Permit** from the drop-down list.



4. Select as many search criteria as you need to narrow your results.
5. Select **SEARCH**.



6. The system validates and displays available records on the results grid along with the details.

7. Notice that the system shows 10 out of 57,372 records.

8. Select the desired **Permit ID** to show permit details.

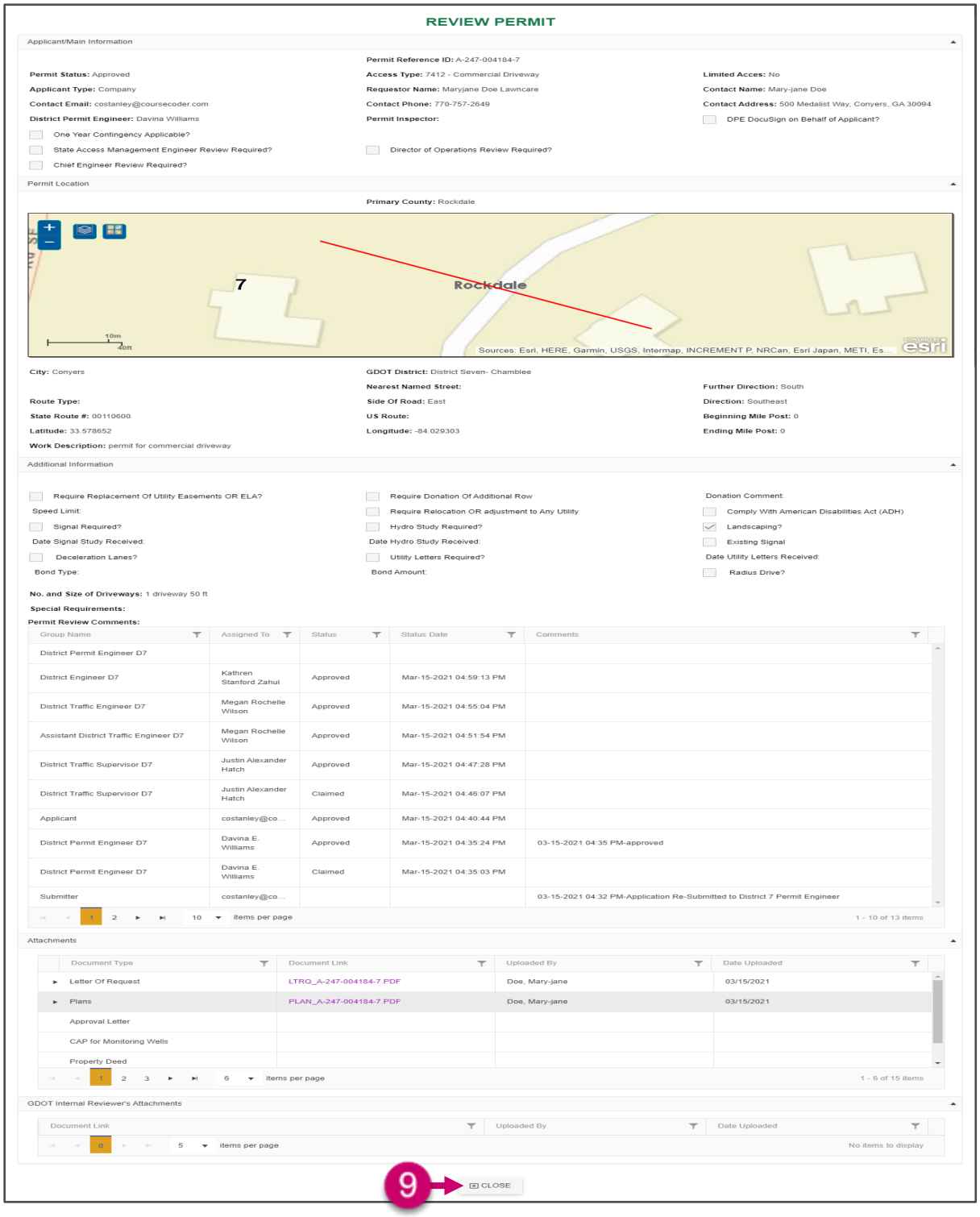
Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
A-247-004184-7	7412 - Commercial Driveway	District Seven-Chamblee	Rockdale	Maryjane Doe Lawncare	Doe, Mary-jane	00110600	Medalist Way	Approved	3/15/2021
A-139-004183-1	7410 - Special Encroachment	District One-Gainesville	Hall	3D Communities, LLC	Jane Doe	00145700	Test QA 0312	Released	3/12/2021
A-117-004178-1	7410 - Special Encroachment	District One-Gainesville	Forsyth	360 Forsyth, LLC	John Smith	00014100	UAT test	Released	3/8/2021
A-117-004174-1	7412 - Commercial Driveway	District One-Gainesville	Forsyth	360 Forsyth, LLC	John Smith	00066500	post rd	Active	3/8/2021
A-139-004172-1	7412 - Commercial Driveway	District One-Gainesville	Hall	Gainesville State College	John Smith	00084107	TEST QA 7412	Released	3/8/2021
A-139-004173-1	7412 - Commercial Driveway	District One-Gainesville	Hall	Gainesville City Center, LLC	Jane Doe	00089807	Test2	Released	3/8/2021
A-121-004166-7	7412 - Commercial Driveway	District Seven-Chamblee	Fulton	Chris Landscaping, Inc.	John Smith	00000900	Brady Py	Approved	3/2/2021
A-121-004160-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	Chris Landscaping, Inc.	Jane Doe	00000900	Janis Ln	Released	3/8/2021
A-121-004169-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	John Smith	00100300	RiverSide Dr	Approved	3/1/2021
A-169-004163-3	7412 - Commercial Driveway	District Three-Thomaston	Jones	John Doe	Doe, Jane	00003500	Johnston	Released	2/22/2021

6

8 1 2 3 4 5 6 7 8 9 10 ... 10 items per page

7 1 - 10 of 57372 items

9. The view of the permit is read only. To close this page and return to the search page, select **CLOSE** at the bottom of the window.



Map Search

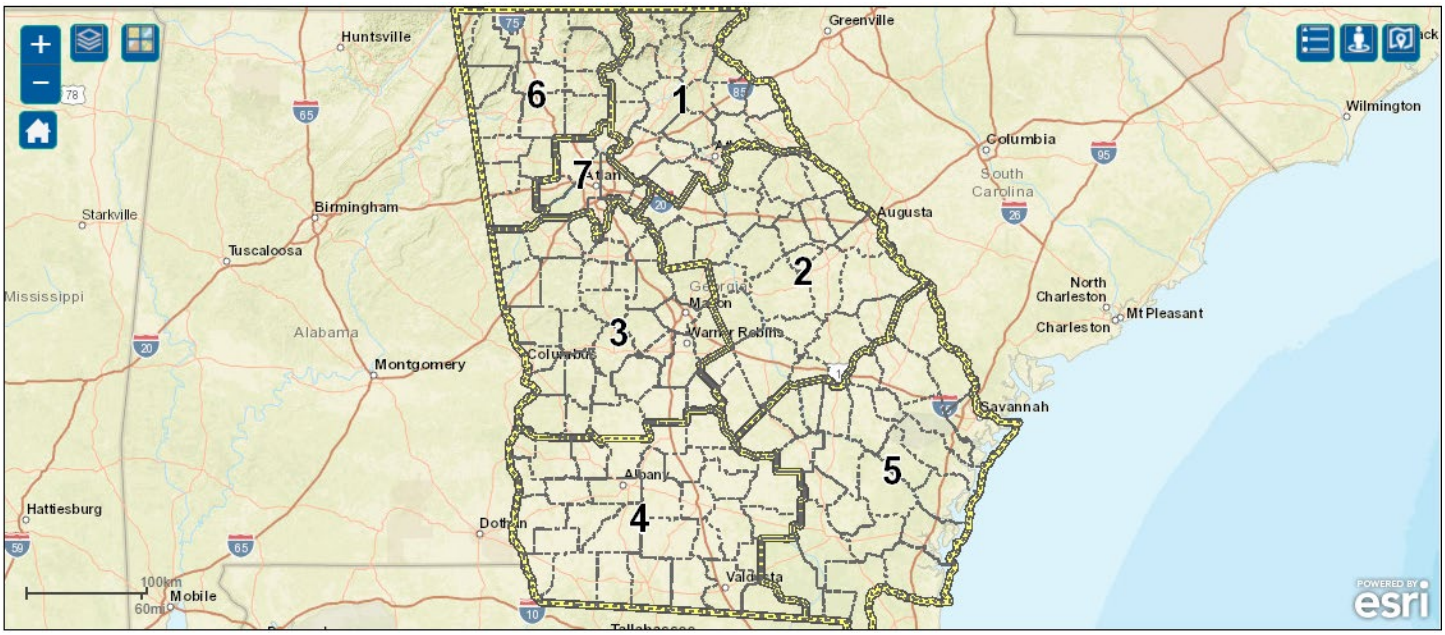
You can also search by using the map. There are several tools in the map area that can aid in your permit search.

The tools are:

	Default Extent	Resets the map to display all the districts in the state of Georgia.
	Zoom Out	Zooms out the view of the map.
	Zoom In	Zooms in the view of the map.
	Show Hide Data Layers	Shows or hides data layers on the map.
	Switch Basemap	Changes the display of the base map.
	Legend	Displays the definition of the symbols on the map.
	Tri View	Displays the location on online mapping.
	Search by Drawing a Rectangle on the Map	Allows you to search a region on the map by drawing a rectangle around it.

Default Extent

When you open the search tab, the map shows all the districts in the state of Georgia. You can go back to the default view by selecting **Default Extent** ( ).



Zoom Out

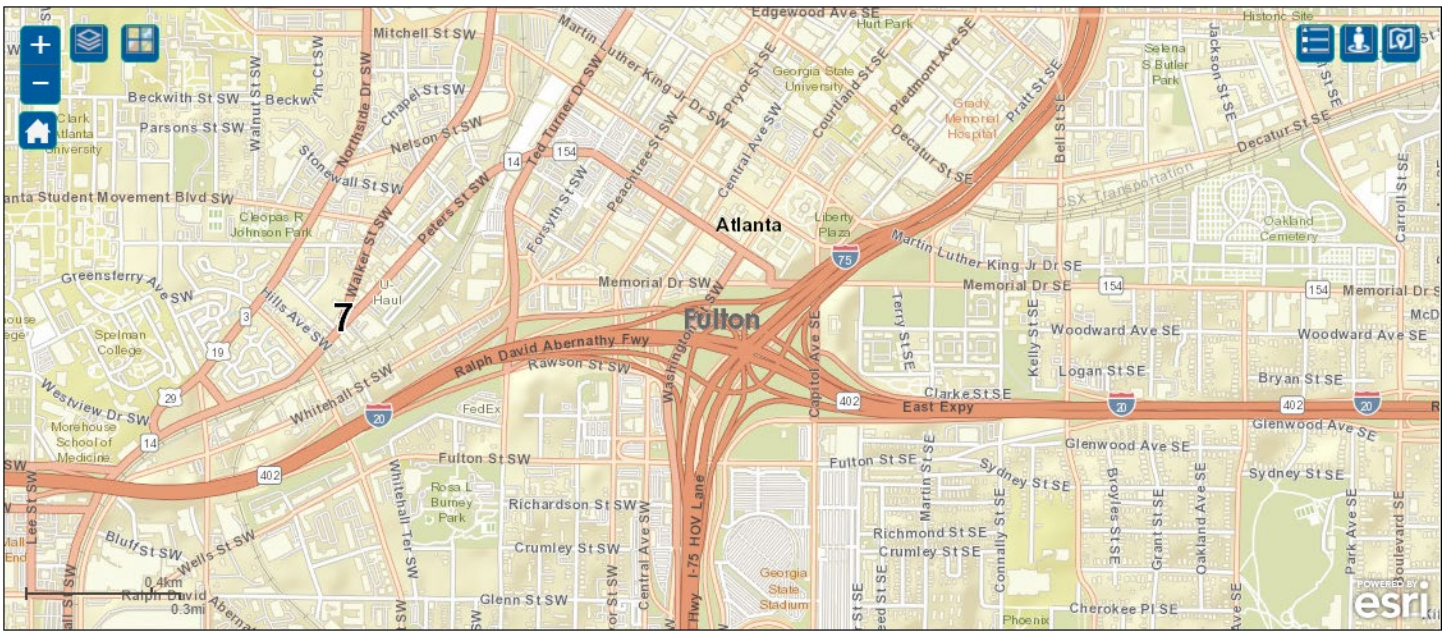
To zoom out the map view, select **Zoom Out** ( ) as many times as needed to achieve the desire scaled view.

If you are working on a computer, and your computer mouse has a wheel, you can **roll down** the **wheel** to **zoom out**.

Pro Tip

Zoom In

To zoom into the map view, select **Zoom In** (+) as many times as needed to achieve the desire scaled view.



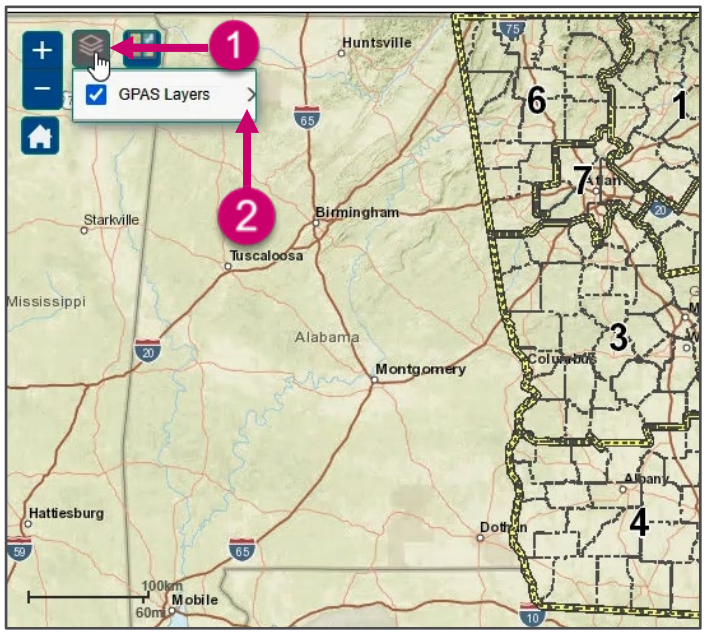
If you are working on a computer, and your computer mouse has a wheel, you can **roll up** the **wheel** to **zoom in**.

Pro Tip

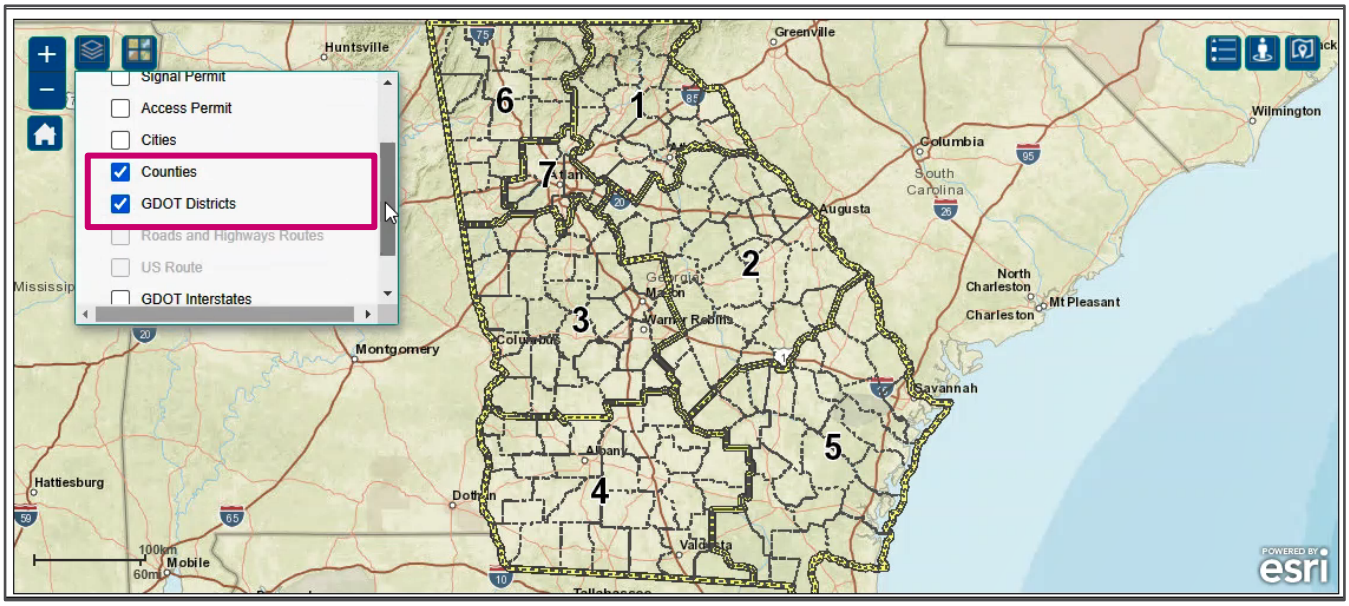
Show Hide Data Layers

Use the **Show Hide Data Layers** ( ) icon to show or hide data layers at any time.

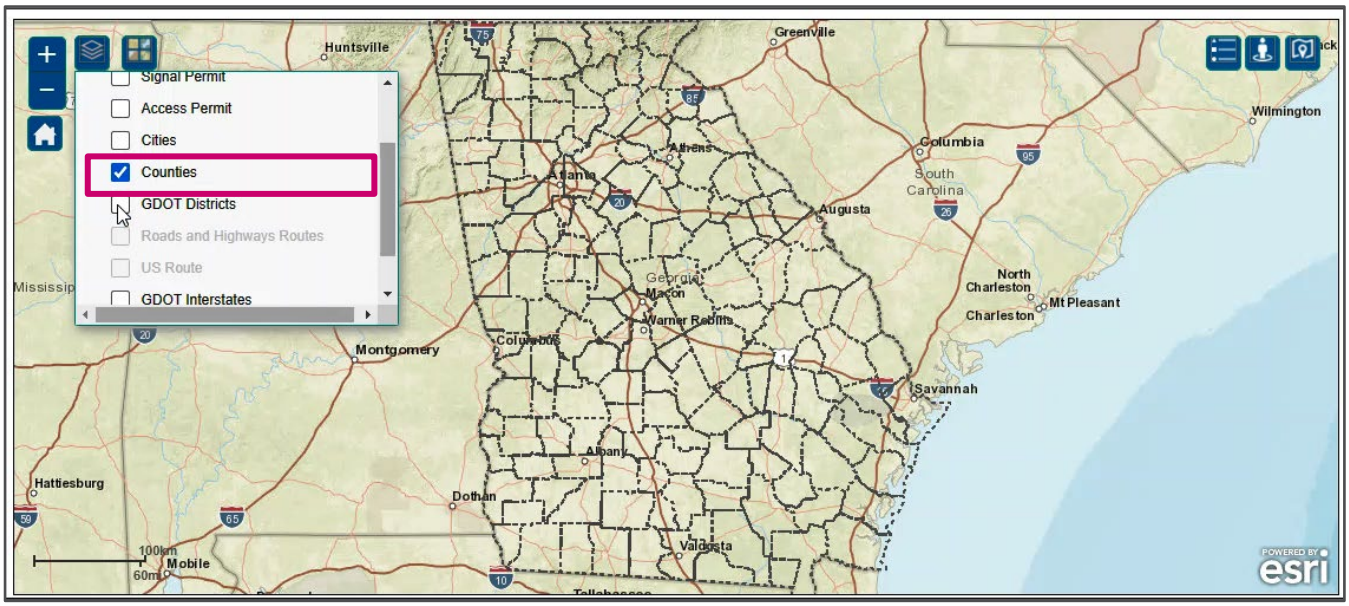
1. Select **Show Hide Data Layers**.
2. Select the right arrow to display the layers.



3. By default, the **Counties** and the **GDOT District** layers are visible.



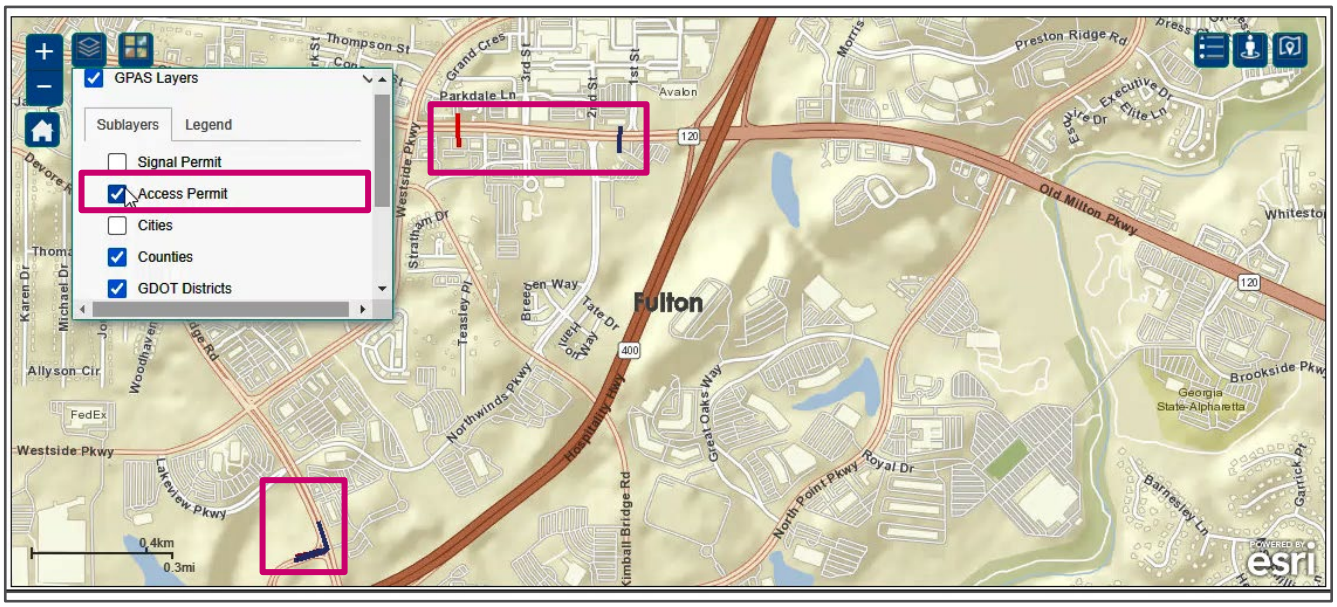
If you deselect the **GDOT District** layer, you will be left with only the **Counties** layer.



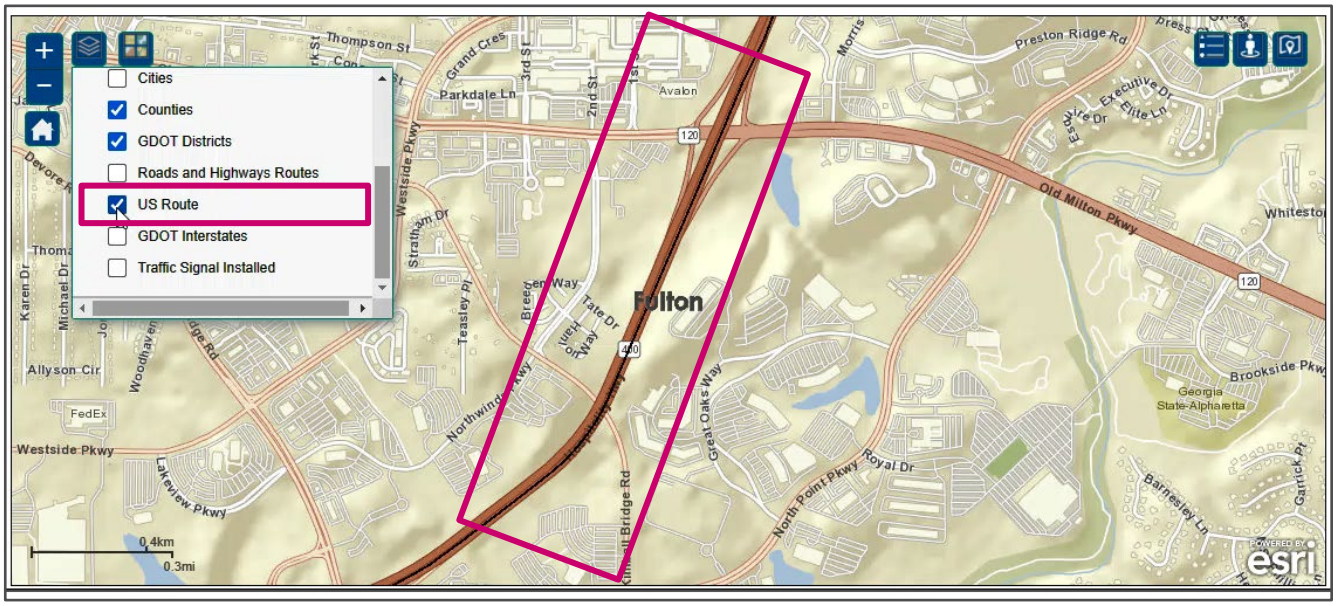
If you deselect instead the **Counties** layer, you will be left with only the **GDOT Districts** layer.

GPAS – Access Permits External

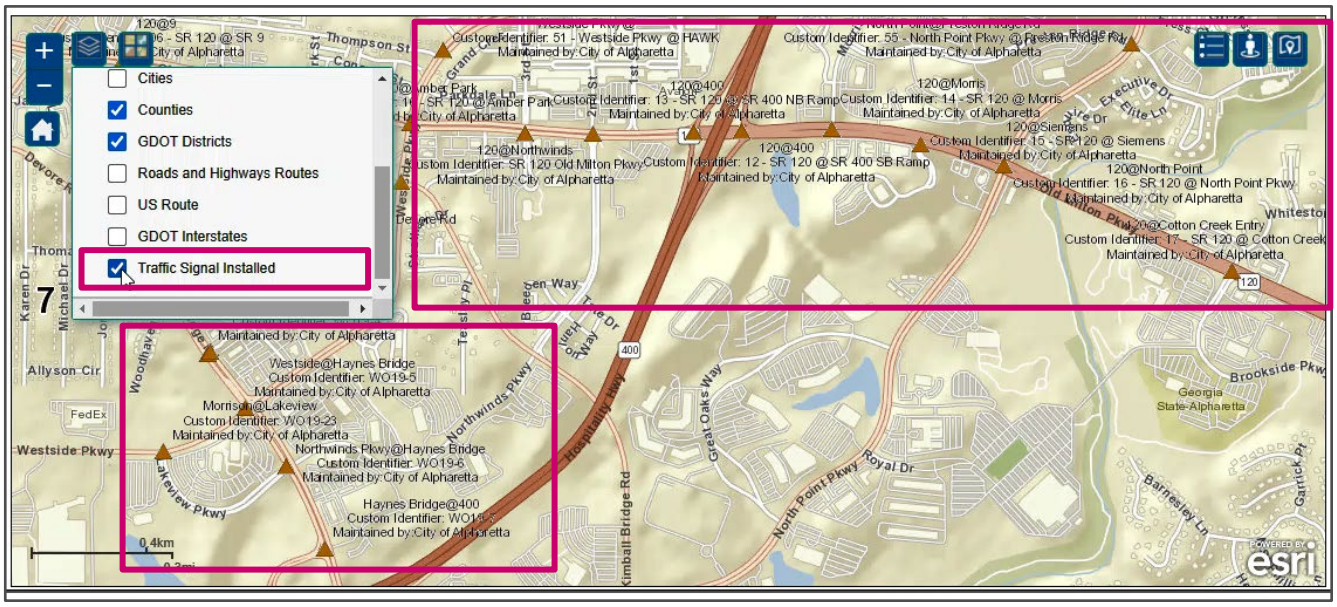
If you have conducted a search and you display the **Show Hide Data Layers**, then the layer data of your search will be added to the display. In this example you see the **Access Permit** layer is also checked. Notice the Access Permits locations on the map.



If you select the **US Route** layer, the system will highlight any US Routes visible on the map.



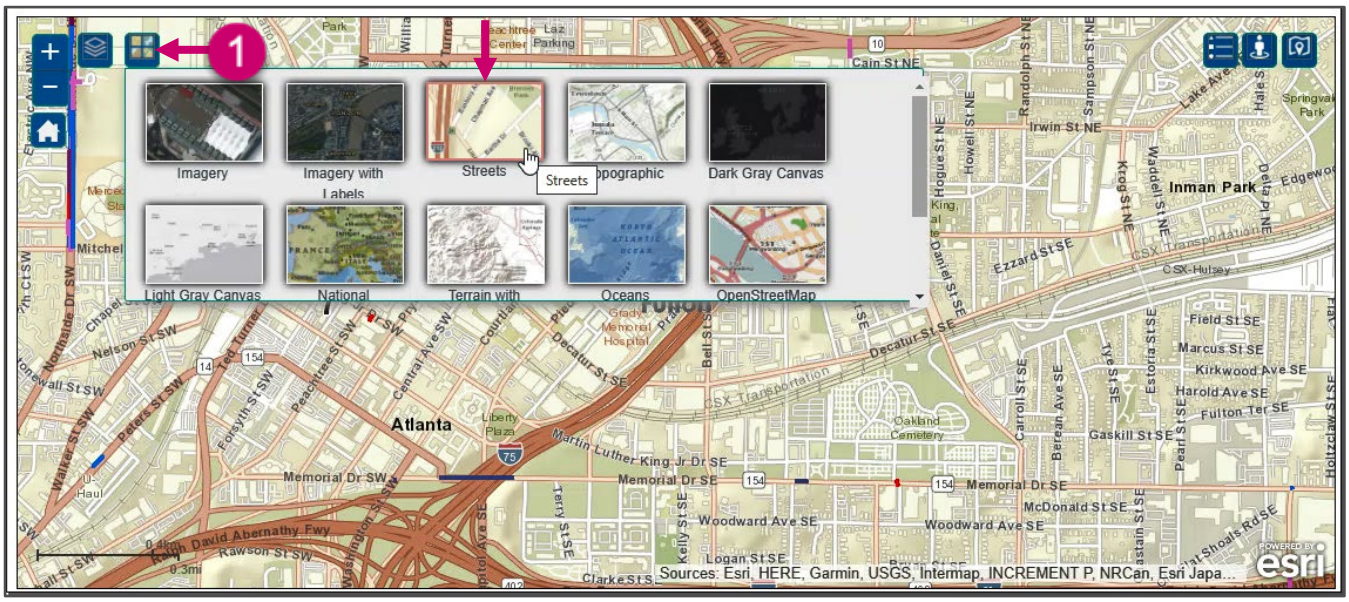
If you select the **Traffic Signal Installed** layer, the system will highlight any Traffic Signals Installed which are visible on the map.



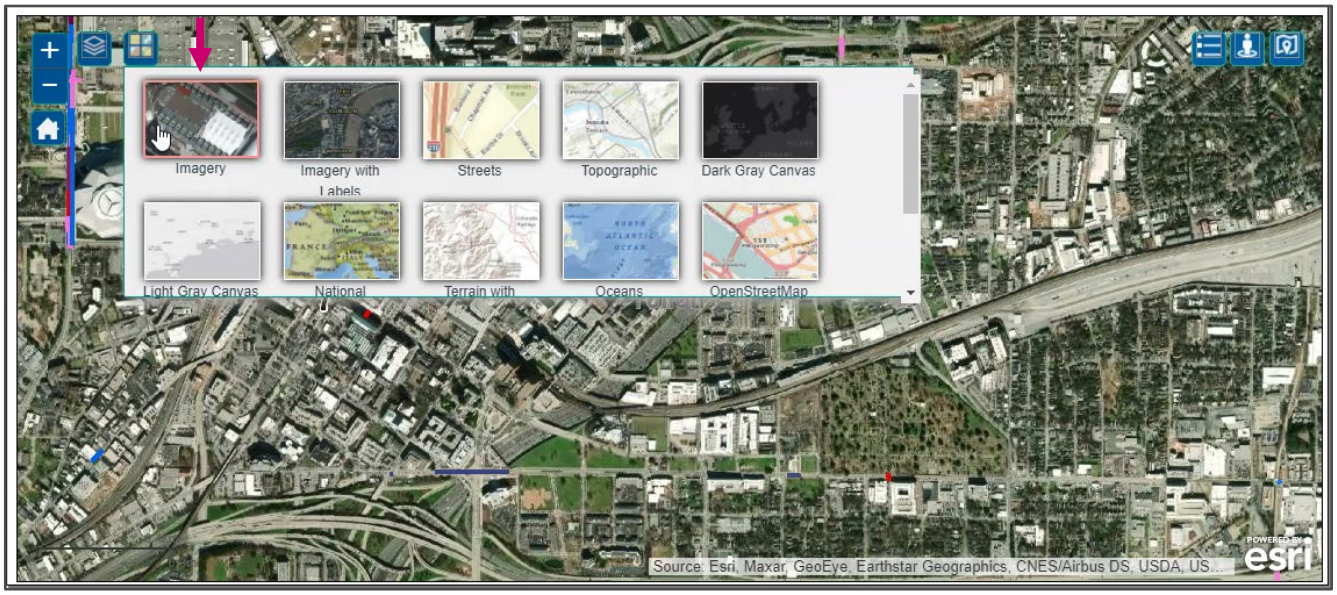
Switch Basemap

Use the **Switch Basemap** ( ) icon to change the display of the base map for easier viewing.

1. Select **Switch Basemap**. By default, the **Streets** type is visible.

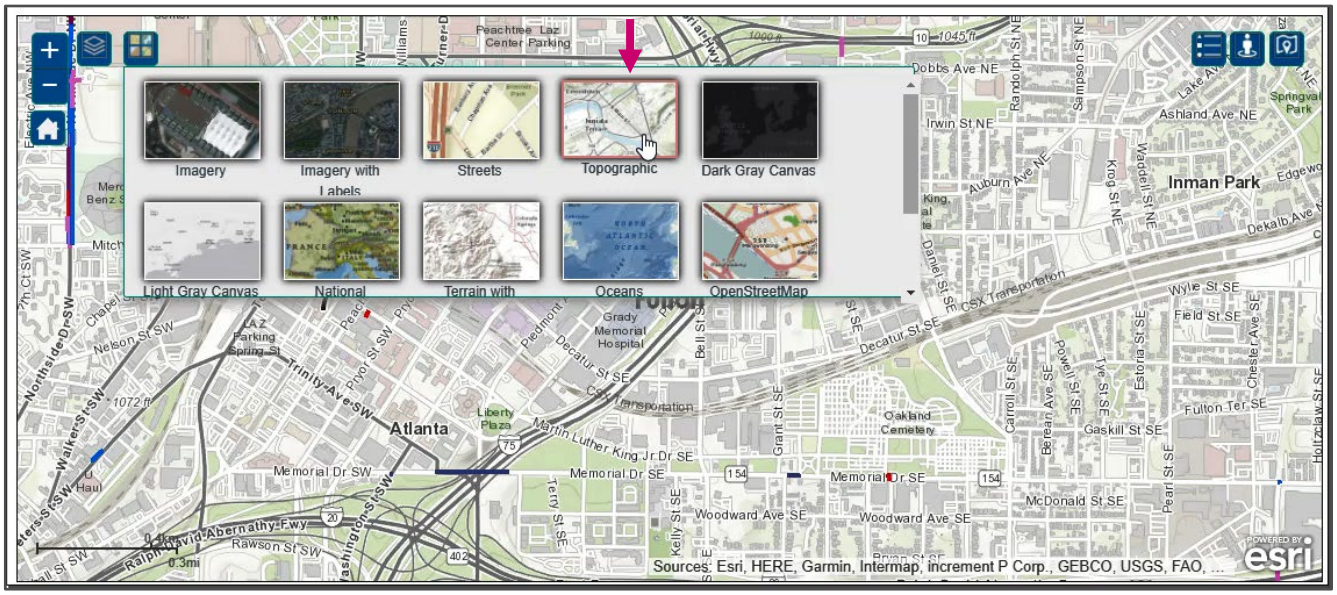


If you select the **Imagery** base map type, the display changes as shown below.

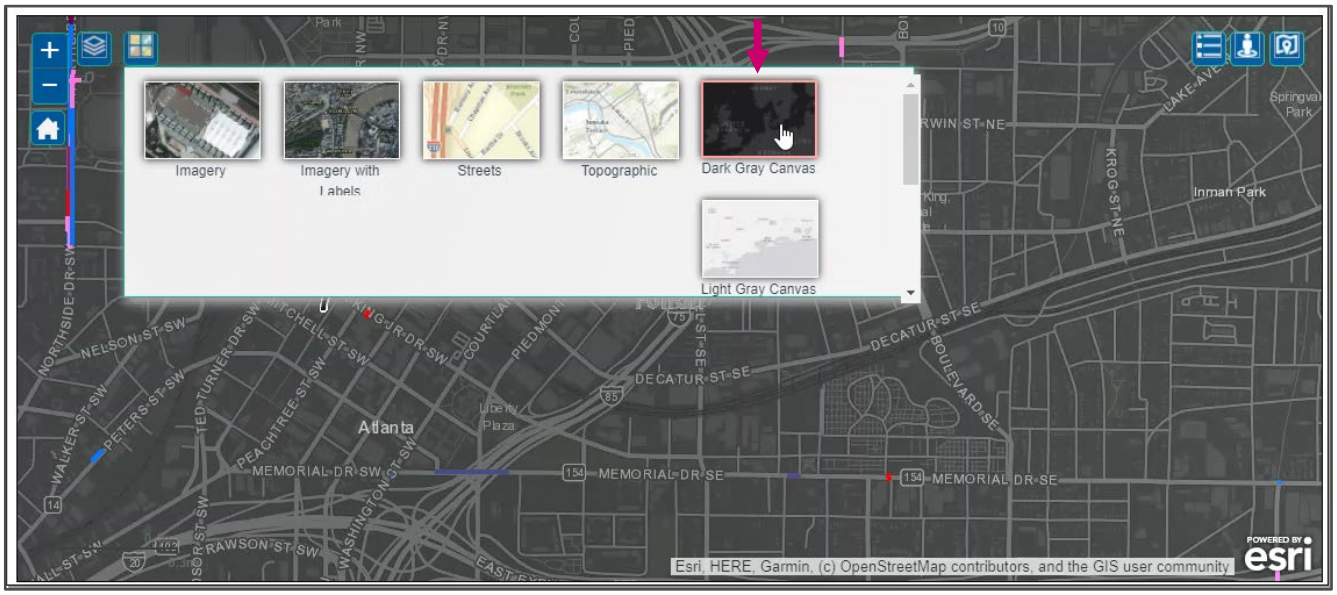


If you select the **Imagery with labels** base map type, the display changes as shown below.

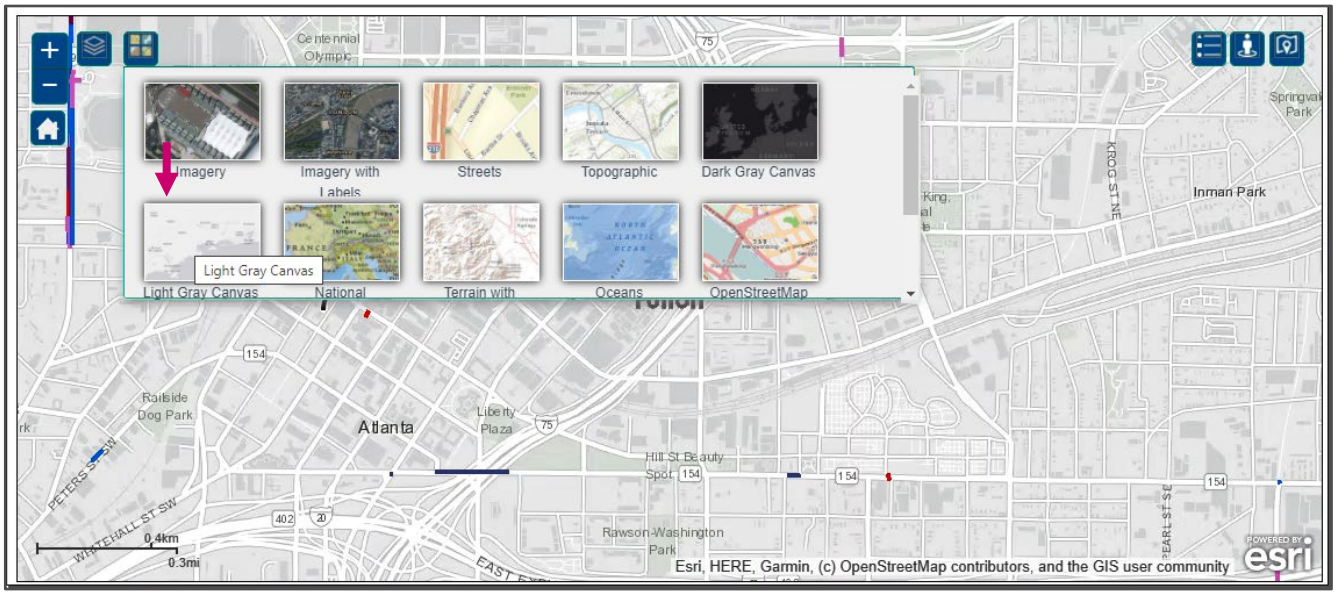
If you select the **Topographic** base map type, the display changes as shown below.



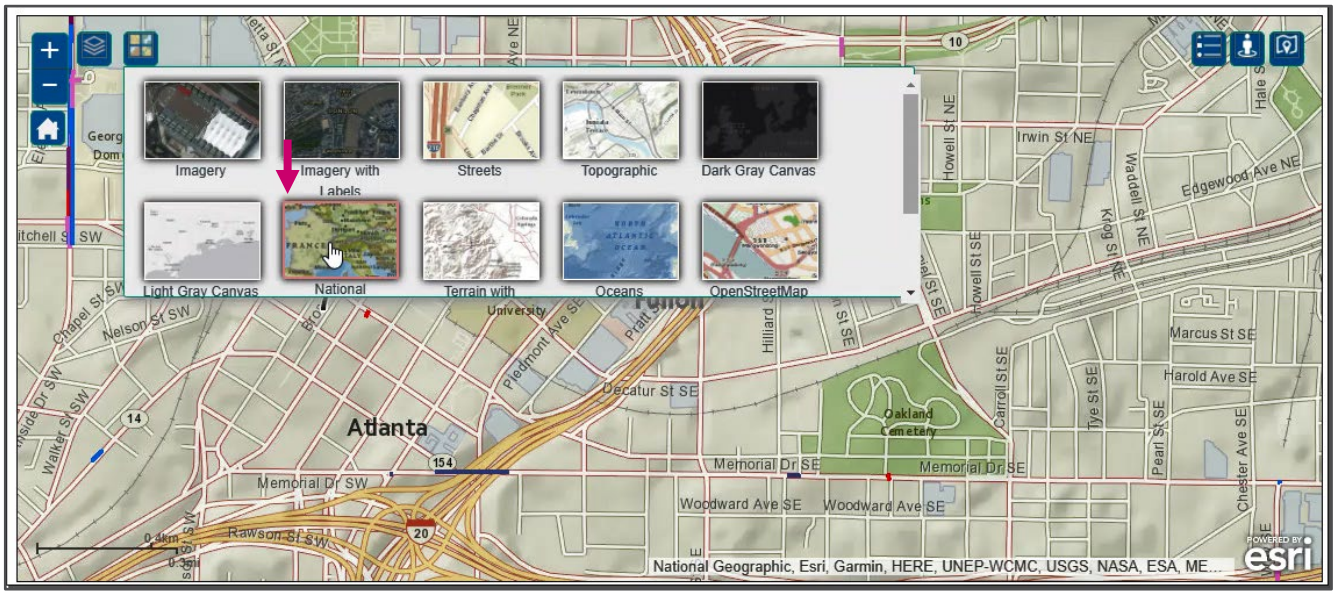
If you select the **Dark Gray Canvas** base map type, the display changes as shown below.



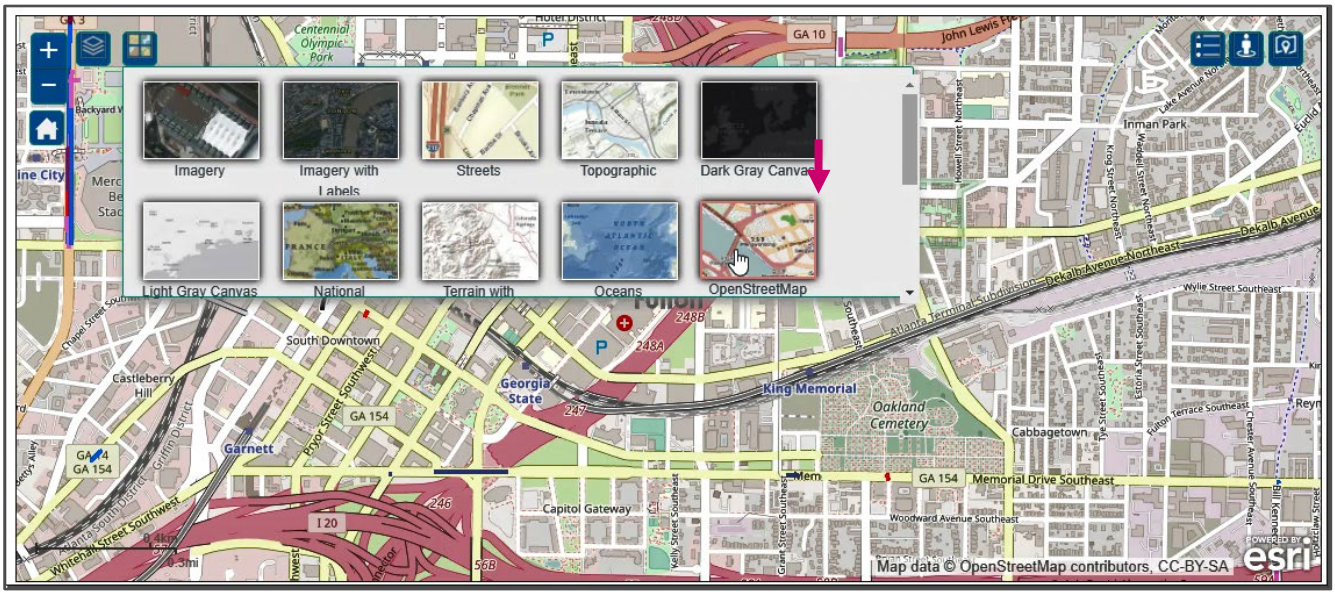
If you select the **Light Gray Canvas** base map type, the display changes as shown below.



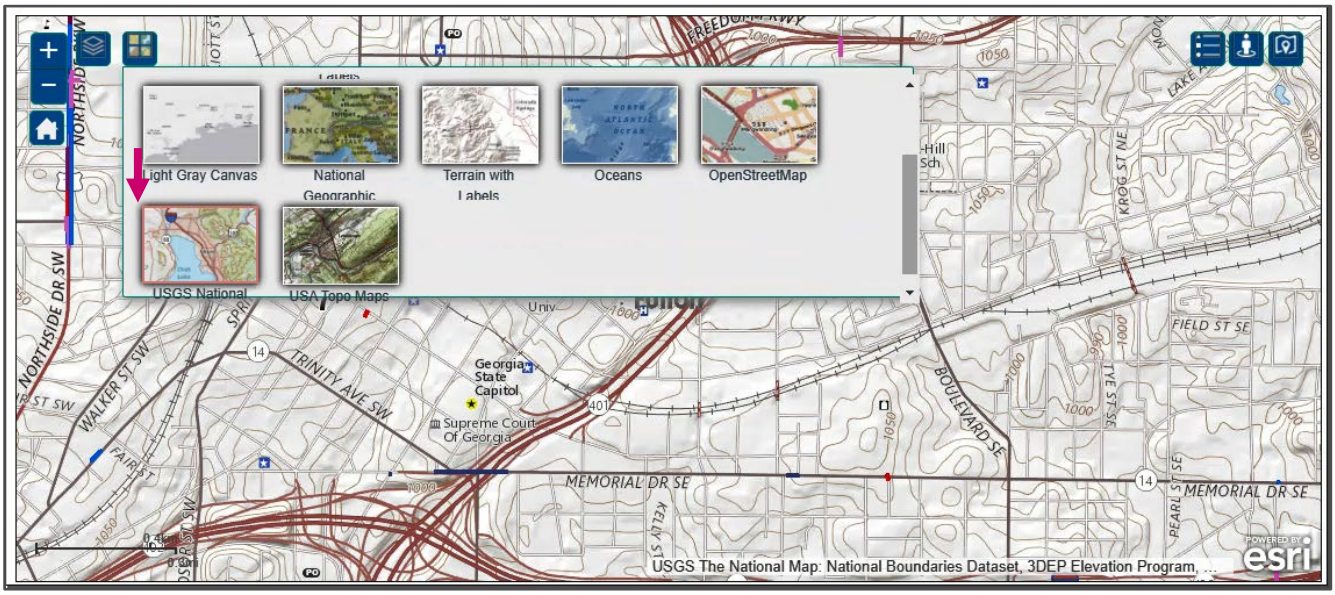
If you select the **National** base map type, the display changes as shown below.



If you select the **OpenStreetMap** base map type, the display changes as shown below.



If you select the **USGS National** base map type, the display changes as shown below.

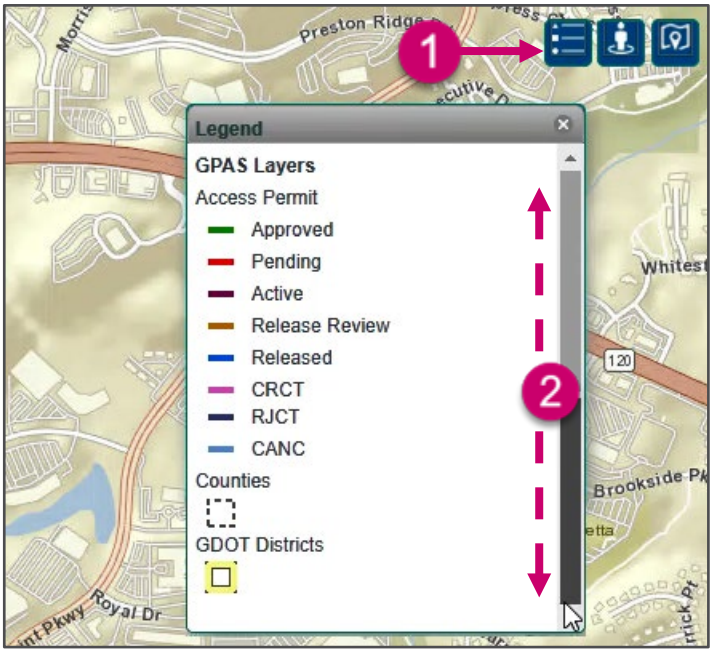


And if you select the **USA Topo Maps** base map type, the display changes as shown below.

Legend

Use the **Legend** ( ) icon to have the color-coded symbols that appear on the map defined for you.

1. Select **Legend**.
2. If necessary, scroll down to see all the items on the legend.



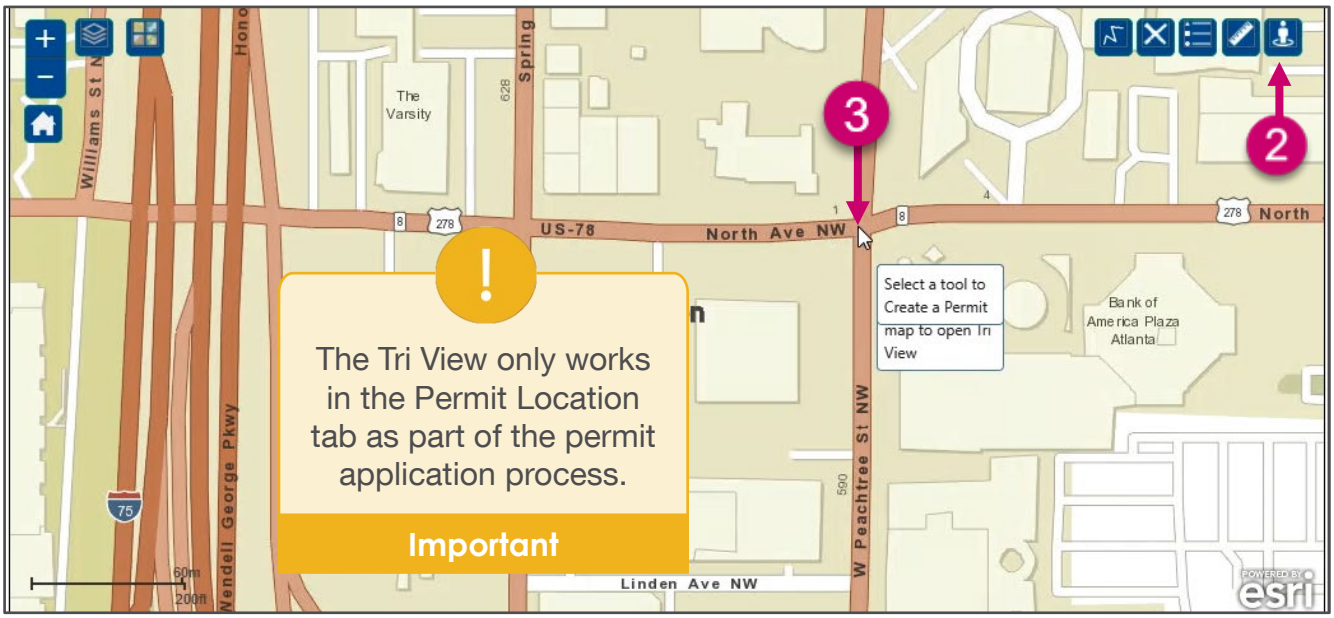
Make sure the Access Permit layer is checked on.

Important

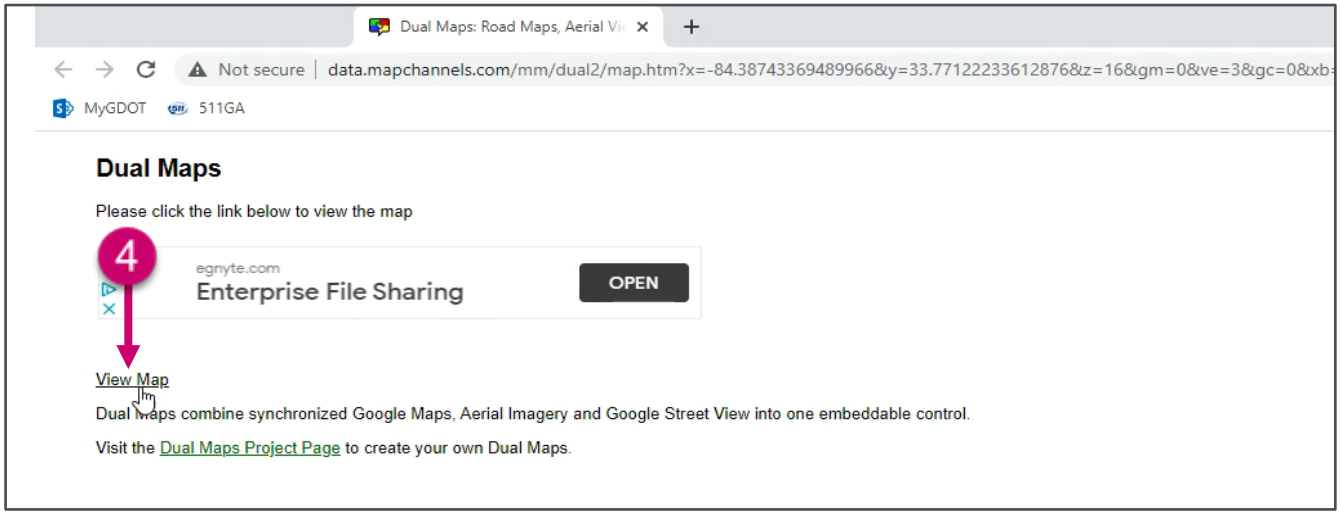
Tri View

The **Tri View** ( ) icon helps you to visualize a specific location on the map.

1. Zoom into the general area you would like to conduct your search.
2. Select **Tri View**.
3. Select the desired location on the map to open Tri View.

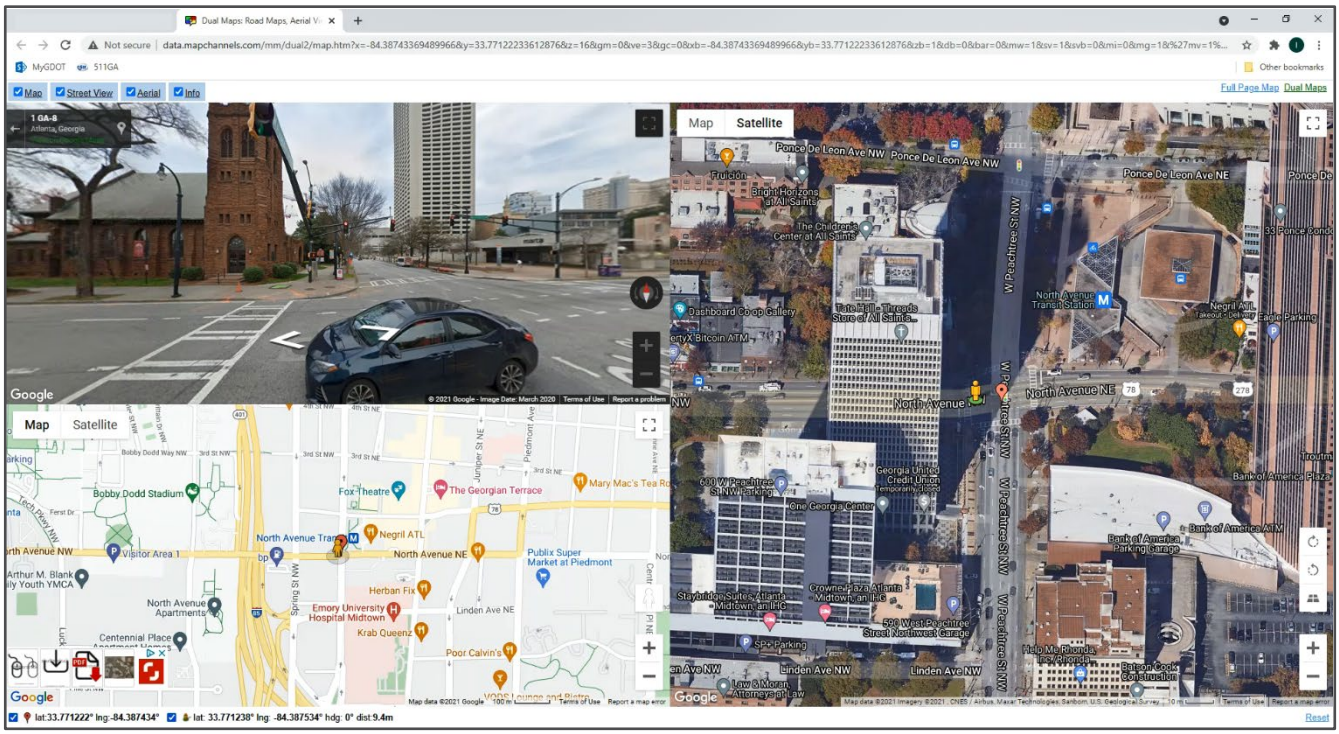


4. Select **View Map**.



5. The program displays 3 windows, all the same area in different formats.

6. Use the tools on the map to familiarize yourself with the area.



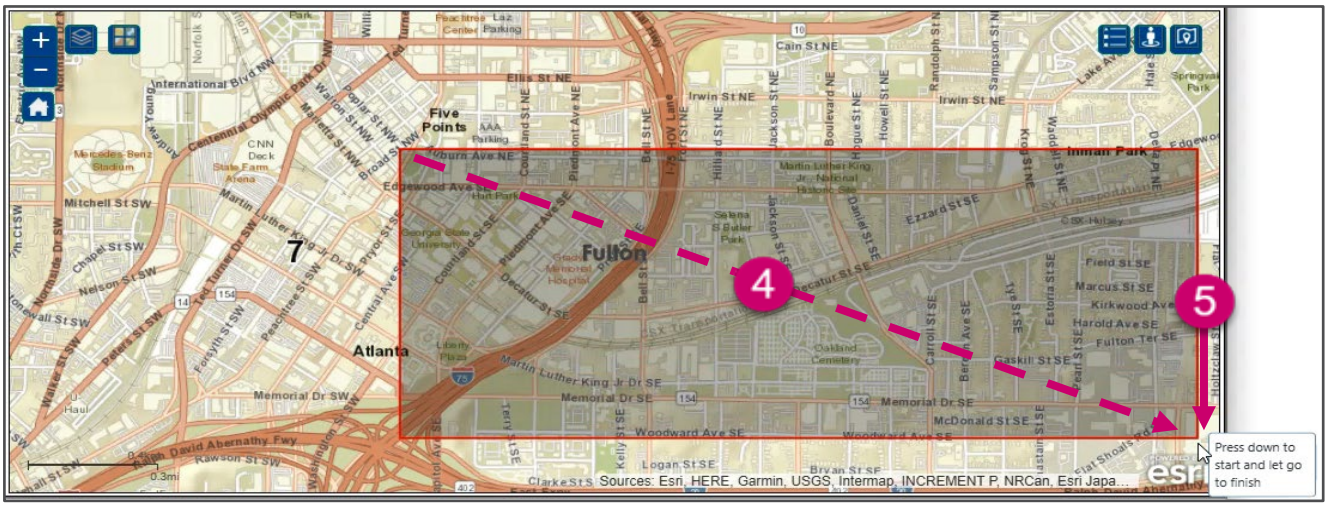
Search by Drawing a Rectangle on the Map

Another option for searching GPAS records is to use the **Search by Drawing a Rectangle on the Map** ( ) icon.

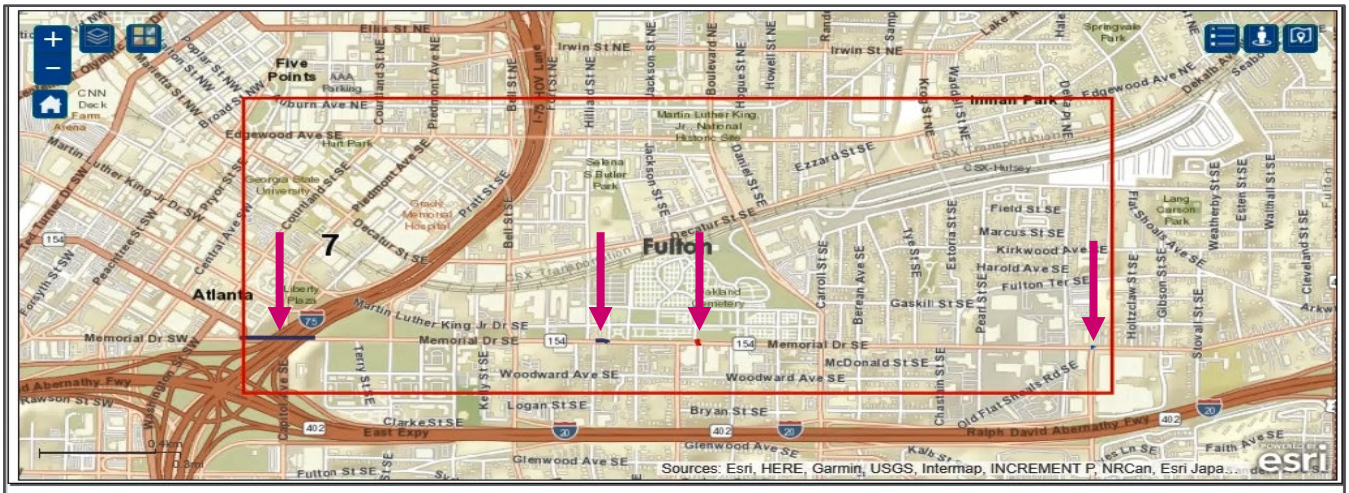
1. Zoom into the general area you would like to conduct your search.
2. Select **Search by Drawing a Rectangle on the Map**.

3. At the top left of the region you want to select, press and hold the left-button on the mouse.

4. Drag the mouse diagonally across the desired area.
5. Release the mouse button to complete drawing the rectangle on the map.



6. The search results are displayed below the marked map.



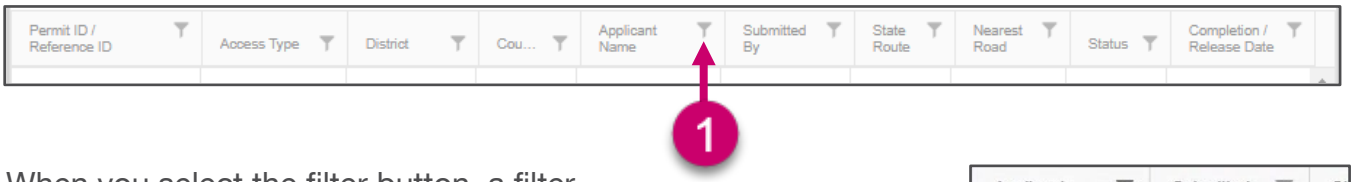
Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
A-121-002086-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	Atlanta Beltline, Inc. c/o Invest Atlanta	Agudelo, Soraya	00015400	Bill Kennedy Way SE	Released	2/12/2020
A-121-003532-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	American Lighting & Signalization	Burkett, Ashlee	00015400	Capital Ave SW	Rejected	
A-121-002001-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	Weatherstone Construction	Mollica, Steve	00015400	george st	Rejected	
A-121-004141-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF CUMMING	Addi, Harikrishna	00015400	test	Pending	

1 10 items per page 1 - 4 of 4 items

Filter Permits

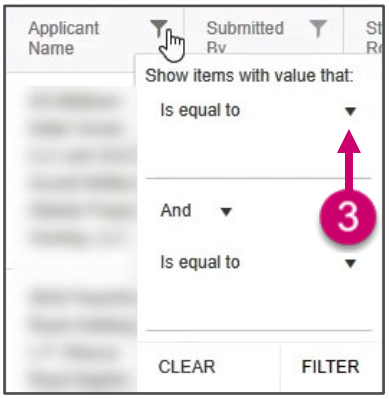
To narrow down the results of any search, you can apply column filters.To apply a column filter:

1. Select the filter ( ) button next to the column header.

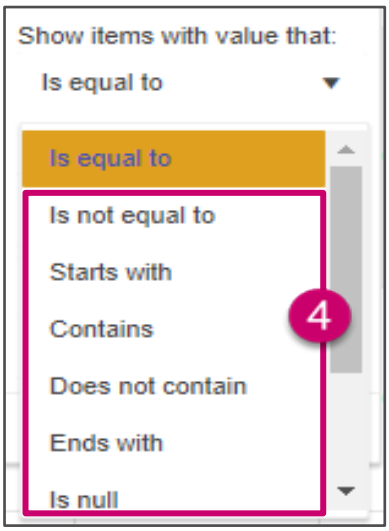


2. When you select the filter button, a filter dialog box appears.

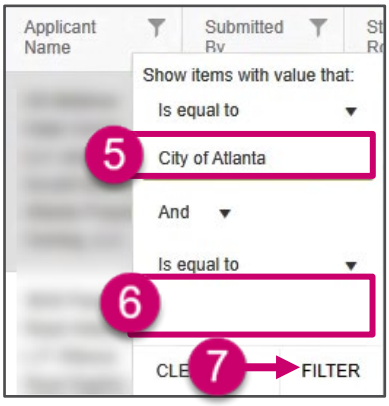
3. If necessary, expand the **Show items with value that**: drop-down list.



4. Select the most relevant option for your search.



5. Enter a filter criterion in the field.
6. You may add a secondary filter criterion in the extra field.
7. Select **FILTER**.



8. Notice that the system shows 10 out of 22 records.

Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
A-121-000390-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00005400		Pending	
03-2018-016-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00000300	Mount Paran Road	Pending	3/27/2018
01-2012-008-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Middleton, Alfred	00013900	Fairburn Road	Pending	1/31/2012
05-2016-020-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00013900	Fulton Industrial Boulevard (SR 70)	Pending	5/27/2016
02-2018-006-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00040700	Martin Luther King Jt Drive bridge (SR 139)	Pending	2/1/2018
04-2013-015-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00013900		Pending	4/16/2013
A-121-000869-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00000300		Pending	
02-2011-009-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Razi,	00000300	17th Street	Cancel	11/26/2012
01-2014-004-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		000141...		Pending	1/21/2014
A-121-000222-7	7410A - Limited Landscape	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00004200	Freedom Parkway	Pending	

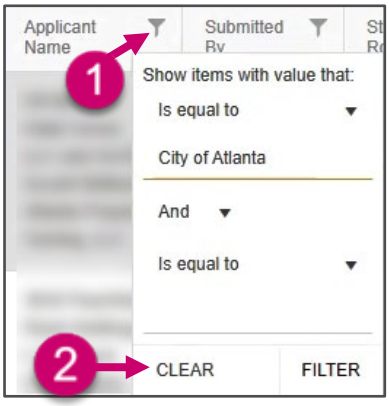
1 2 3 10 items per page 8 1 - 10 of 22 items

9. You can continue applying filters as needed. In this example the **Status** filter set to **Send for Corrections** was used. Now we have only 3 records in the list.

Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
A-121-002361-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	McIntosh, Chris	00001000	Jackson	Send for Correcti...	
A-121-002700-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Witherspoon, Robert	00013900	Martin Luther King Jr. Dr. Route 139	Send for Correcti...	
A-121-004156-7	7412 - Commercial Driveway	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Gregory, Brian	00000300	Main St	Send for Correcti...	

To remove the filter:

1. Select the filter icon.
2. Select **CLEAR**.



Sort Permits

Another way to display the records is to sort the results.

To sort the list:

1. Display the records that you want to sort.

Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By	State Route	Nearest Road	Status	Completion / Release Date
A-121-000390-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Doe, Mary Jane	00005400		Pending	
03-2018-016-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00000300	Mount Paran Road	Pending	3/27/2018
01-2012-008-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00013900	Fairburn Road	Pending	1/31/2012
05-2016-020-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00013900	Fulton Industrial Boulevard (SR 70)	Pending	5/27/2016
02-2018-006-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00040700	Martin Luther King Jt Drive bridge (SR 139)	Pending	2/1/2018
04-2013-015-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00013900		Pending	4/16/2013
A-121-000869-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00000300		Pending	
01-2014-004-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		000141...		Pending	1/21/2014
A-121-000222-7	7410A - Limited Landscape	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00004200	Freedom Parkway	Pending	
A-121-001277-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Doe, Jane	00349803	Marietta St	Pending	

1 2 10 items per page 1 - 10 of 14 items

2. Select a column header. Select once, it sorts in ascending order, which is indicated by the arrow pointing up **(↑)**.

Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By ↑	State Route	Nearest Road	Status	Completion / Release Date
A-121-000390-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00005400		Pending	
03-2018-016-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00000300	Mount Paran Road	Pending	3/27/2018
05-2016-020-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA		00013900	Fulton Industrial Boulevard (SR 70)	Pending	5/27/2016

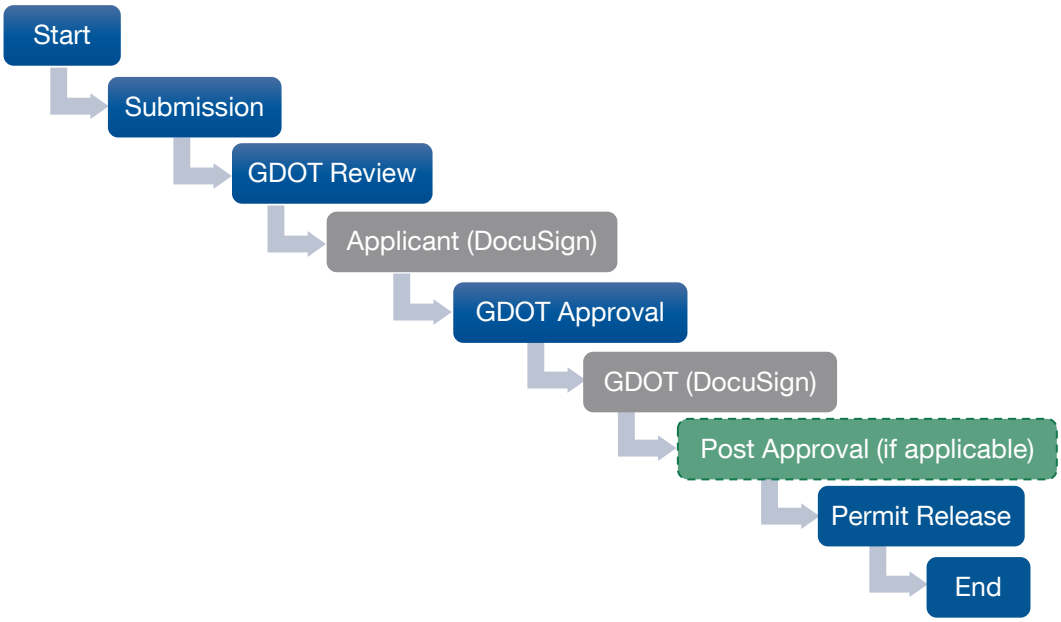
3. Select it again, it sorts in descending order, which is indicated by the arrow pointing down **(↓)**.

Permit ID / Reference ID	Access Type	District	County	Applicant Name	Submitted By ↓	State Route	Nearest Road	Status	Completion / Release Date
A-121-003691-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Zimmer, Jo	00013900	Willard	Pending	
01-2012-008-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Zimmer, Joe	00013900	Fairburn Road	Pending	1/31/2012
A-121-001277-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00349803	Marietta St	Pending	
A-121-004142-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00000300	test	Pending	
A-121-004145-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00090403	MLK dr	Pending	
A-121-004151-7	7410A - Limited Landscape	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00157503	75	Pending	
A-121-000390-7	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Smith, John	00005400		Pending	
03-2018-016-121	7410 - Special Encroachment	District Seven-Chamblee	Fulton	CITY OF ATLANTA	Doe, Mary Jane	00000300	Mount Paran Road	Pending	3/27/2018

4. Select it again, to no longer sort the list of records.

Access Permits Application Process

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



As soon as a permit application is submitted, its status becomes **Pending**. The status will change to: **Send for Corrections**, **Approved** or **Rejected** depending on where it is in the approval process.

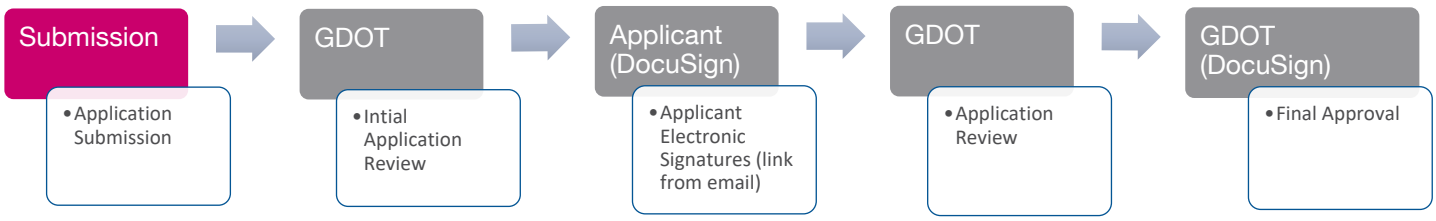
SUBMITTED ACCESS PERMITS

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-139-004185-1	7412 - Commercial Driveway	CITY OF GAINESVILLE	Hall	00085307	Athens st	Pending	Jane Doe	Mar-17-2021 02:04 PM
A-247-004184-7	7412 - Commercial Driveway	Maryjane Doe Lawncare	Rockdale	00110600	Medalist Way	Approved	Doe, Mary-jane	Mar-15-2021 04:09 PM
A-139-004183-1	7410 - Special Encroachment	3D Communities, LLC	Hall	00145700	Test QA 0312	Released	Jane Doe	Mar-12-2021 02:32 PM
A-067-004181-7	7414 - Temporary Conditions	COBB COUNTY	Cobb	00017500	test	Rejected	John Smith	Mar-12-2021 10:58 AM
A-117-004180-1	7410 - Special Encroachment	Chris Landscaping, Inc.	Forsyth	00005300	Post Rd	Active	Jane Doe	Mar-12-2021 09:57 AM

1 2 3 4 5 6 7 8 9 10 ... 5 items per page 1 - 5 of 6016 items

Submit an Access Permit Application

Once an access permit application has been submitted, it enters the initial GDOT review process. The applicant will be required to submit an electronic signature using the DocuSign software, followed by final GDOT review and approval. The process can be visualized as below.



The instructions and requirements differ slightly depending on the type of access permit you are requesting. Select your requested Access Permit type and continue with the steps found in that section.

Types of Access Permits are:

- 7410 – Special Encroachment
- 7410A – Limited Landscape
- 7412 – Commercial Driveway
- 7414 – Temporary Conditions
- 7416 – Bus Shelter Bench Encroachment
- Revision/Addendum

7410 – Special Encroachment

Before you begin, make sure you have the following information:

Applicant/Main Information

- Applicant Type:
  - Individual/ Property Owner
  - Company
    - Company Name
  - Local Government
    - Requestor Name
  - Metropolitan Transit Authority
- Select:
  - Non Limited Access
  - Limited Access
- Applicant Information:
  - First Name (required)
  - Last Name (required)
  - Email (required)
  - Phone (required)
  - Address (required)
  - Title (optional)

Permit Location

- District County (required)
- City
- US Route
- State Route #
- Side of the Road: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Both
- Nearest Named Street (required)
- Beginning Number of Feet (required)
- Total Frontage (required)
- Beginning Mile Post
- Ending Mile Post
- Latitude (auto-populated)
- Longitude (auto-populated)
- Work Description (required)
- Direction (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
- Further Direction: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Back West
  - Back Southeast
  - Back Southwest
  - Back South
  - Back Northwest
  - Back Northeast
  - Back North
  - Back East

Additional Information

- Require Replacement of Utility Easements or ELA: Y/N
- Speed Limit
- Require Relocation or Adjustment to Any Utility: Y/N
- Comply with American Disabilities Act (ADH): Y/N
- Existing Signal? Y/N
- Landscaping? Y/N
- Deceleration Lanes? Y/N
- Center Left Turn Lane? Y/N
- Require Donation of Additional Row Y/N
  - Donation Comment:
- New Signal or Signal Revision Required? Y/N
  - Date Signal Study to be Submitted
- Hydro Study Required? Y/N
  - Date Hydro Study to be Submitted
- Utility Letters Required? Y/N
  - Date Utility Letters to be Submitted
- Bond Type: Blanket Bond, Letter of Escrow or Performance Bond
- Bond Amount

Additional Information -Cont.

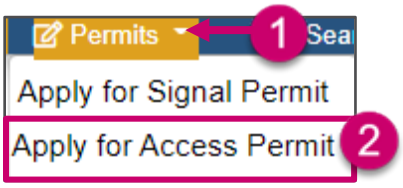
- Radius Drive? Y/N
- Special Requirements

Attachments

- Letter of Request (Required)
- Plans (Required)
- CAP for Monitoring Wells
- County or City Development Review Comments
- Drainage/Hydrology Study
- Intersection Control Eval
- Irrigation Plans
- Landscape Plans
- Miscellaneous
- Property Deed
- Property Zoning Stipulations
- Redline Plan
- Traffic Study
- Tree Survey

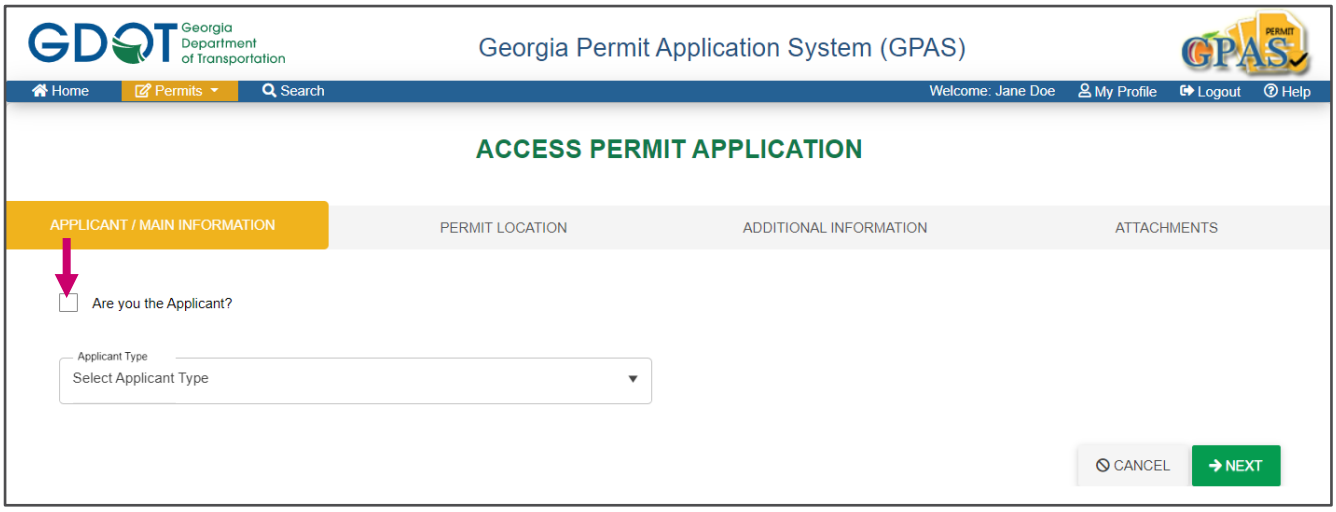
To submit a **7410 – Special Encroachment** access permit request:

1. Select **Permits**.
2. Select **Apply for Access Permit**. You will be taken to the **Applicant Main Information** tab.

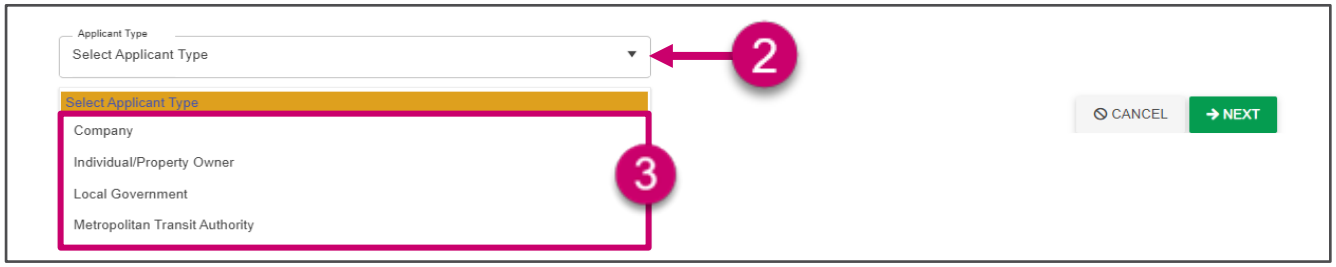


Applicant / Main Information Tab

1. If you are the applicant, check the box next to **Are you the Applicant**. If you are submitting the permit request on behalf of someone else, leave this unchecked and you will be required to enter the applicant information.



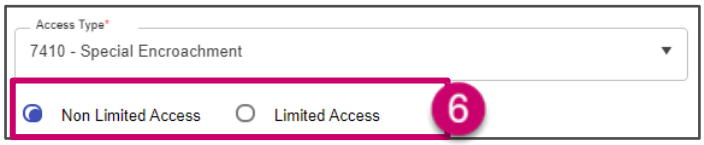
2. Select the **Applicant Type** drop-down list.
3. Select the **Applicant Type**.



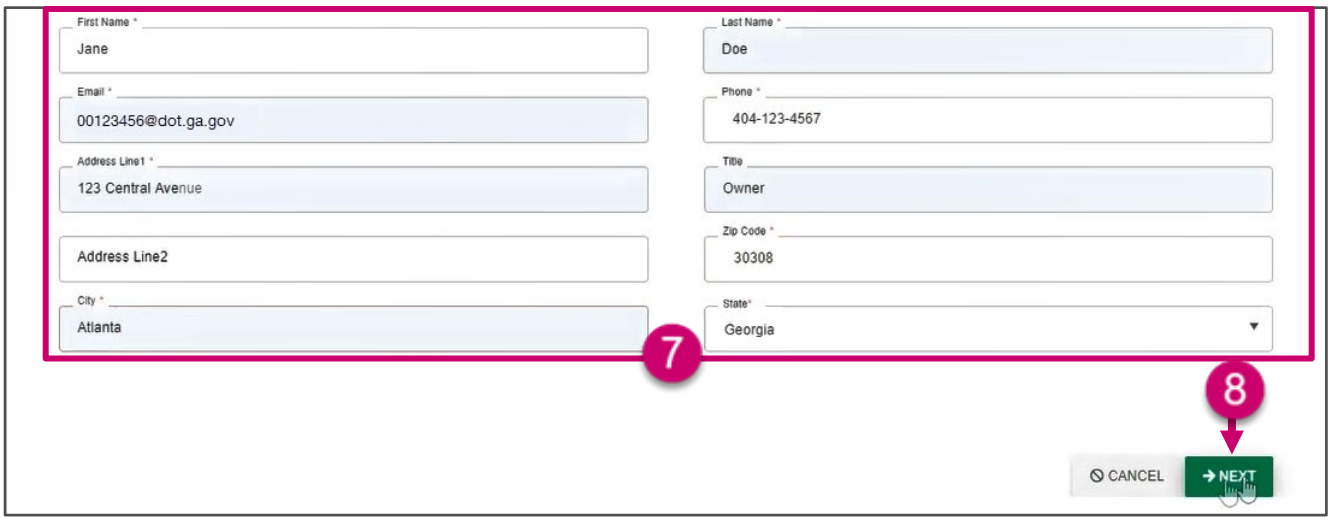
4. If you select **Company** as the **Applicant Type**, enter the **Company Name**.

5. Select the **Access Type** drop-down and choose **7410 - Special Encroachment** from the list.

6. For **7410 – Special Encroachment**, you will need to select from the following two options: **Non Limited Access** or **Limited Access**.



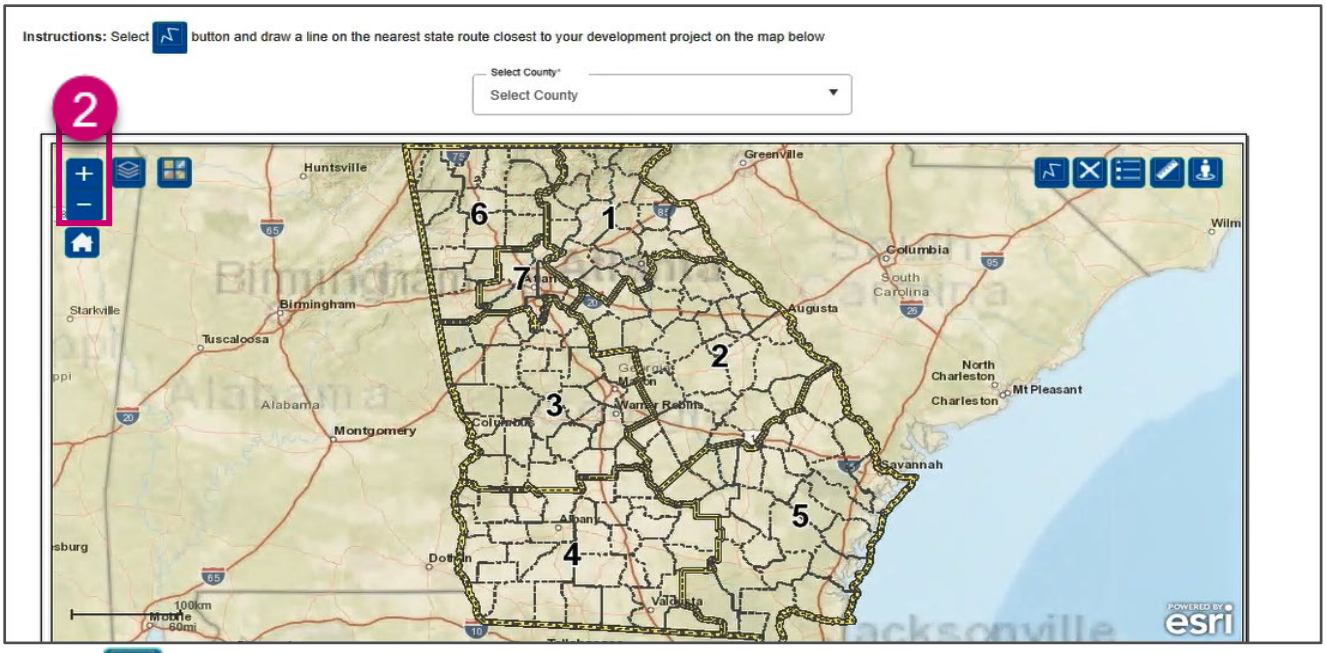
7. Enter the applicant's contact information.
8. Select **NEXT** to navigate to the **Permit Location** tab.
   You can select **CANCEL** to cancel the permit application.



Permit Location Tab

1. Select the county for the permit location from the **Select County** drop-down list.

2. Use the mouse or the **-** / **+** buttons to zoom into the permit location on the map at the street level.

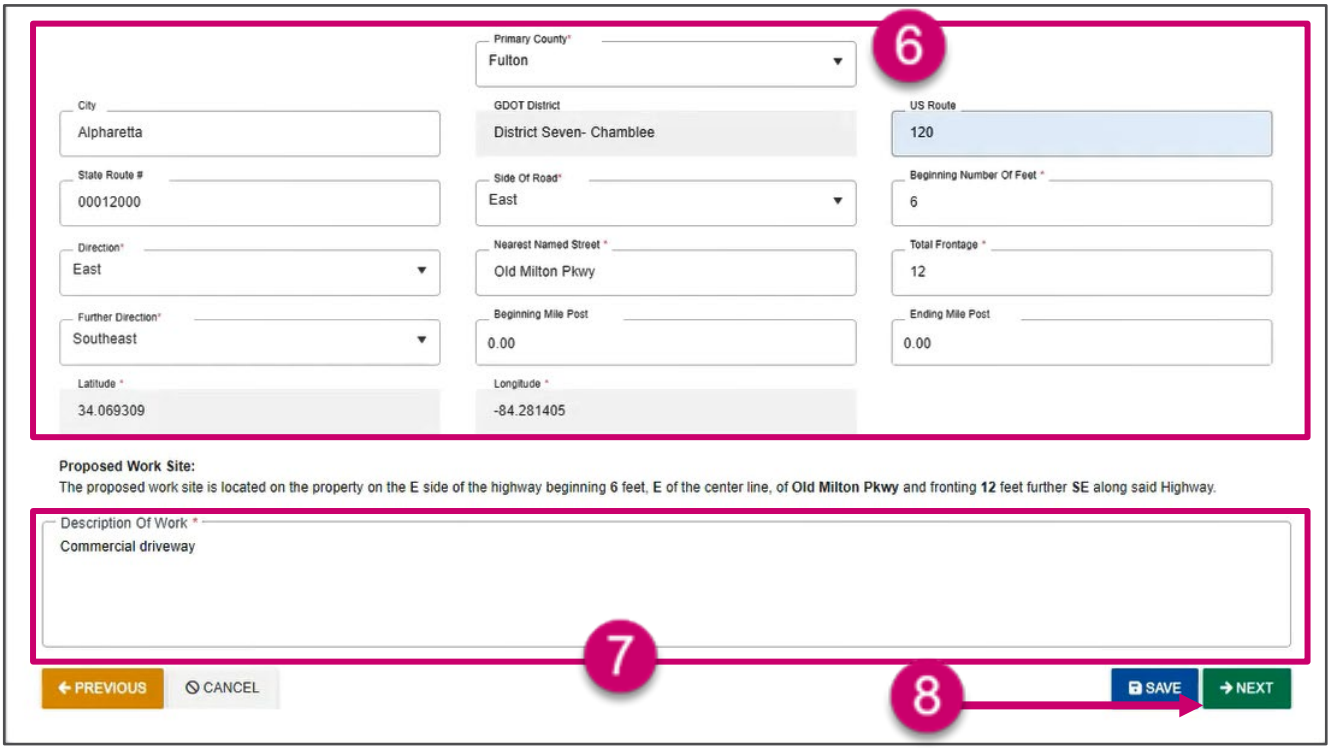


3. Select (**Draw Access Permit Lines**) icon to draw a line on the map.
4. Select once to begin drawing the line.

5. Move the mouse to draw the line and double-click to end the line.

6. The system will populate most of the location fields with the available information. Enter all the mandatory data marked with an asterisk.
7. There is a short description of the **Proposed Work Site**. Enter **Description Of Work**.

8. Select **NEXT** to save the application and navigate to the **Additional Information** tab. You can also save the application by selecting **SAVE**.

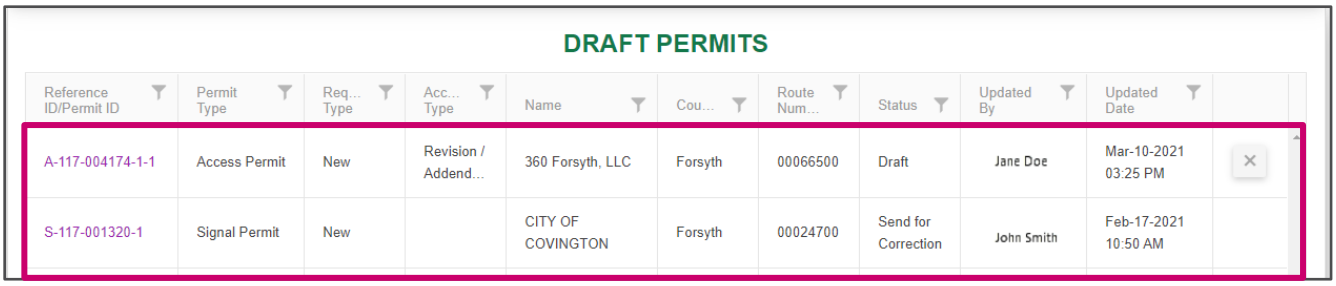


The system will allow you to save the permit application as a draft, only upon successfully completing the **Permit Location** tab.

Note

The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.

Note

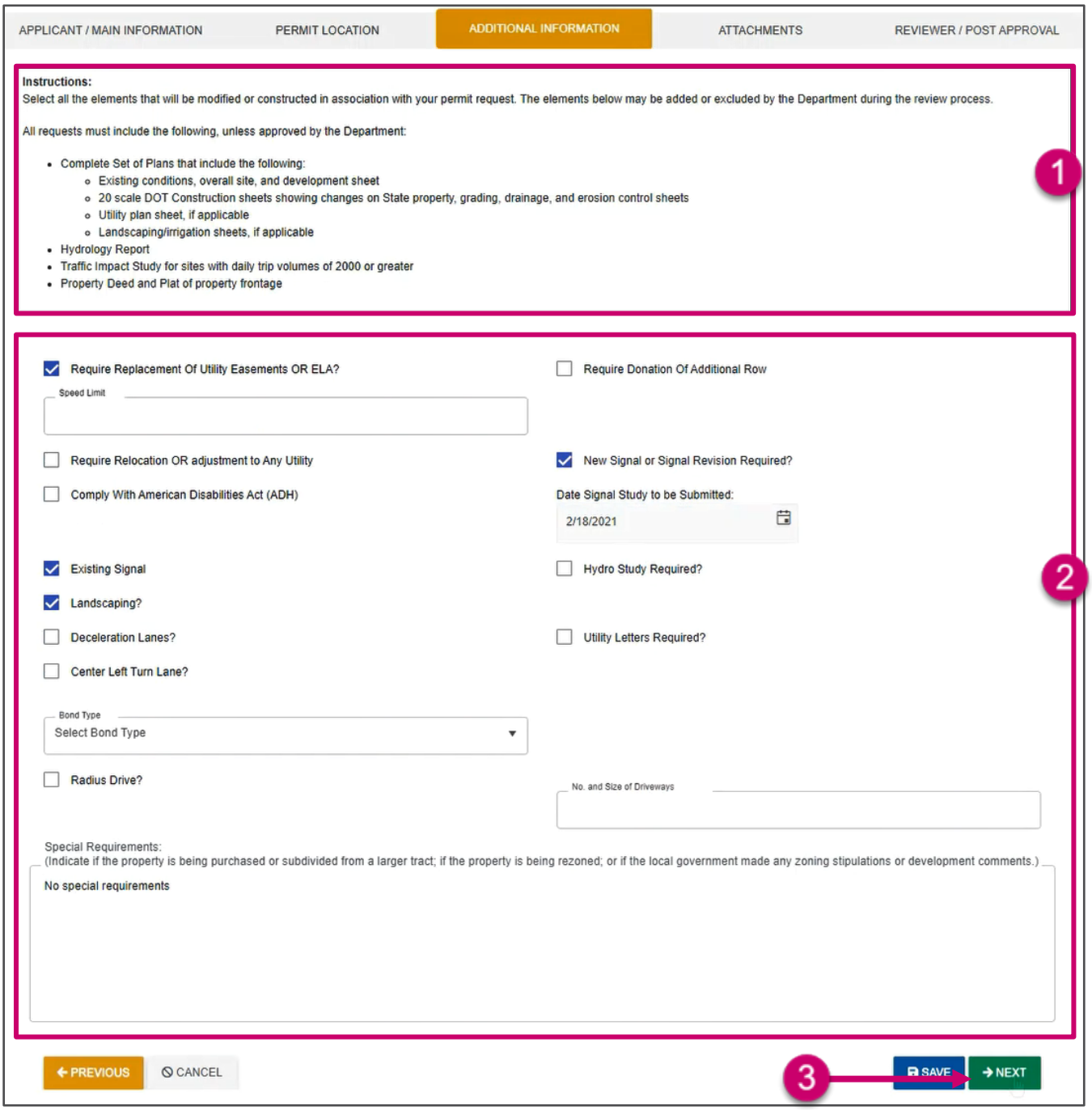


DRAFT PERMITS

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM

Additional Information Tab

1. Read the instructions.
2. Select all options that apply to your permit application.
3. Select **NEXT** to save the application and navigate to the **Attachments** tab.



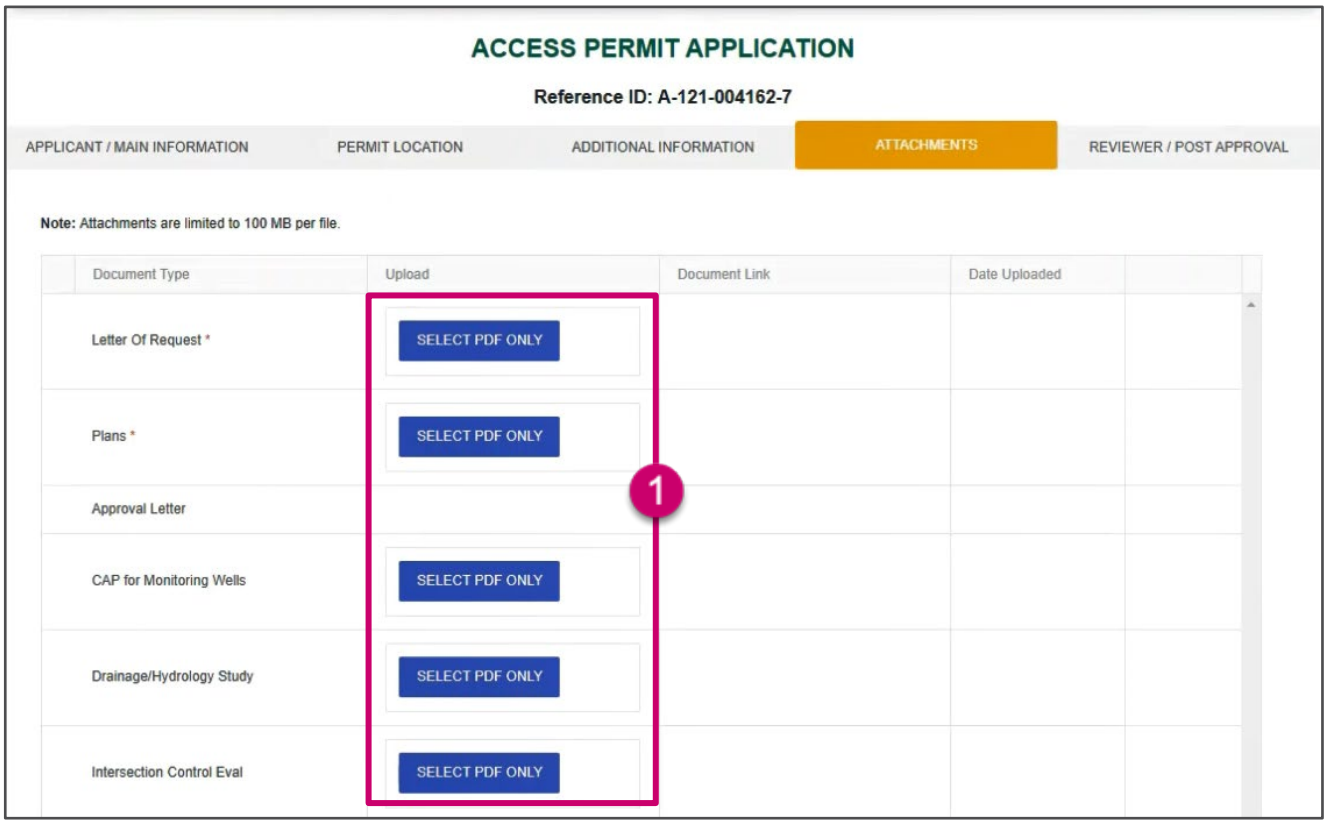
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

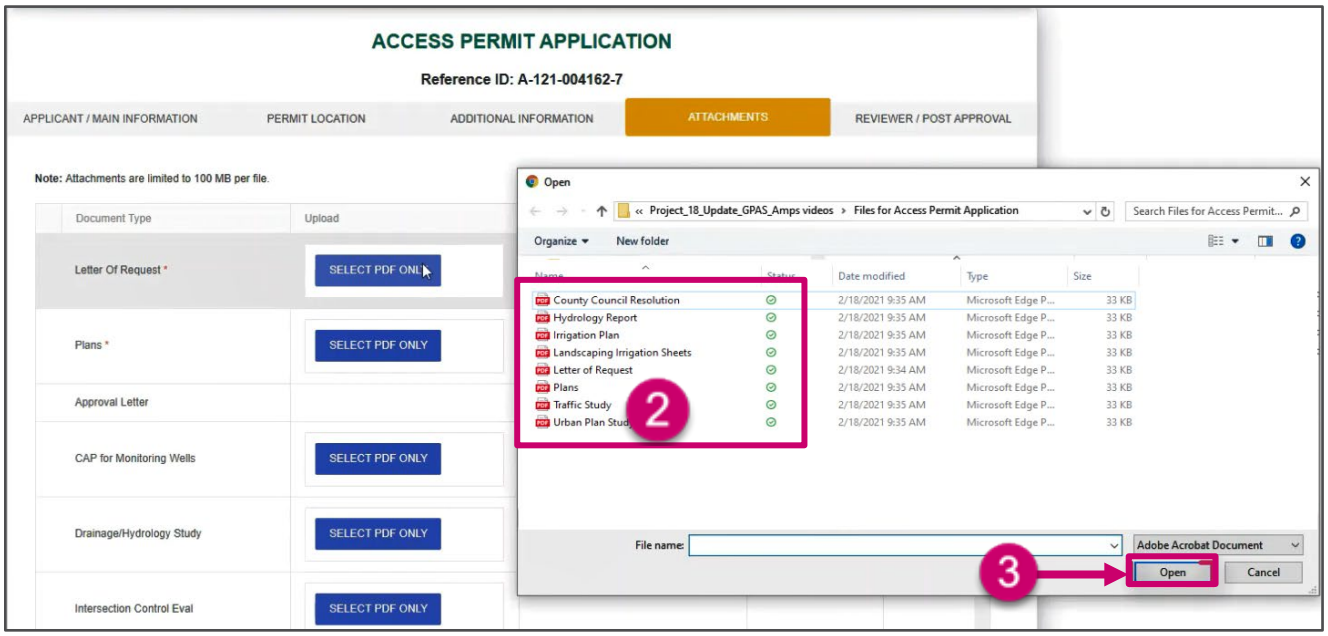
- The required documents (*) will change depending on the type of permit.
- The only file type you may upload is a PDF file.
- Attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

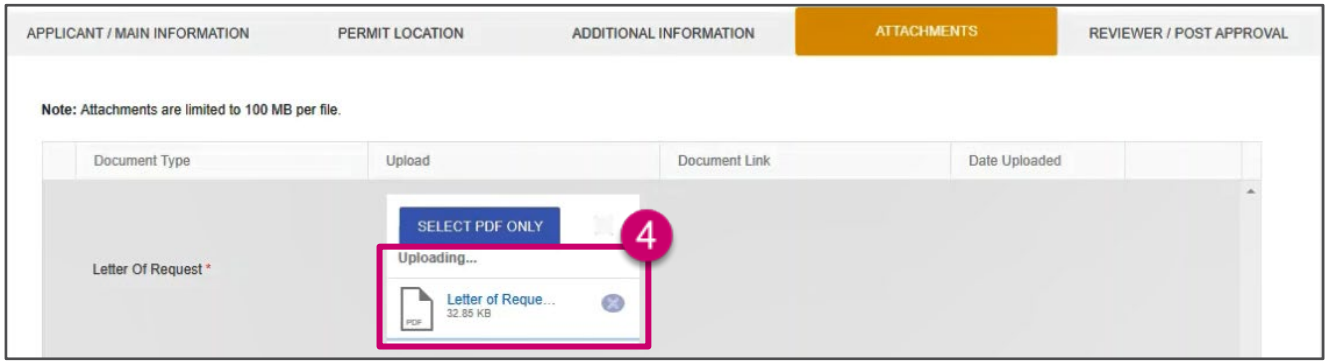
1. **Select PDF Only** to the right of the document type you wish to upload.



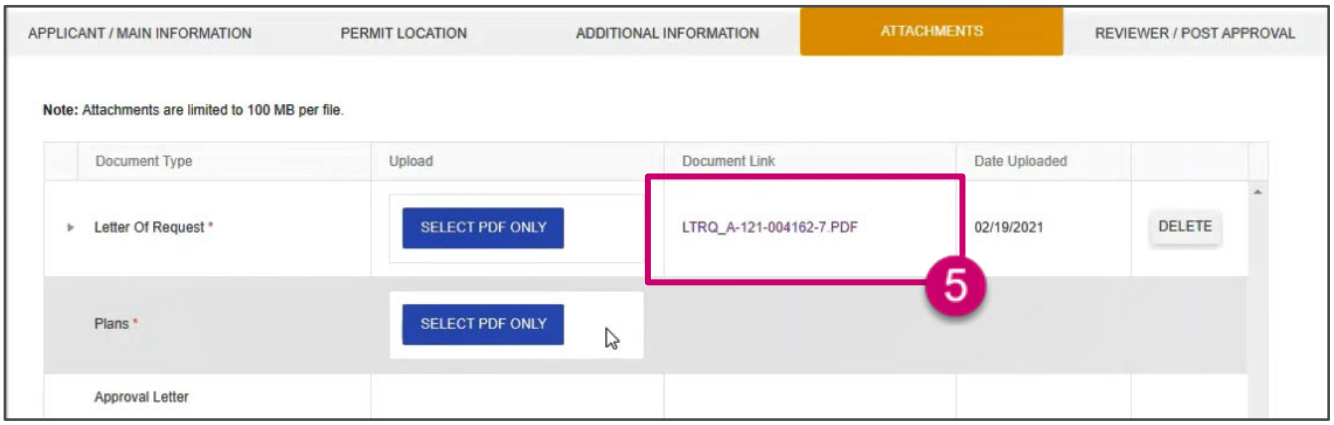
2. Select the file.
3. Select **Open**.



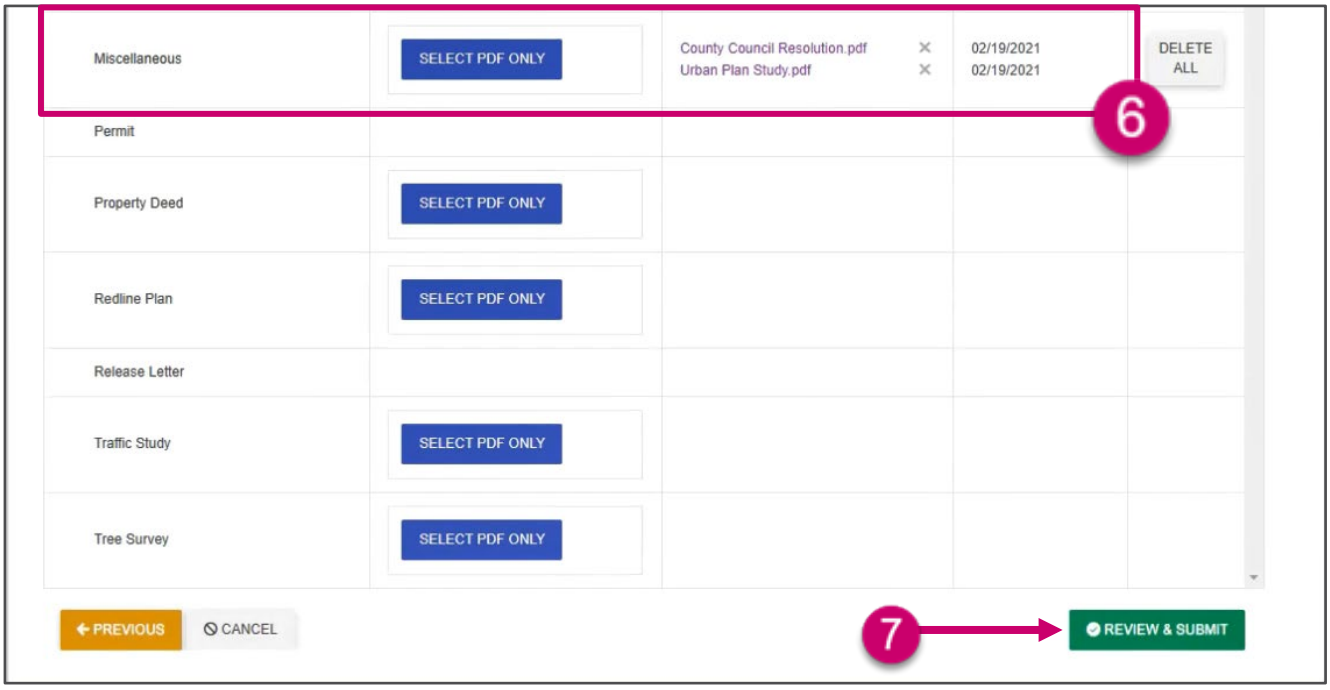
4. Wait while the system uploads the file.



5. The system will display a document link next to the file once it has been uploaded successfully.

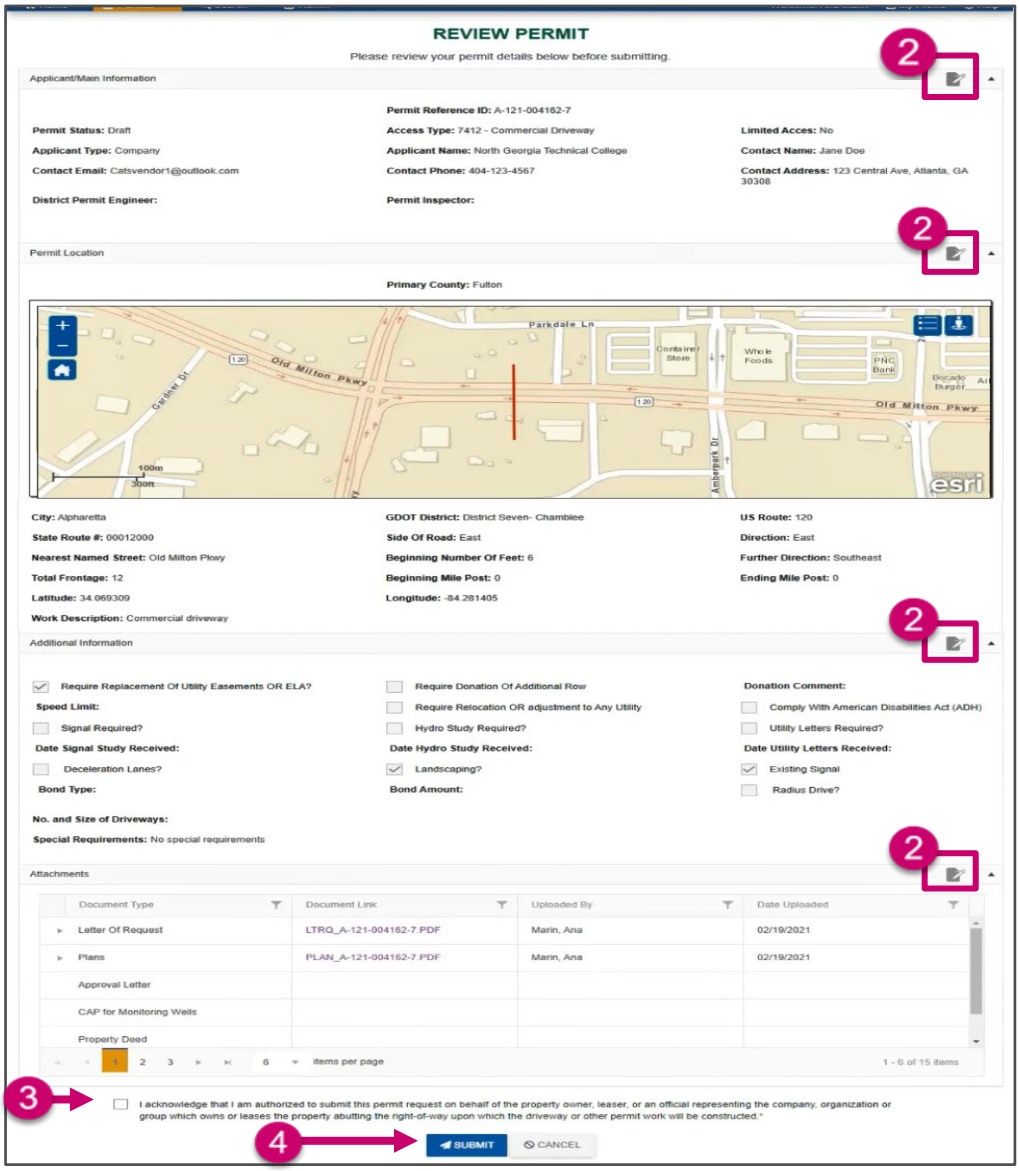


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.



Review / Edit Access Permit Request

1. Review carefully all the information in the permit form.
2. If you need to make any changes, select **Edit** ( )for the section and make the appropriate changes.
3. Once permit form is correct select the check box to acknowledge that you are authorized to submit the permit request on behalf of the property owner, leaser or an official representing the company, organization or group which owns or leases the property.
4. Select **Submit**.



7410A – Limited Landscape

Before you begin, make sure you have the following information:

Applicant/Main Information

- Applicant Type:
  - Individual/ Property Owner
  - Company
    - Company Name
  - Local Government
    - Requestor Name
  - Metropolitan Transit Authority
- Applicant Information:
  - First Name (required)
  - Last Name (required)
  - Email (required)
  - Phone (required)
  - Address (required)
  - Title (optional)

Permit Location

- District County (required)
- City
- US Route
- State Route #
- Side of the Road: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Both
- Nearest Named Street (required)
- Beginning Number of Feet (required)
- Total Frontage (required)
- Beginning Mile Post
- Ending Mile Post
- Latitude (auto-populated)
- Longitude (auto-populated)
- Work Description (required)
- Direction (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
- Further Direction: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Back West
  - Back Southeast
  - Back Southwest
  - Back South
  - Back Northwest
  - Back Northeast
  - Back North
  - Back East

Additional Information

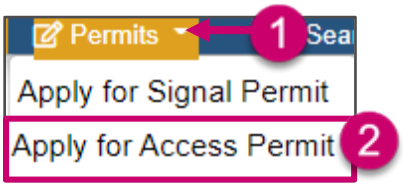
- Require Replacement of Utility Easements or ELA: Y/N
- Speed Limit
- Require Relocation or Adjustment to Any Utility: Y/N
- Comply with American Disabilities Act (ADH): Y/N
- Existing Signal? Y/N
- Landscaping? Y/N
- Deceleration Lanes? Y/N
- Center Left Turn Lane? Y/N
- Bond Type: Blanket Bond, Letter of Escrow or Performance Bond
- Bond Amount
- Radius Drive? Y/N
- Require Donation of Additional Row Y/N
  - Donation Comment:
- New Signal or Signal Revision Required? Y/N
  - Date Signal Study to be Submitted
- Hydro Study Required? Y/N
  - Date Hydro Study to be Submitted
- Utility Letters Required? Y/N
  - Date Utility Letters to be Submitted
- Special Requirements

Attachments

- Letter of Request (Required)
- Plans (Required)
- CAP for Monitoring Wells
- Drainage/Hydrology Study
- Intersection Control Eval
- Irrigation Plans
- Landscape Plans
- Miscellaneous
- Property Deed
- Redline Plan
- Traffic Study
- Tree Survey

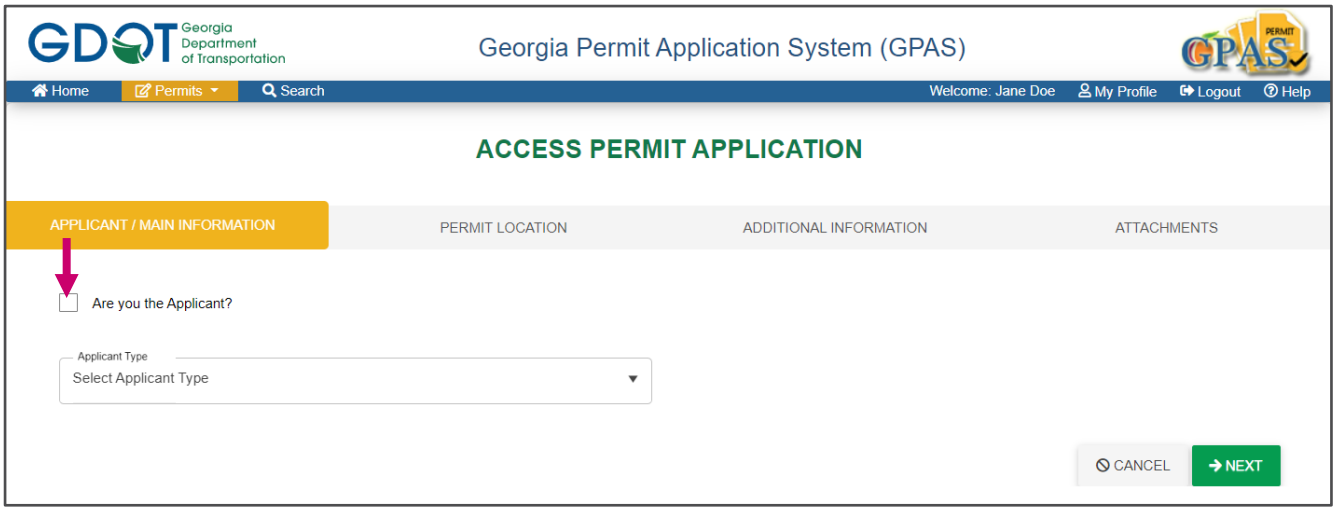
To submit a **7410A – Limited Landscape** access permit request:

1. Select **Permits**.
2. Select **Apply for Access Permit**. You will be taken to the **Applicant Main Information** tab.

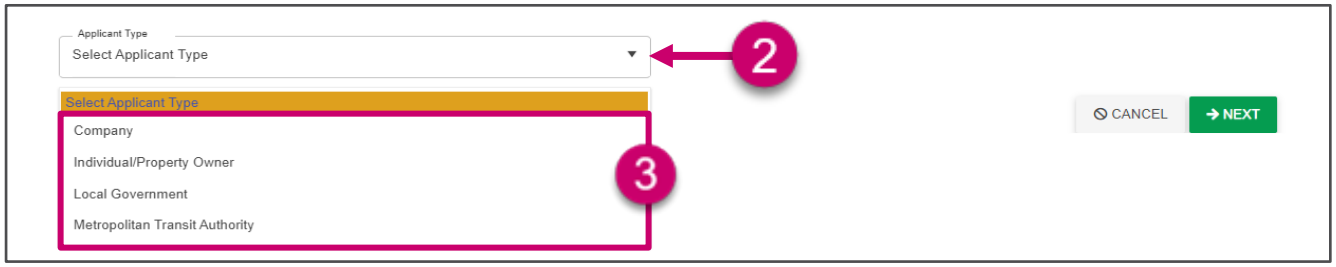


Applicant / Main Information Tab

1. If you are the applicant, check the box next to **Are you the Applicant**. If you are submitting the permit request on behalf of someone else, leave this unchecked and you will be required to enter the applicant information.



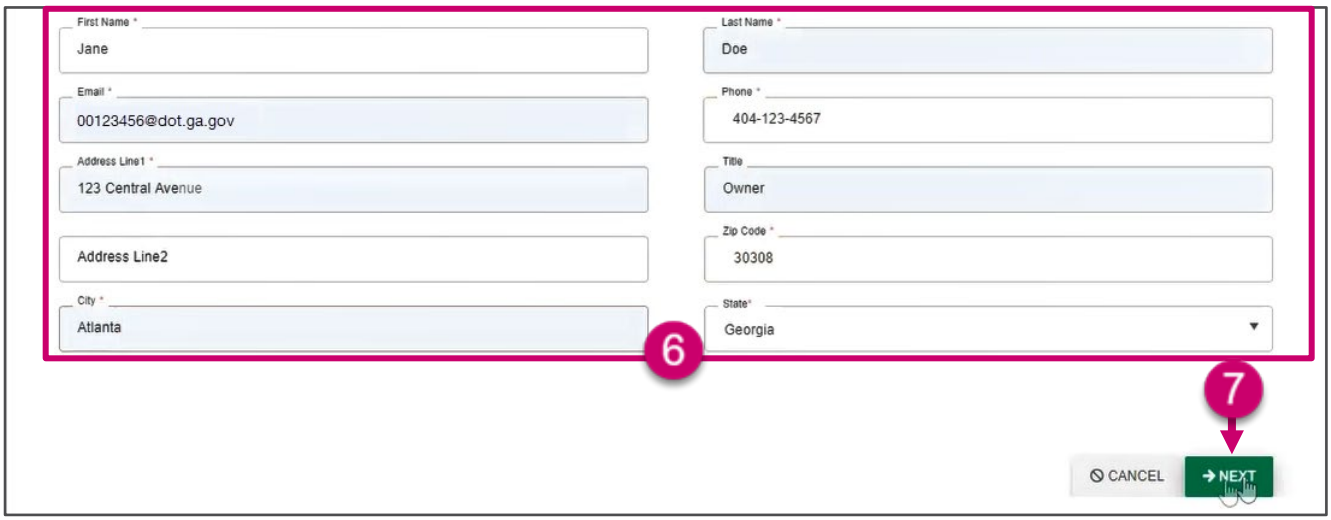
2. Select the **Applicant Type** drop-down list.
3. Select the **Applicant Type**.



4. If you select **Company** as the **Applicant Type**, enter the **Company Name**.

5. Select the **Access Type** drop-down and choose **7410A – Limited Landscape** from the list.

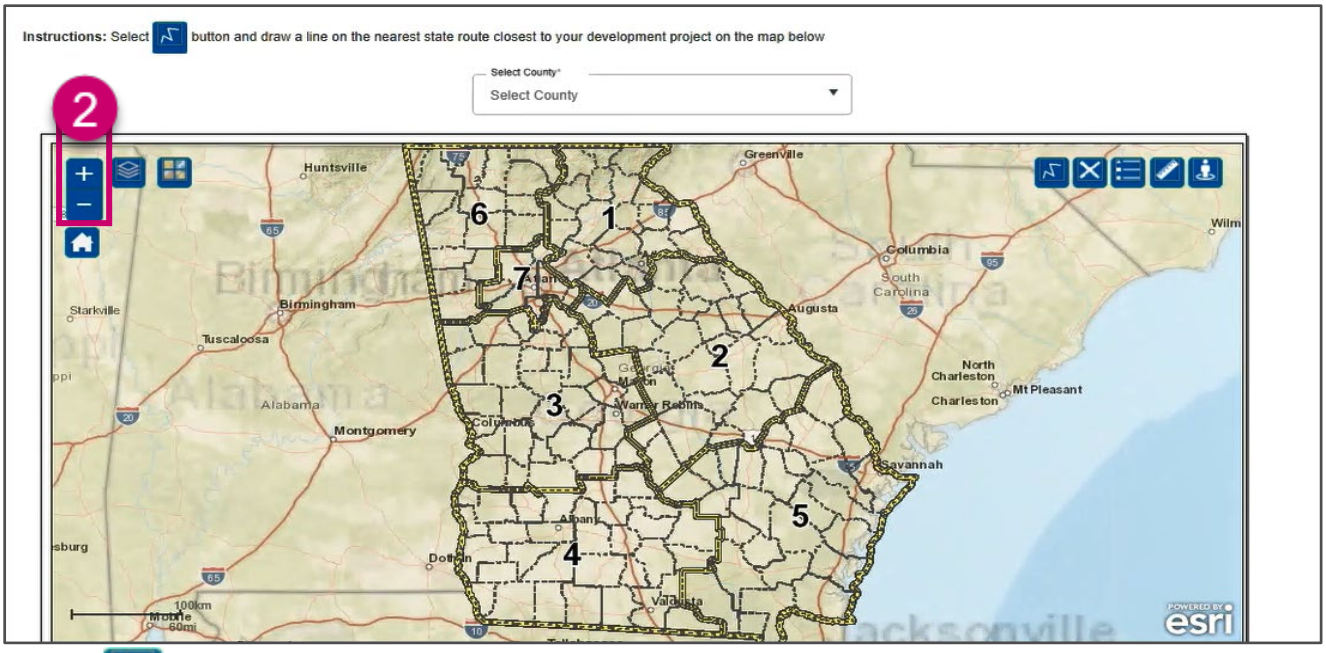
6. Enter the applicant's contact information.
7. Select **NEXT** to navigate to the **Permit Location** tab.
   You can select **CANCEL** to cancel the permit application.



Permit Location Tab

1. Select the county for the permit location from the **Select County** drop-down list.

2. Use the mouse or the **-** / **+** buttons to zoom into the permit location on the map at the street level.

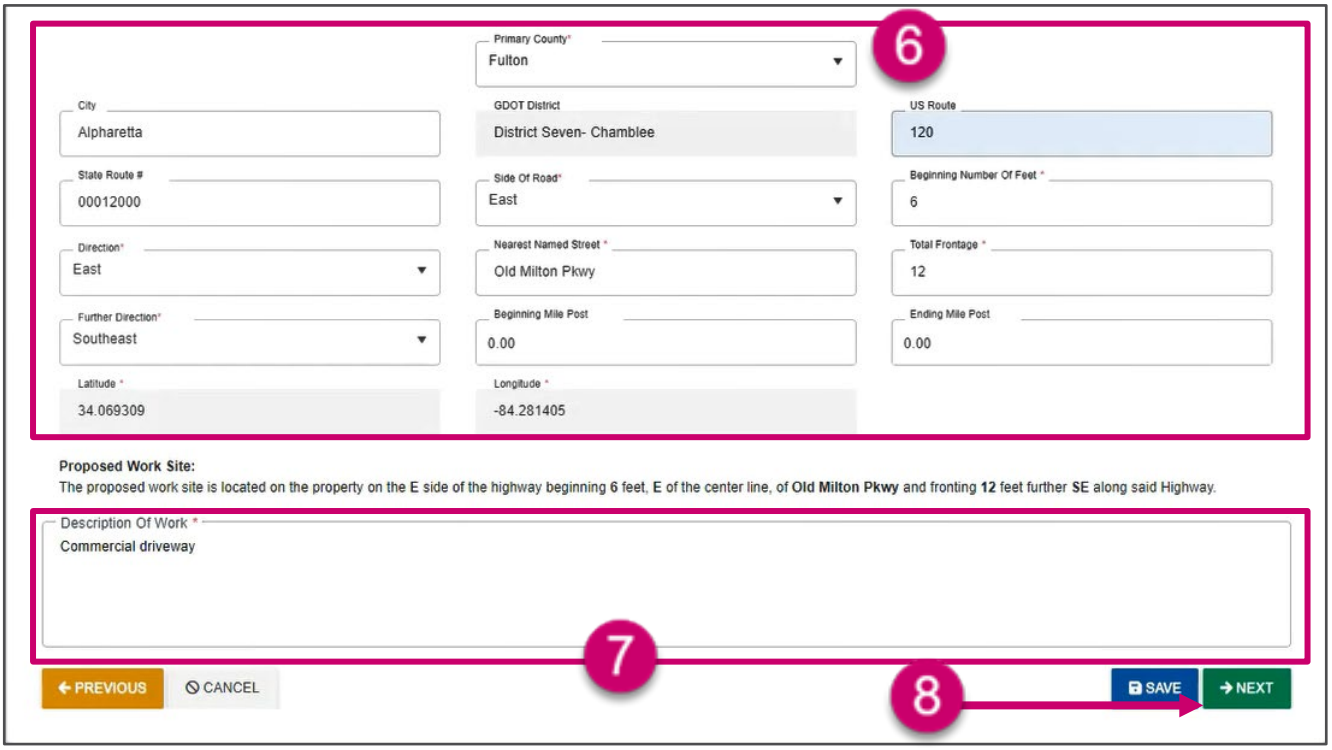


3. Select (**Draw Access Permit Lines**) icon to draw a line on the map.
4. Select once to begin drawing the line.

5. Move the mouse to draw the line and double-click to end the line.

6. The system will populate most of the location fields with the available information. Enter all the mandatory data marked with an asterisk.
7. There is a short description of the **Proposed Work Site**. Enter **Description Of Work**.

8. Select **NEXT** to save the application and navigate to the **Additional Information** tab. You can also save the application by selecting **SAVE**.



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Note

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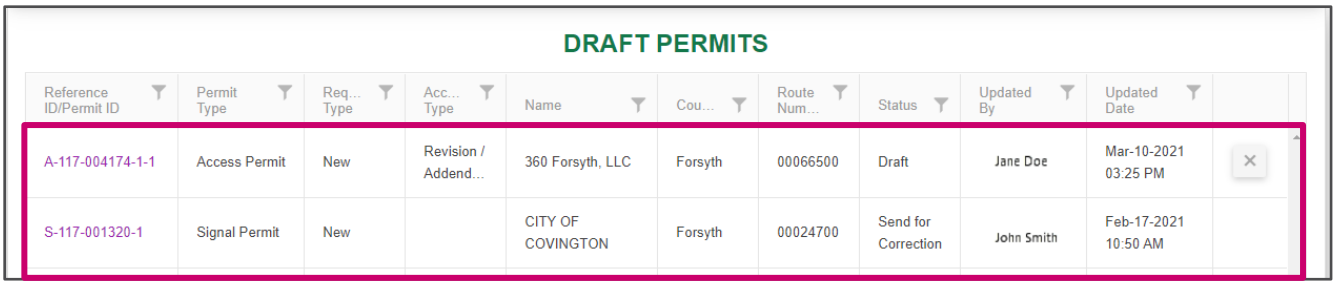
Note

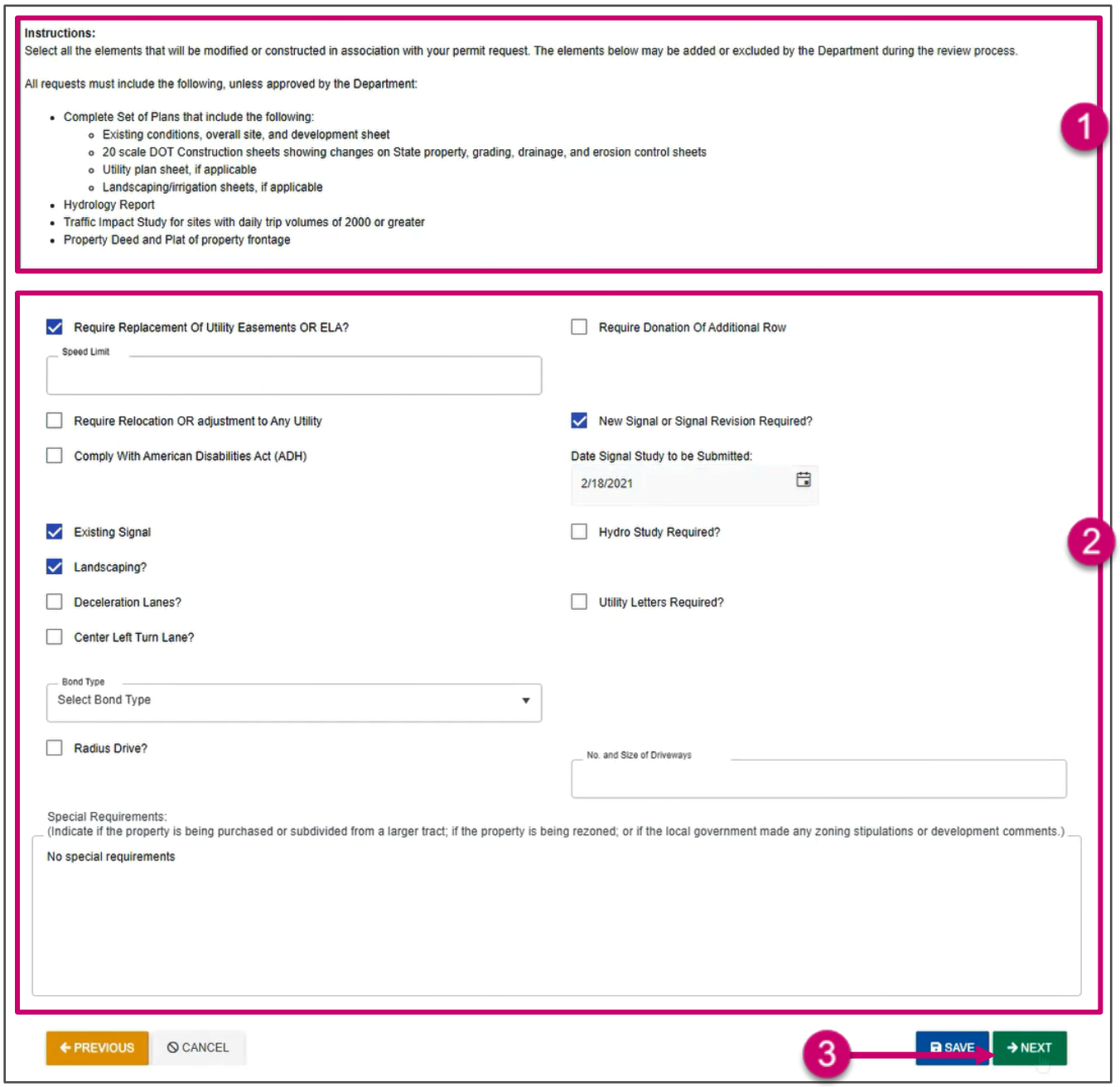


DRAFT PERMITS

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	×
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	

Additional Information Tab

1. Read the instructions.
2. Select all options that apply to your permit application.
3. Select **NEXT** to save the application and navigate to the **Attachments** tab.



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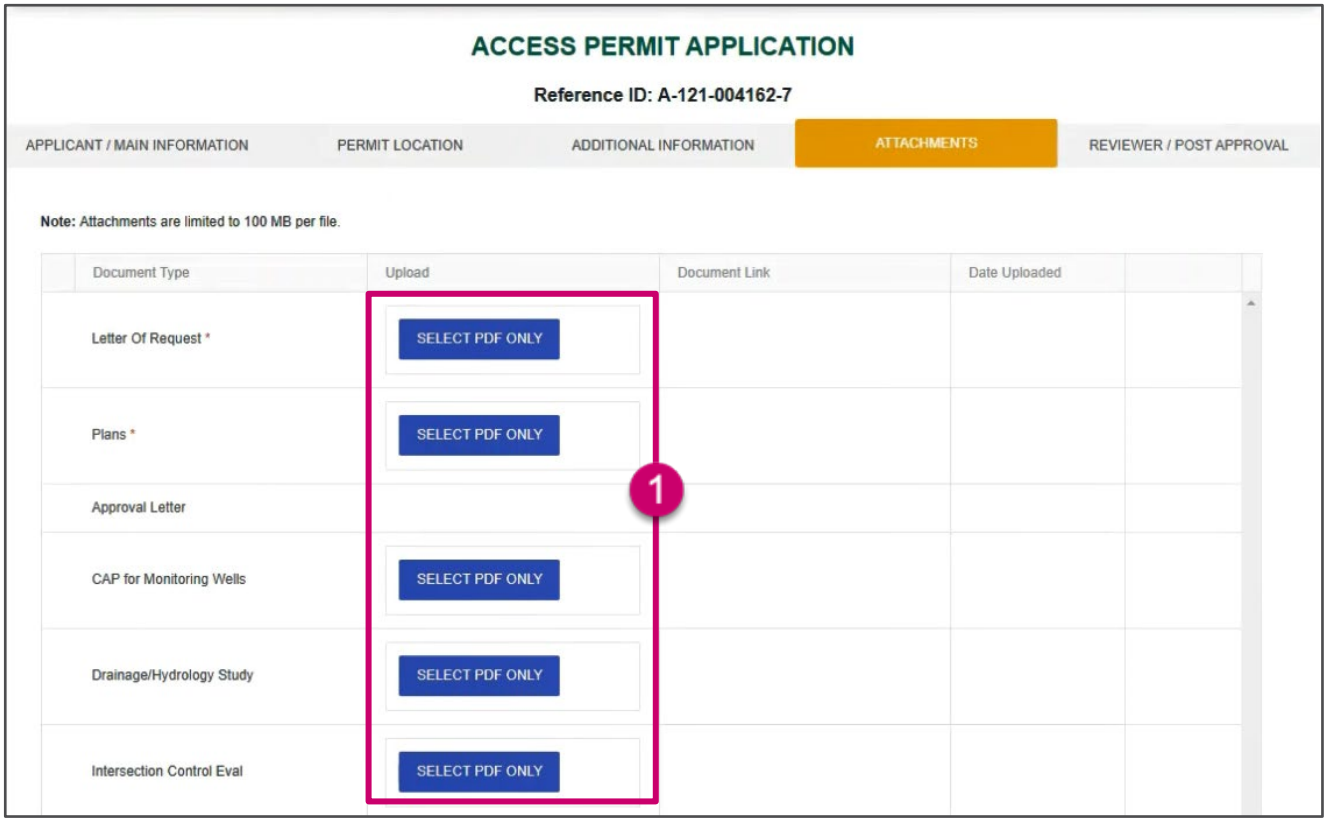
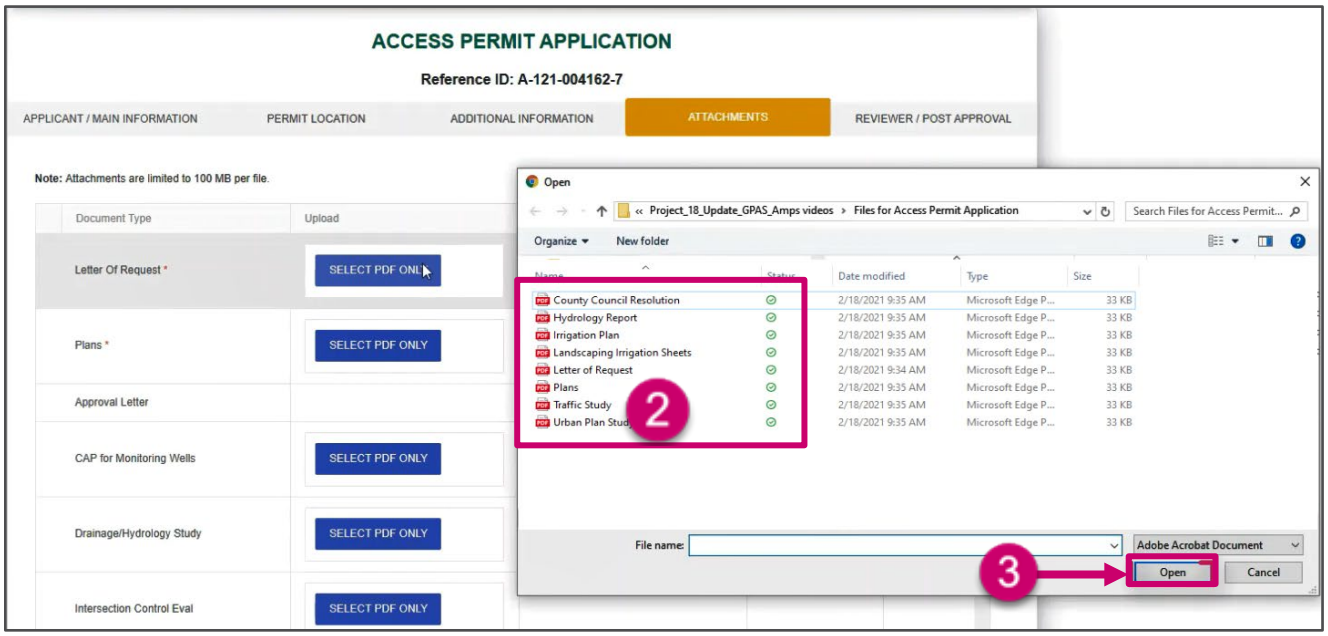
- Upload one document at a time.

Note

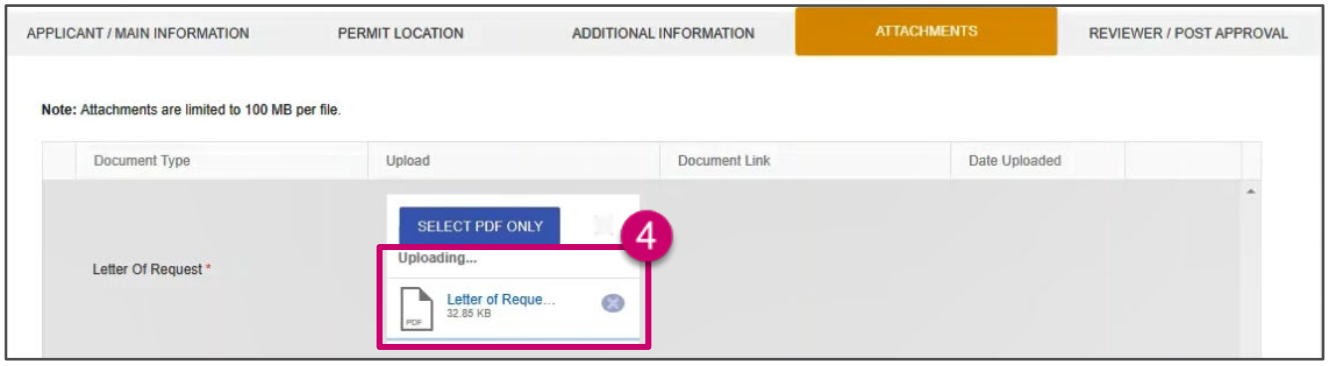
1. **Select PDF Only** to the right of the document type you wish to upload.



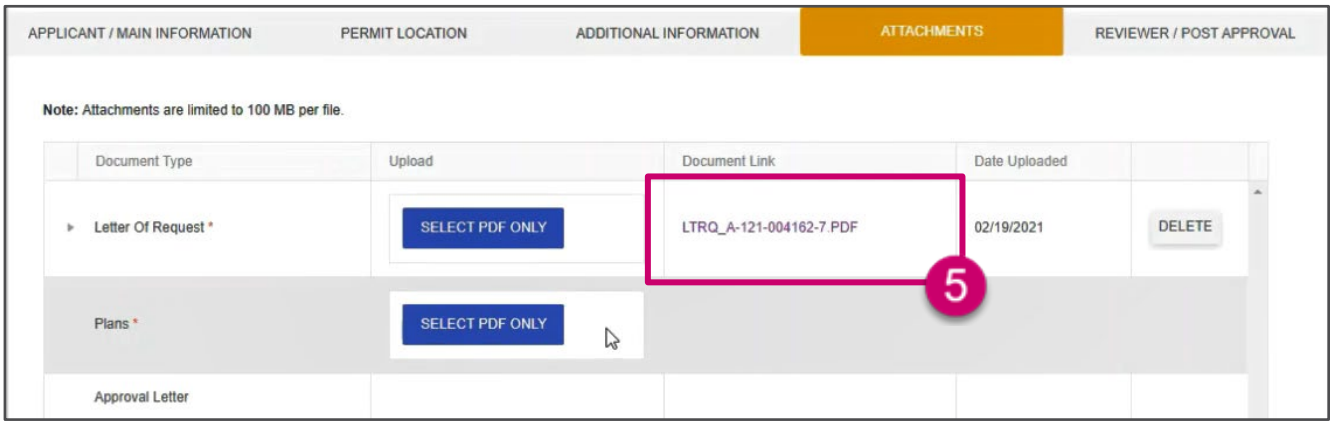
2. Select the file.
3. Select **Open**.



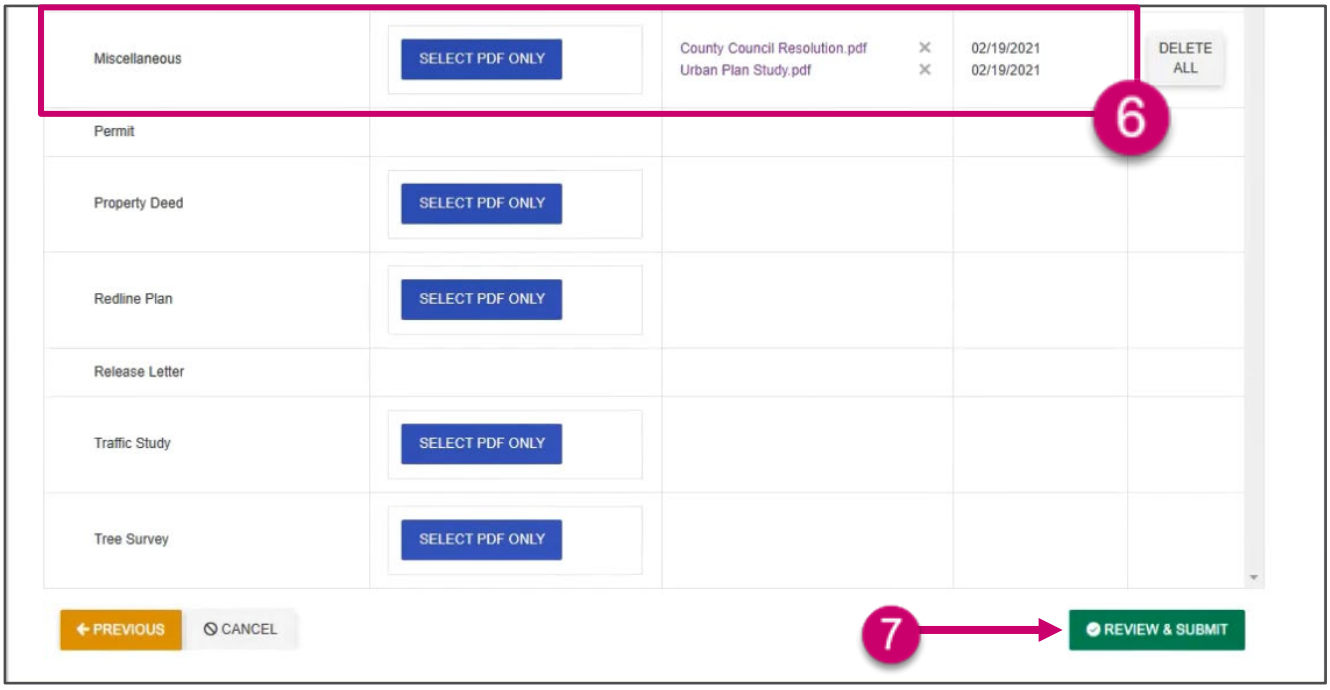
4. Wait while the system uploads the file.



5. The system will display a document link next to the file once it has been uploaded successfully.

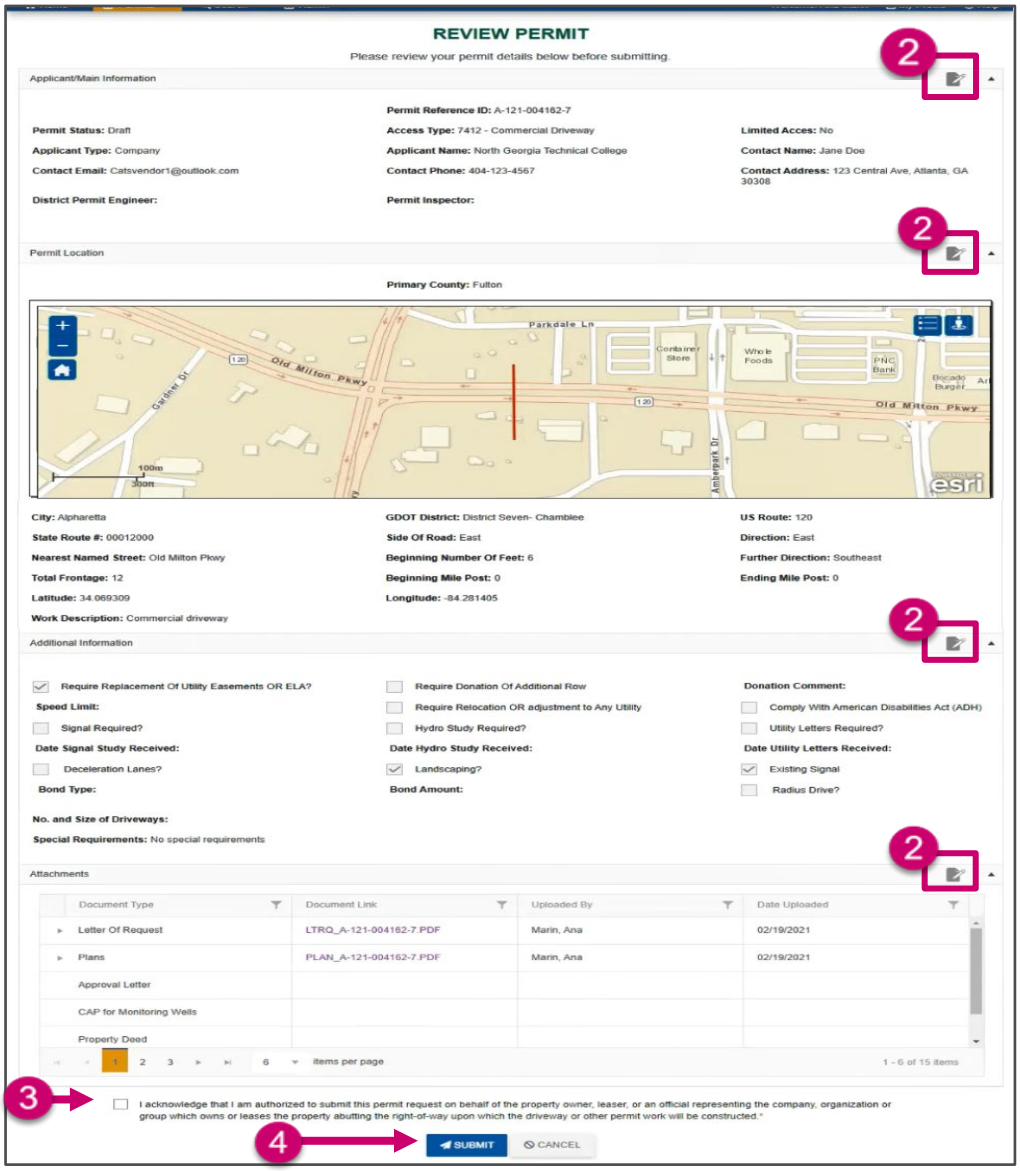


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.



Review / Edit Access Permit Request

1. Review carefully all the information in the permit form.
2. If you need to make any changes, select **Edit** ( )for the section and make the appropriate changes.
3. Once permit form is correct select the check box to acknowledge that you are authorized to submit the permit request on behalf of the property owner, leaser or an official representing the company, organization or group which owns or leases the property.
4. Select **Submit**.



7412 – Commercial Driveway

Before you begin, make sure you have the following information:

Applicant/Main Information

- Applicant Type:
  - Individual/ Property Owner
  - Company
    - Company Name
  - Local Government
    - Requestor Name
  - Metropolitan Transit Authority
- Select:
  - Non Limited Access
  - Limited Access
- Applicant Information:
  - First Name (required)
  - Last Name (required)
  - Email (required)
  - Phone (required)
  - Address (required)
  - Title (optional)

Permit Location

- District County (required)
- City
- US Route
- State Route #
- Side of the Road: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Both
- Nearest Named Street (required)
- Beginning Number of Feet (required)
- Total Frontage (required)
- Beginning Mile Post
- Ending Mile Post
- Latitude (auto-populated)
- Longitude (auto-populated)
- Work Description (required)
- Direction (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
- Further Direction: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Back West
  - Back Southeast
  - Back Southwest
  - Back South
  - Back Northwest
  - Back Northeast
  - Back North
  - Back East

Additional Information

- Require Replacement of Utility Easements or ELA: Y/N
- Speed Limit
- Require Relocation or Adjustment to Any Utility: Y/N
- Comply with American Disabilities Act (ADH): Y/N
- Existing Signal? Y/N
- Landscaping? Y/N
- Deceleration Lanes? Y/N
- Center Left Turn Lane? Y/N
- Bond Type: Blanket Bond, Letter of Escrow or Performance Bond
- Bond Amount
- Radius Drive? Y/N
- Require Donation of Additional Row Y/N
  - Donation Comment:
- New Signal or Signal Revision Required? Y/N
  - Date Signal Study to be Submitted
- Hydro Study Required? Y/N
  - Date Hydro Study to be Submitted

Additional Information –Cont.

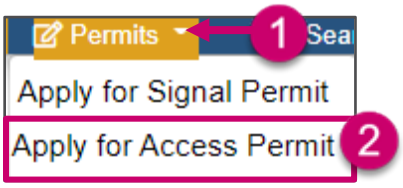
- Utility Letters Required? Y/N
  - Date Utility Letters to be Submitted
- No. and Size of Driveways
- Special Requirements

Attachments

- Letter of Request (Required)
- Plans (Required)
- CAP for Monitoring Wells
- Drainage/Hydrology Study
- Intersection Control Eval
- Irrigation Plans
- Landscape Plans
- Miscellaneous
- Property Deed
- Redline Plan
- Traffic Study
- Tree Survey

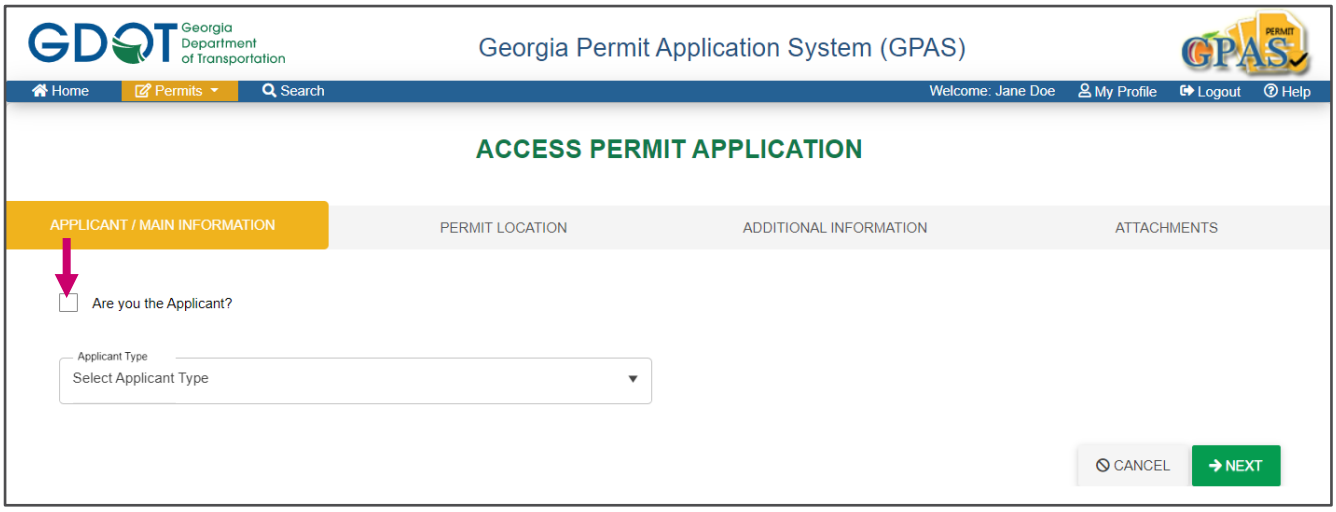
To submit a **7412 – Commercial Driveway** access permit request:

1. Select **Permits**.
2. Select **Apply for Access Permit**. You will be taken to the **Applicant Main Information** tab.

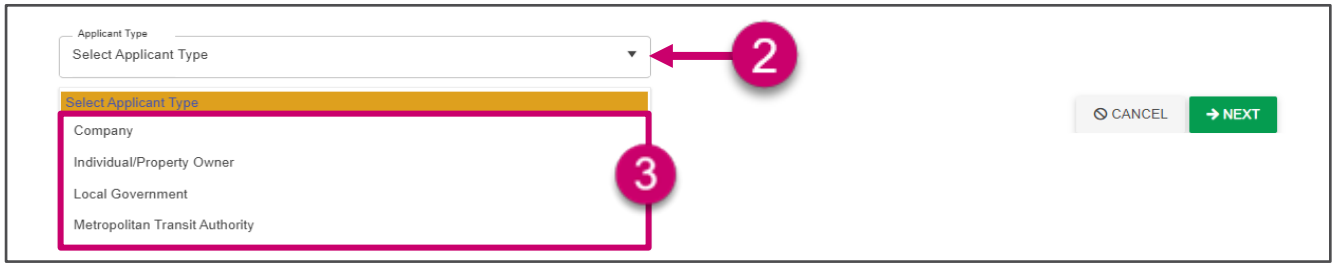


Applicant / Main Information Tab

1. If you are the applicant, check the box next to **Are you the Applicant**. If you are submitting the permit request on behalf of someone else, leave this unchecked and you will be required to enter the applicant information.

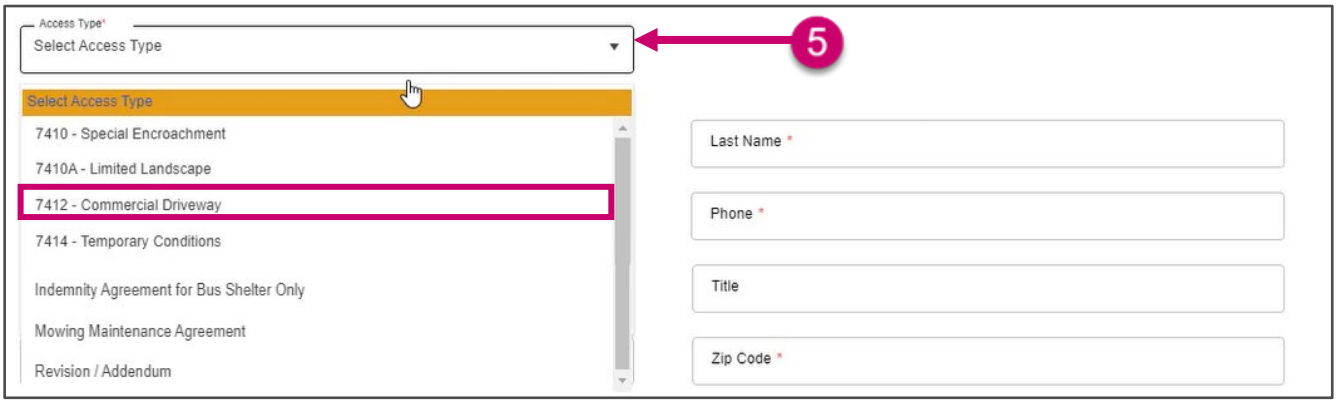


2. Select the **Applicant Type** drop-down list.
3. Select the **Applicant Type**.

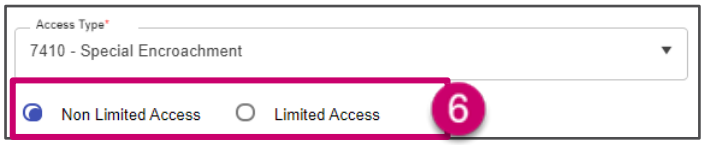


4. If you select **Company** as the **Applicant Type**, enter the **Company Name**.

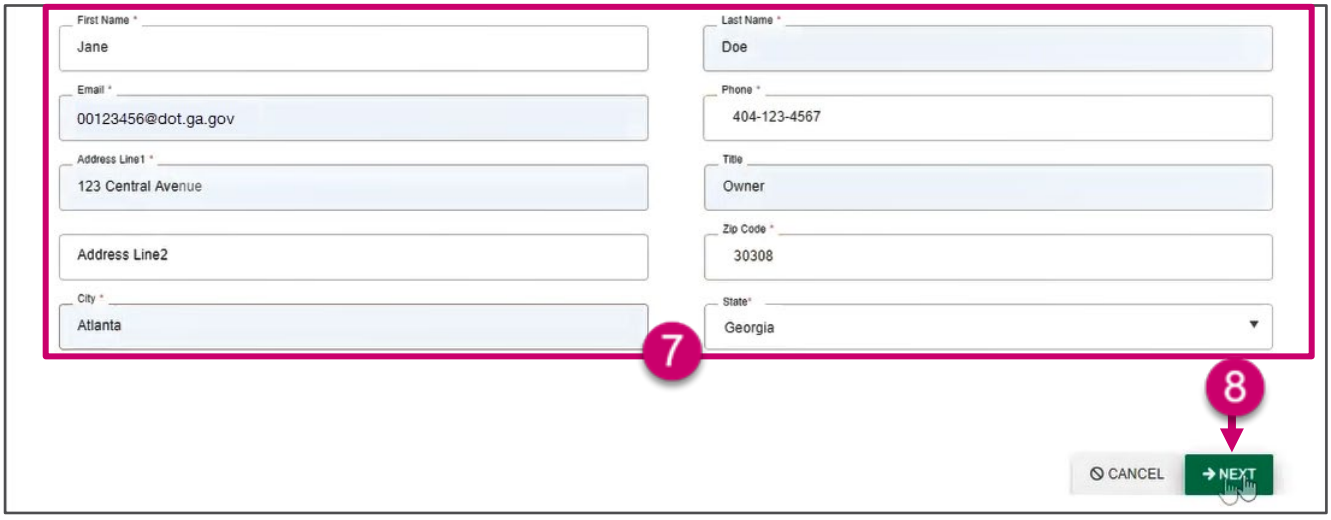
5. Select the **Access Type** drop-down and choose **7412 – Commercial Driveway** from the list.



6. For **7412 – Commercial Driveway**, you will need to select from the following two options: **Non Limited Access** or **Limited Access**.



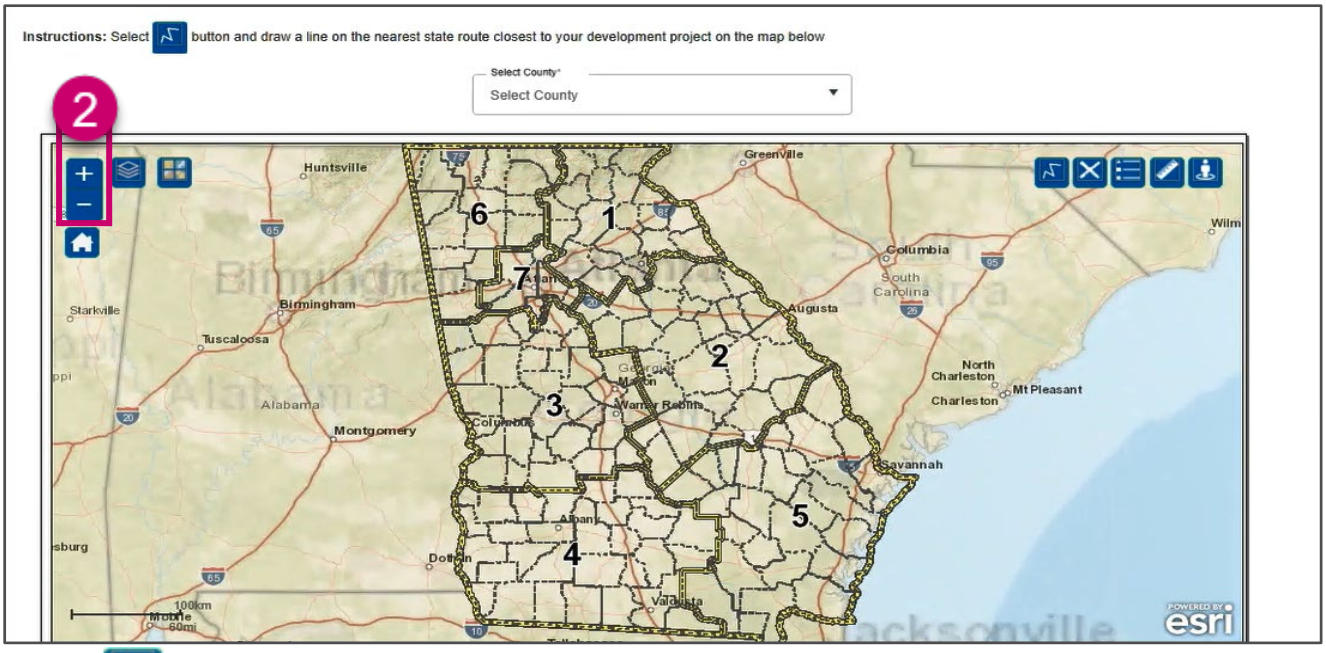
7. Enter the applicant's contact information.
8. Select **NEXT** to navigate to the **Permit Location** tab.
   You can select **CANCEL** to cancel the permit application.



Permit Location Tab

1. Select the county for the permit location from the **Select County** drop-down list.

2. Use the mouse or the **-** / **+** buttons to zoom into the permit location on the map at the street level.

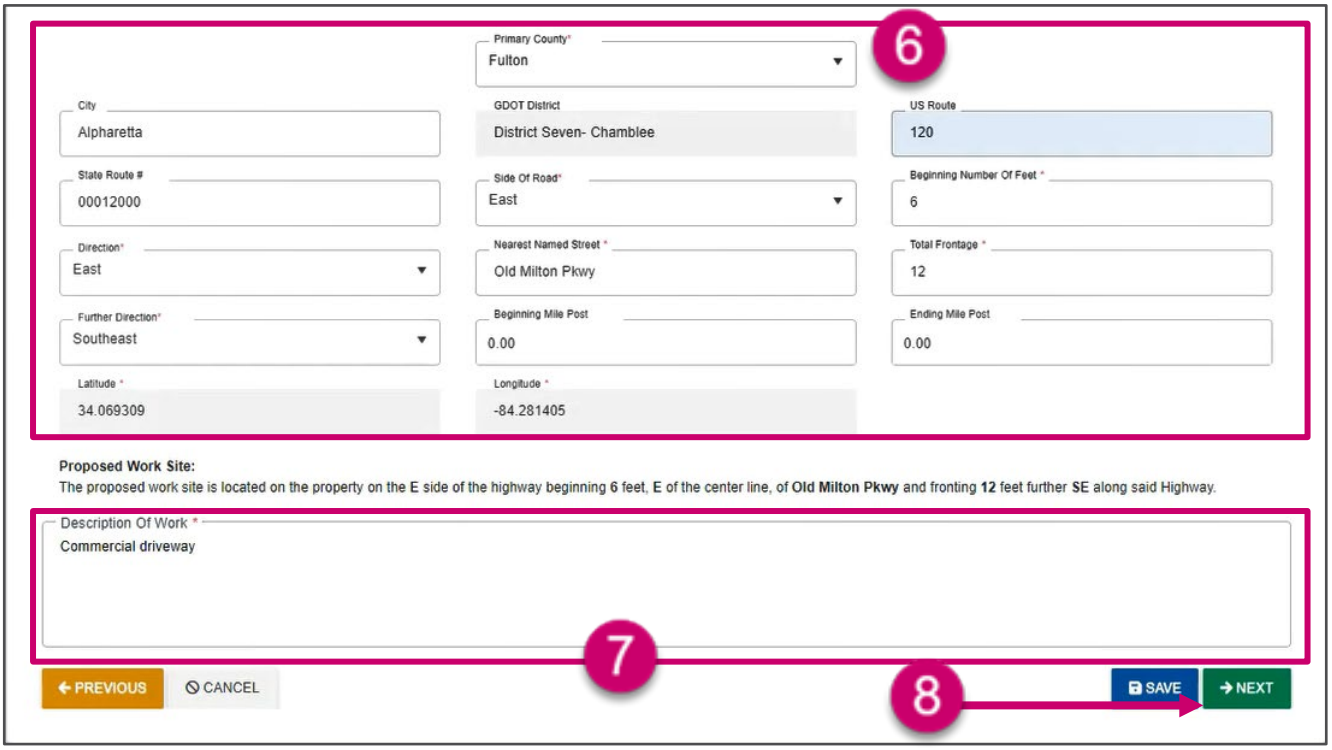


3. Select (**Draw Access Permit Lines**) icon to draw a line on the map.
4. Select once to begin drawing the line.

5. Move the mouse to draw the line and double-click to end the line.

6. The system will populate most of the location fields with the available information. Enter all the mandatory data marked with an asterisk.
7. There is a short description of the **Proposed Work Site**. Enter **Description Of Work**.

8. Select **NEXT** to save the application and navigate to the **Additional Information** tab. You can also save the application by selecting **SAVE**.

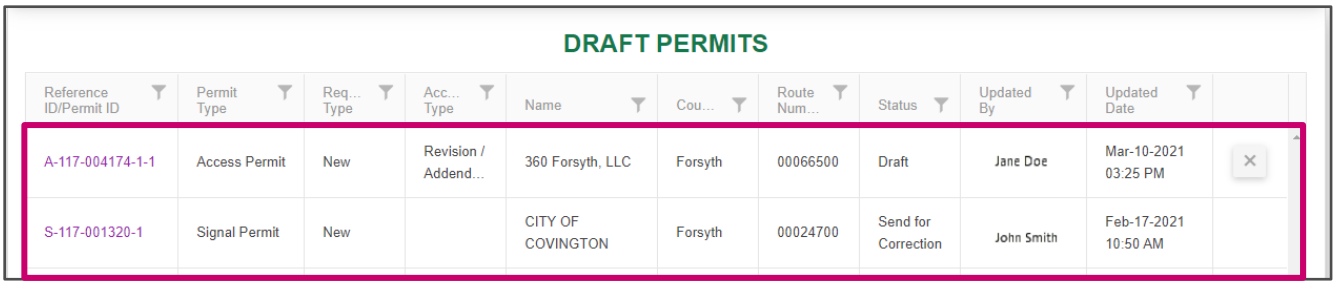


The system will allow you to save the permit application as a draft, only upon successfully completing the **Permit Location** tab.

Note

The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.

Note

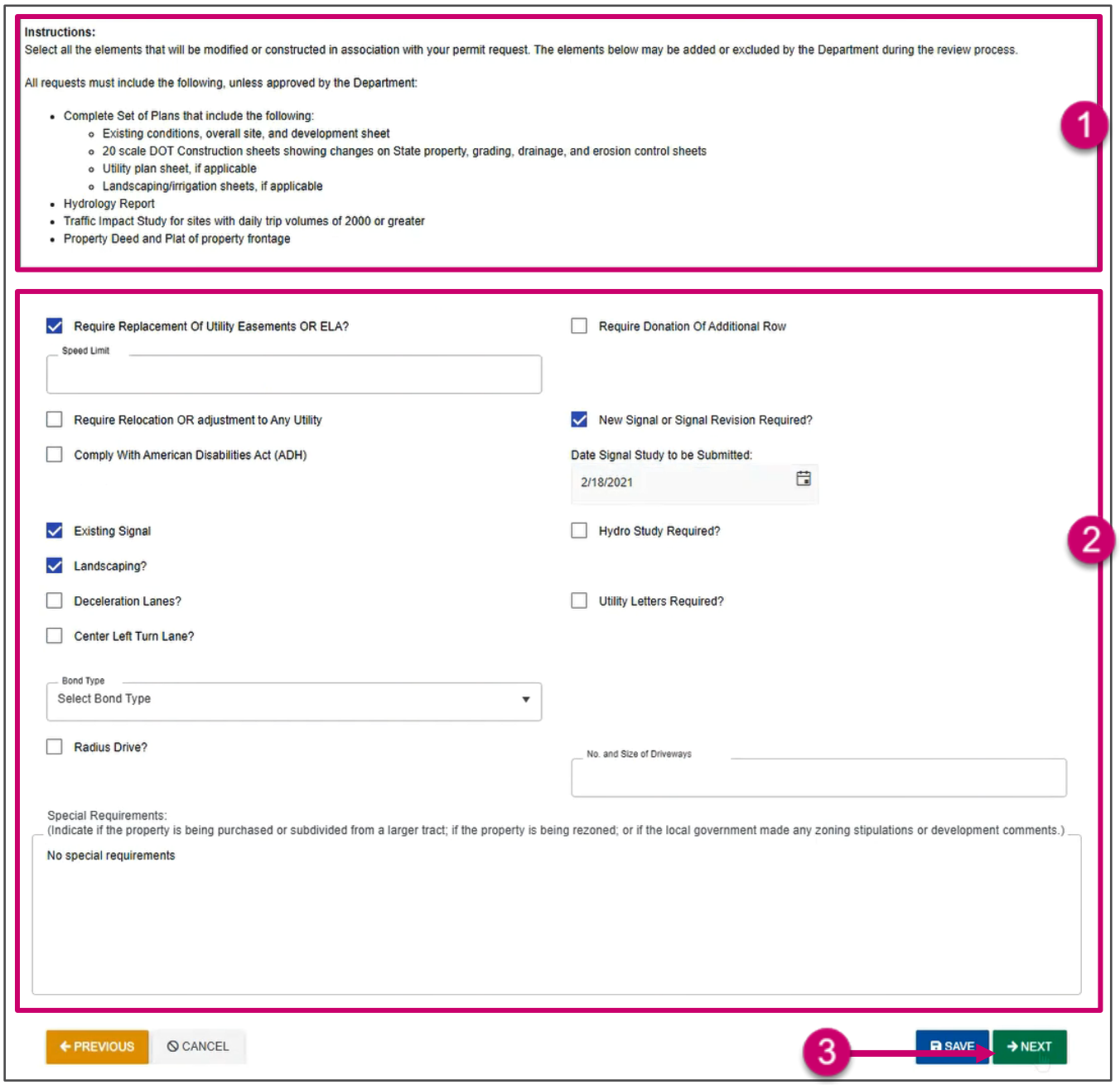


DRAFT PERMITS

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	×
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	

Additional Information Tab

1. Read the instructions.
2. Select all options that apply to your permit application.
3. Select **NEXT** to save the application and navigate to the **Attachments** tab.



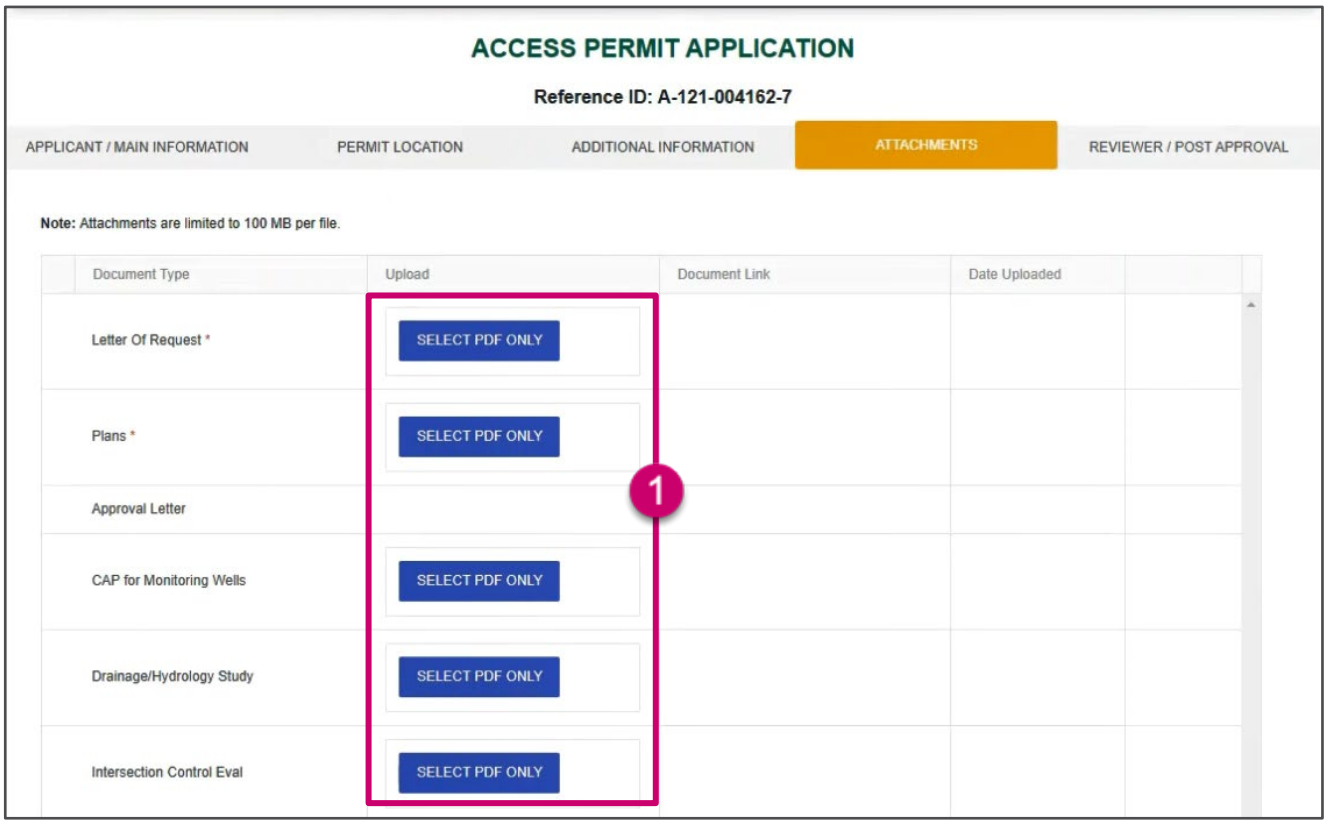
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

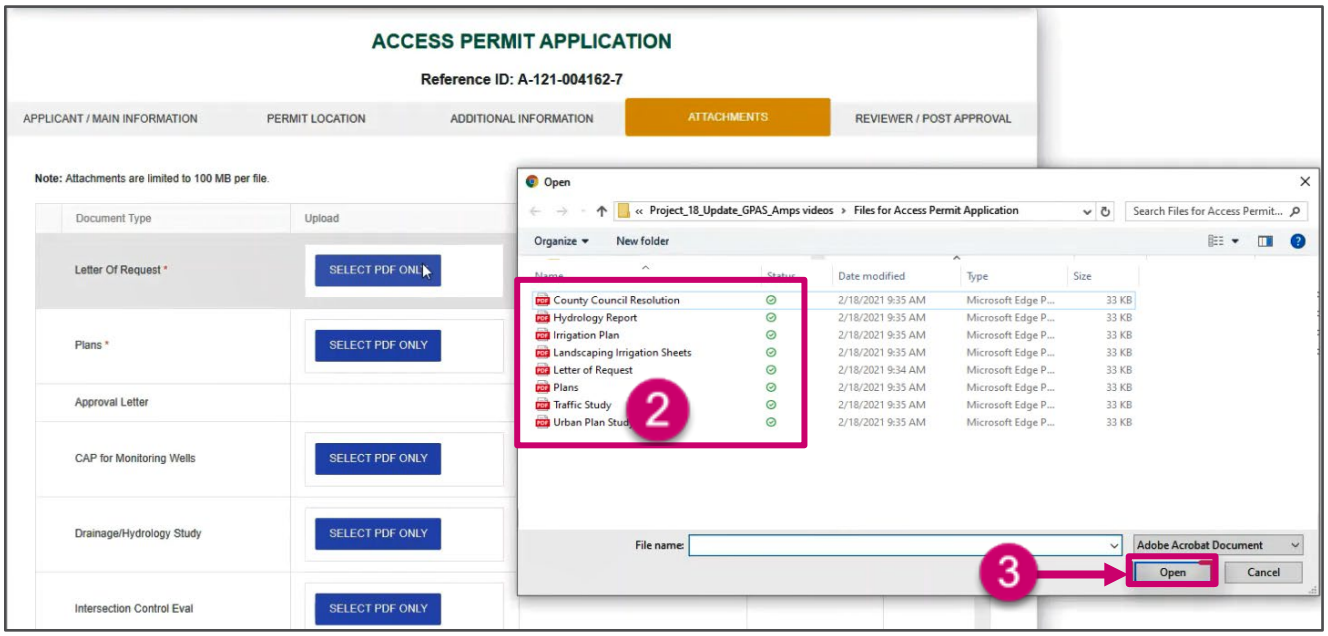
- The required documents (*) will change depending on the type of permit.
- The only file type you may upload is a PDF file.
- Attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

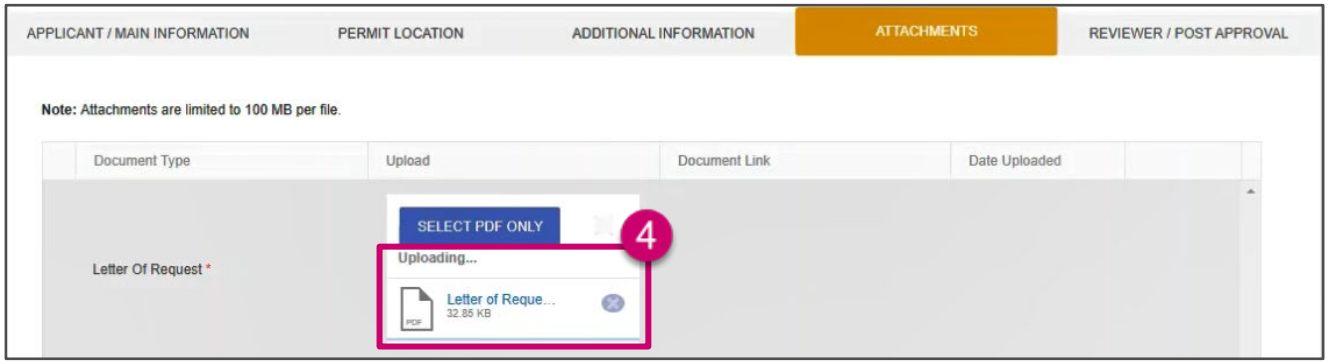
1. **Select PDF Only** to the right of the document type you wish to upload.



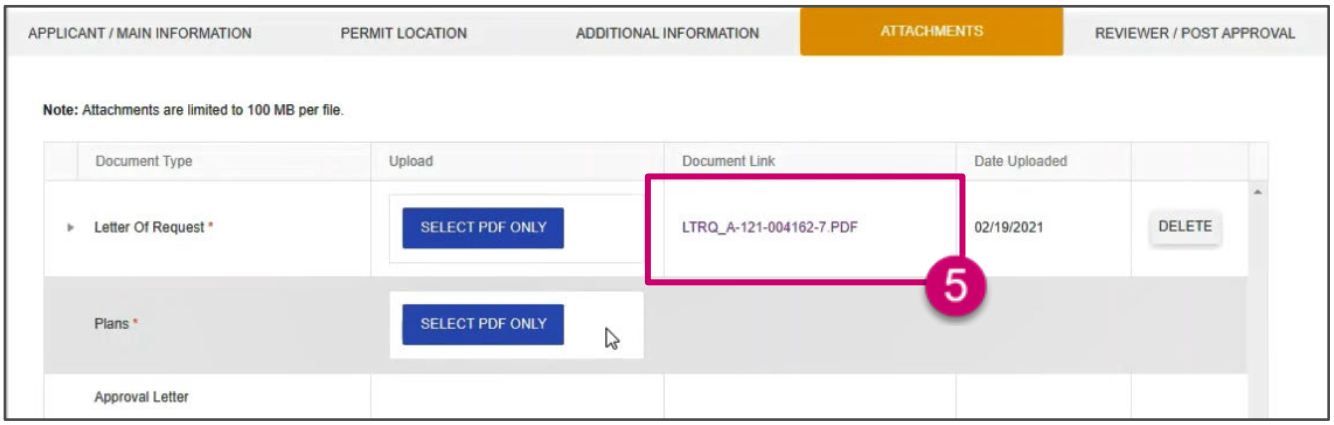
2. Select the file.
3. Select **Open**.



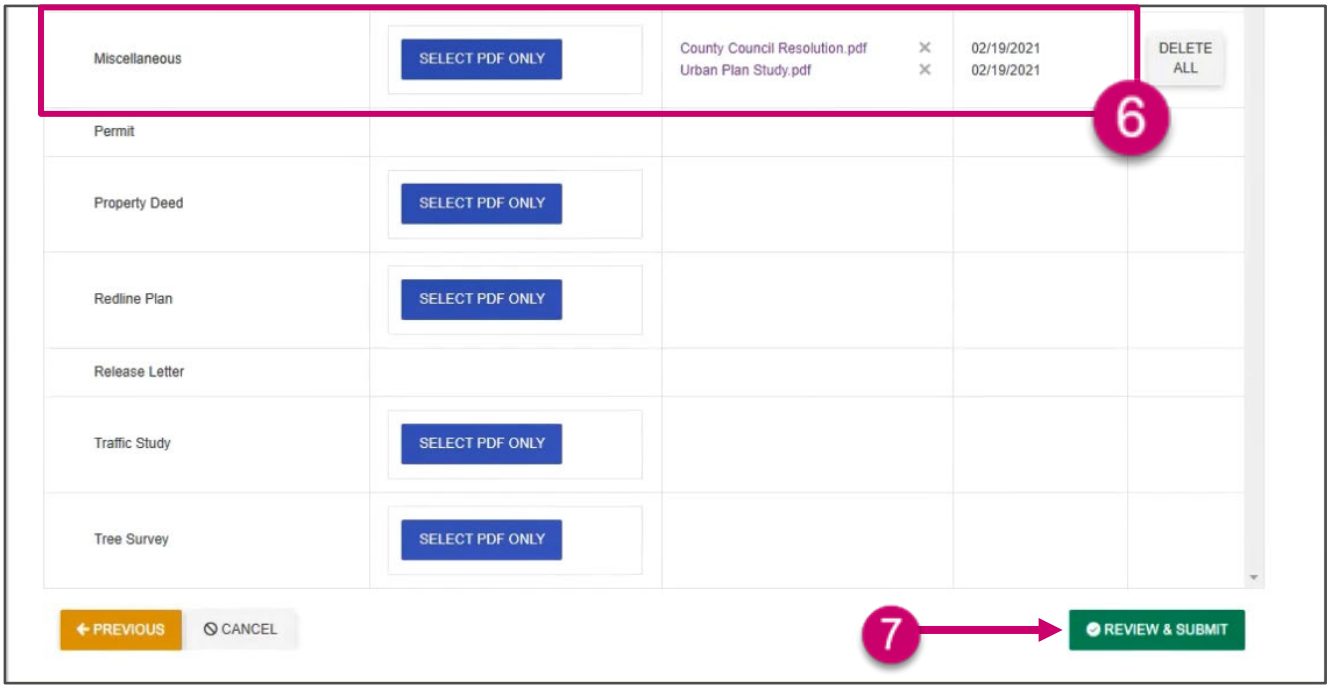
4. Wait while the system uploads the file.



5. The system will display a document link next to the file once it has been uploaded successfully.

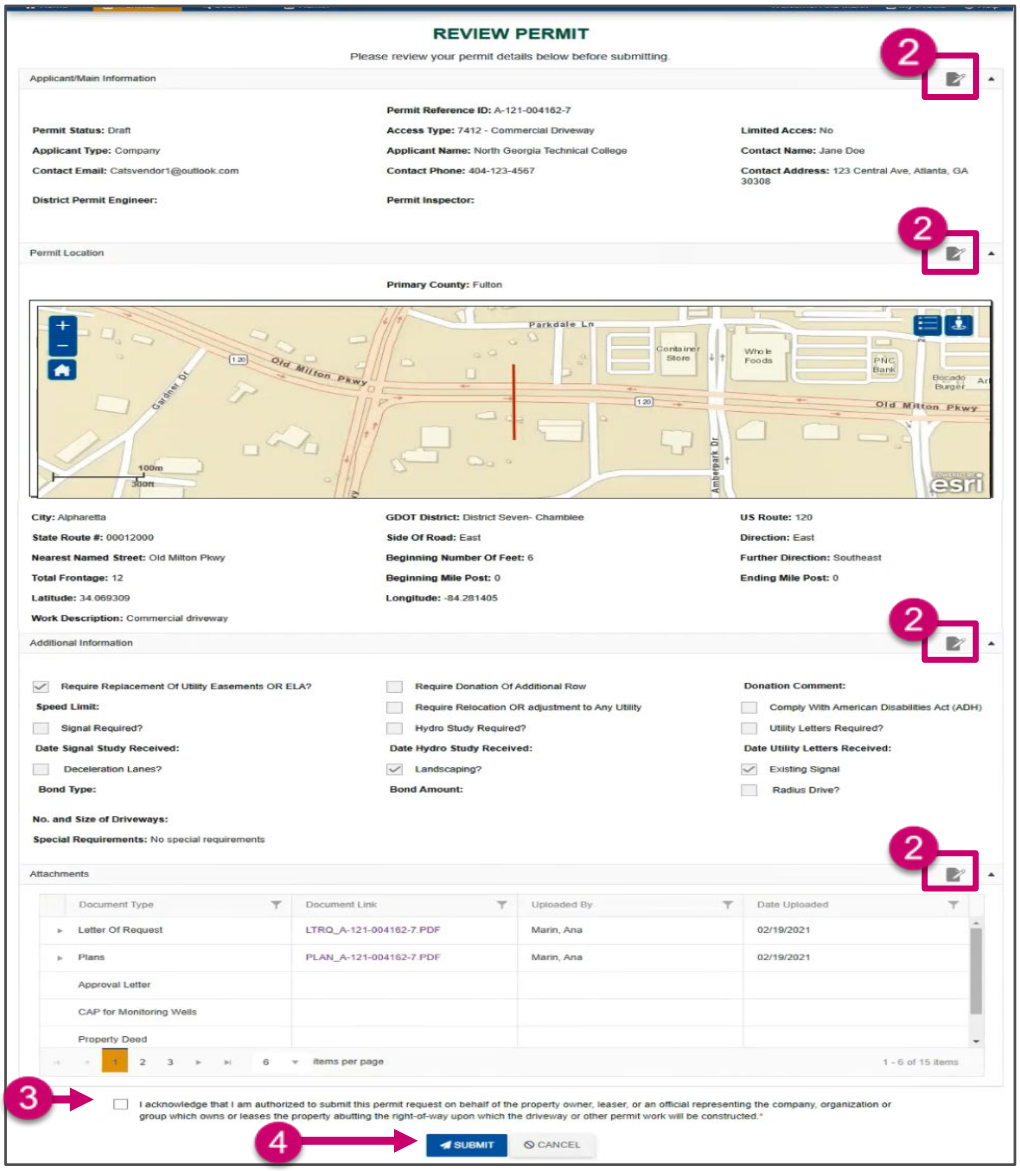


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.



Review / Edit Access Permit Request

1. Review carefully all the information in the permit form.
2. If you need to make any changes, select the **Edit** ( ) button for the section and make the appropriate changes.
3. Once permit form is correct select the check box to acknowledge that you are authorized to submit the permit request on behalf of the property owner, leaser or an official representing the company, organization or group which owns or leases the property.
4. Select **Submit**.



7414 – Temporary Conditions

Before you begin, make sure you have the following information:

Applicant/Main Information

- Applicant Type:
  - Individual/ Property Owner
  - Company
    - Company Name
  - Local Government
    - Requestor Name
  - Metropolitan Transit Authority
- Applicant Information:
  - First Name (required)
  - Last Name (required)
  - Email (required)
  - Phone (required)
  - Address (required)
  - Title (optional)

Permit Location

- District County (required)
- City
- US Route
- State Route #
- Side of the Road: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Both
- Nearest Named Street (required)
- Beginning Number of Feet (required)
- Total Frontage (required)
- Beginning Mile Post
- Ending Mile Post
- Latitude (auto-populated)
- Longitude (auto-populated)
- Work Description (required)
- Direction (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
- Further Direction: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Back West
  - Back Southeast
  - Back Southwest
  - Back South
  - Back Northwest
  - Back Northeast
  - Back North
  - Back East

Additional Information

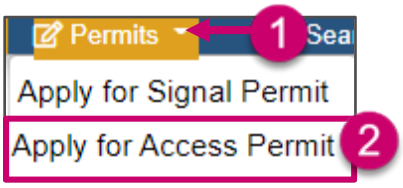
- Require Replacement of Utility Easements or ELA: Y/N
- Speed Limit
- Require Relocation or Adjustment to Any Utility: Y/N
- Comply with American Disabilities Act (ADH): Y/N
- Existing Signal? Y/N
- Landscaping? Y/N
- Deceleration Lanes? Y/N
- Center Left Turn Lane? Y/N
- Bond Type: Blanket Bond, Letter of Escrow or Performance Bond
- Bond Amount
- Radius Drive? Y/N
- Require Donation of Additional Row Y/N
  - Donation Comment:
- New Signal or Signal Revision Required? Y/N
  - Date Signal Study to be Submitted
- Hydro Study Required? Y/N
  - Date Hydro Study to be Submitted
- Utility Letters Required? Y/N
  - Date Utility Letters to be Submitted

Attachments

- Letter of Request (Required)
- Plans (Required)
- CAP for Monitoring Wells
- County or City Development Review Comments
- Intersection Control Eval
- Irrigation Plans
- Landscape Plans
- Miscellaneous
- Property Deed
- Property Zoning Stipulations
- Redline Plan
- Traffic Study
- Tree Survey

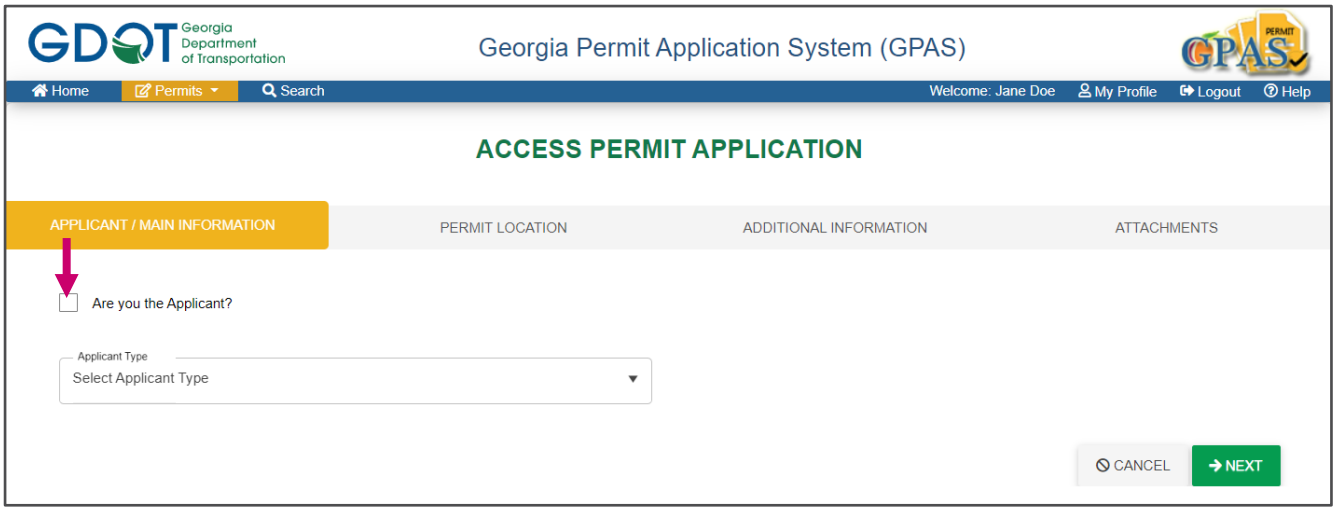
To submit a **7414 – Temporary Conditions** access permit request:

1. Select **Permits**.
2. Select **Apply for Access Permit**. You will be taken to the **Applicant Main Information** tab.

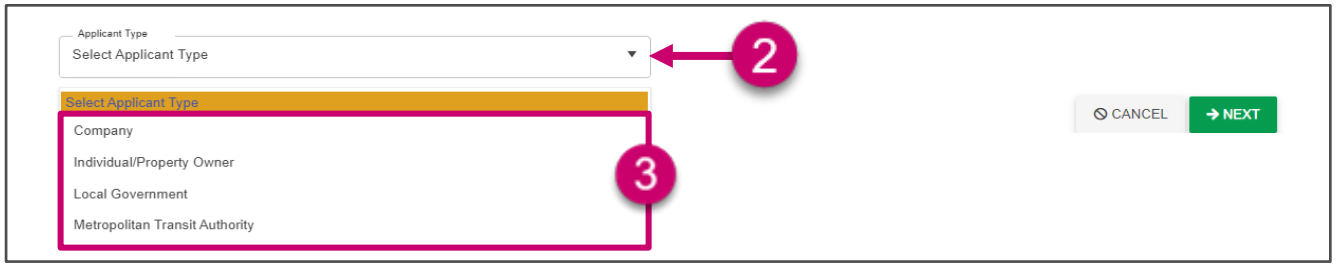


Applicant / Main Information Tab

1. If you are the applicant, check the box next to **Are you the Applicant**. If you are submitting the permit request on behalf of someone else, leave this unchecked and you will be required to enter the applicant information.

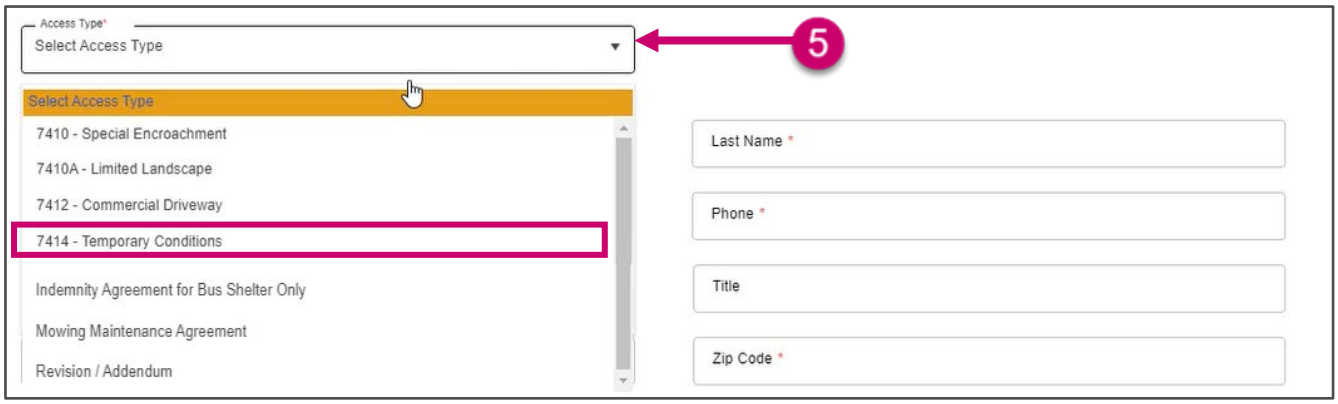


2. Select the **Applicant Type** drop-down list.
3. Select the **Applicant Type**.

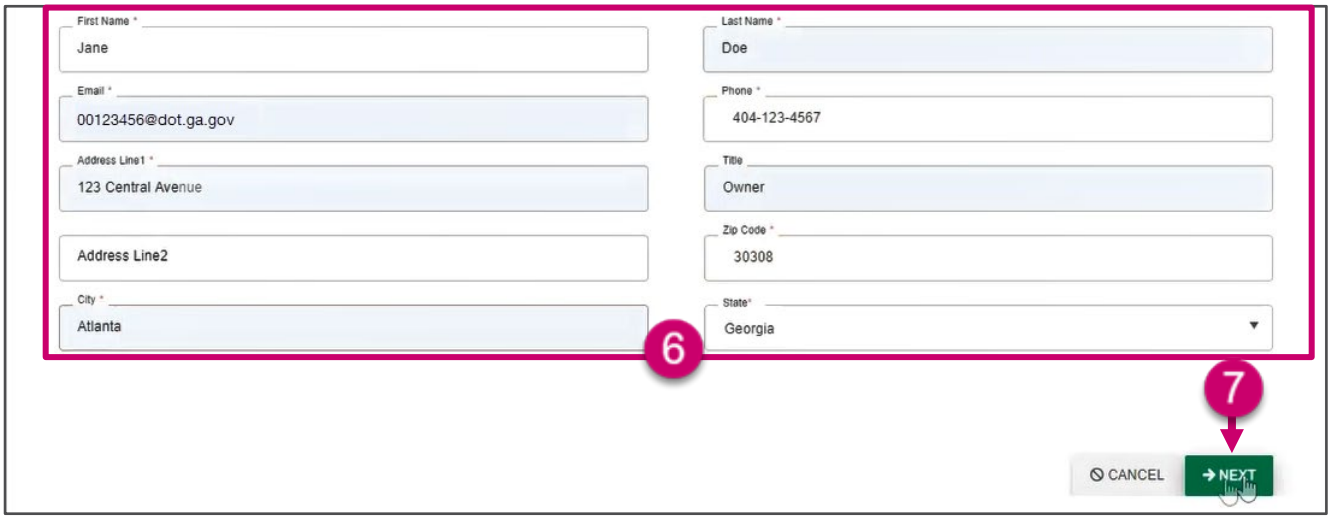


4. If you select **Company** as the **Applicant Type**, enter the **Company Name**.

5. Select the **Access Type** drop-down and choose **7414 – Temporary Conditions** from the list.



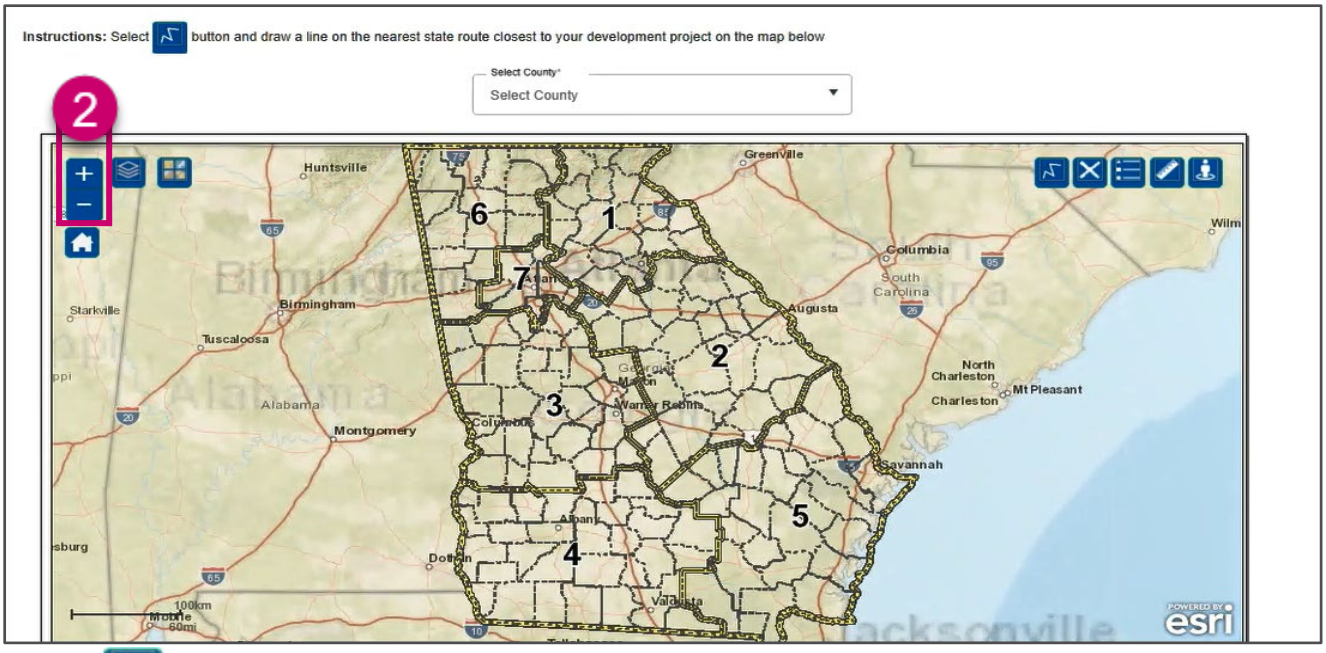
6. Enter the applicant's contact information.
7. Select **NEXT** to navigate to the **Permit Location** tab.
   You can select **CANCEL** to cancel the permit application.



Permit Location Tab

1. Select the county for the permit location from the **Select County** drop-down list.

2. Use the mouse or the **-** / **+** buttons to zoom into the permit location on the map at the street level.

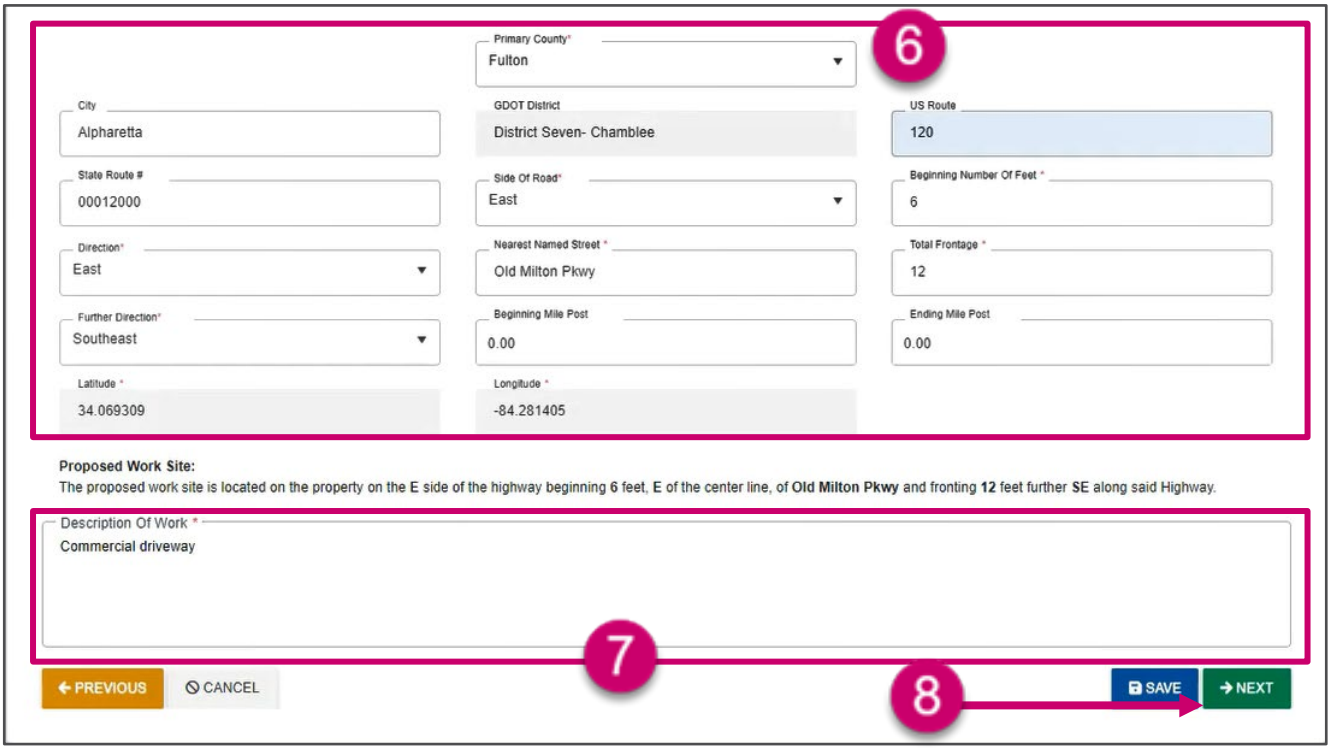


3. Select (**Draw Access Permit Lines**) icon to draw a line on the map.
4. Select once to begin drawing the line.

5. Move the mouse to draw the line and double-click to end the line.

6. The system will populate most of the location fields with the available information. Enter all the mandatory data marked with an asterisk.
7. There is a short description of the **Proposed Work Site**. Enter **Description Of Work**.

8. Select **NEXT** to save the application and navigate to the **Additional Information** tab. You can also save the application by selecting **SAVE**.

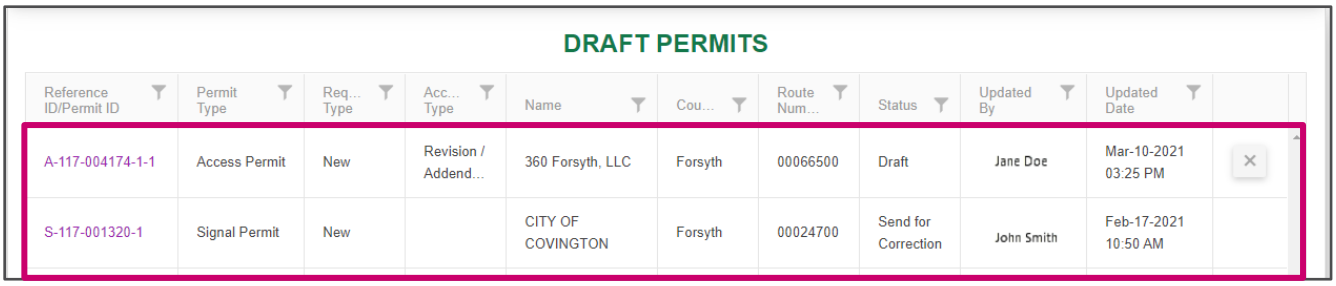


The system will allow you to save the permit application as a draft, only upon successfully completing the **Permit Location** tab.

Note

The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.

Note

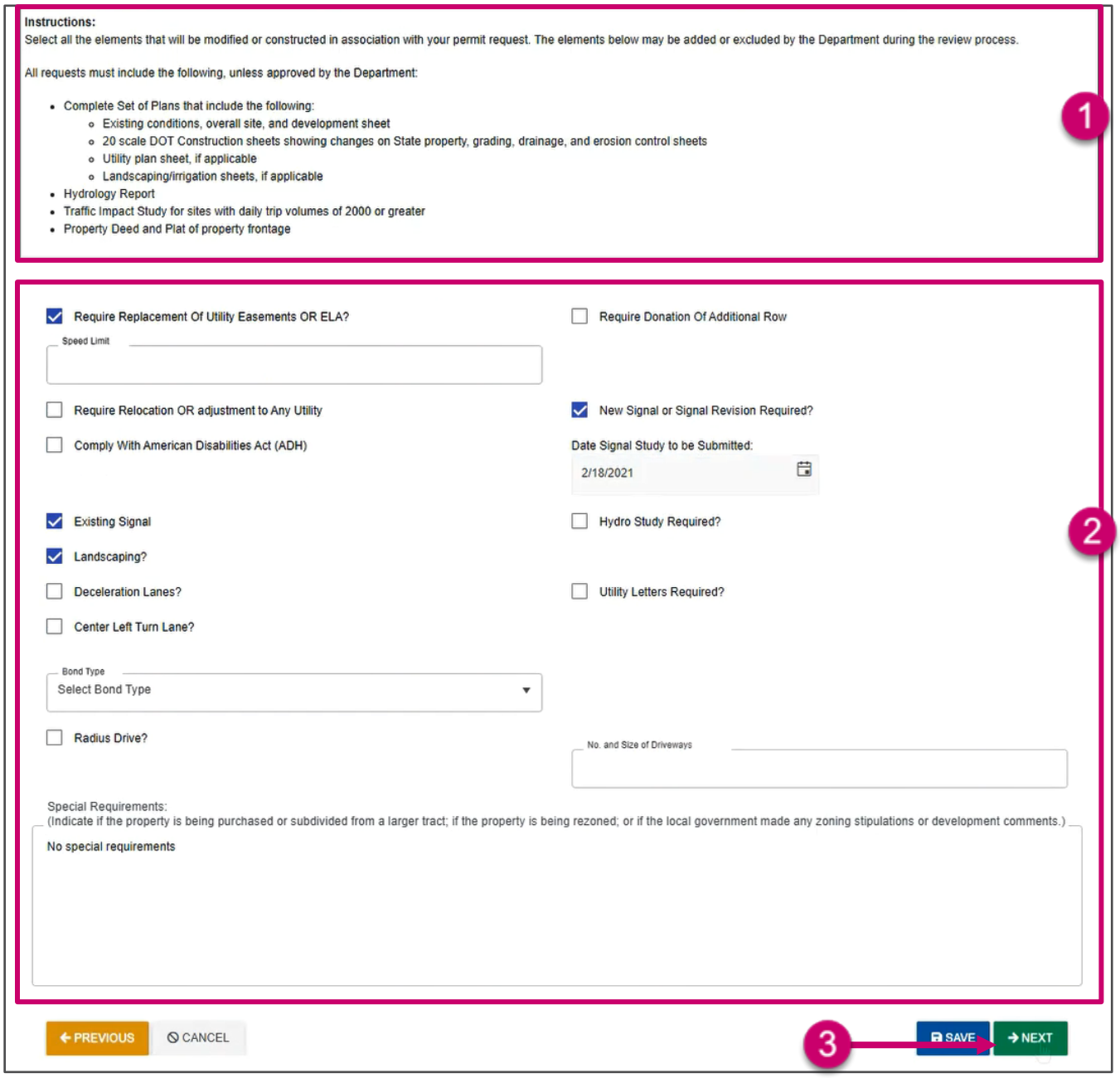


DRAFT PERMITS

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	×
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	

Additional Information Tab

1. Read the instructions.
2. Select all options that apply to your permit application.
3. Select **NEXT** to save the application and navigate to the **Attachments** tab.



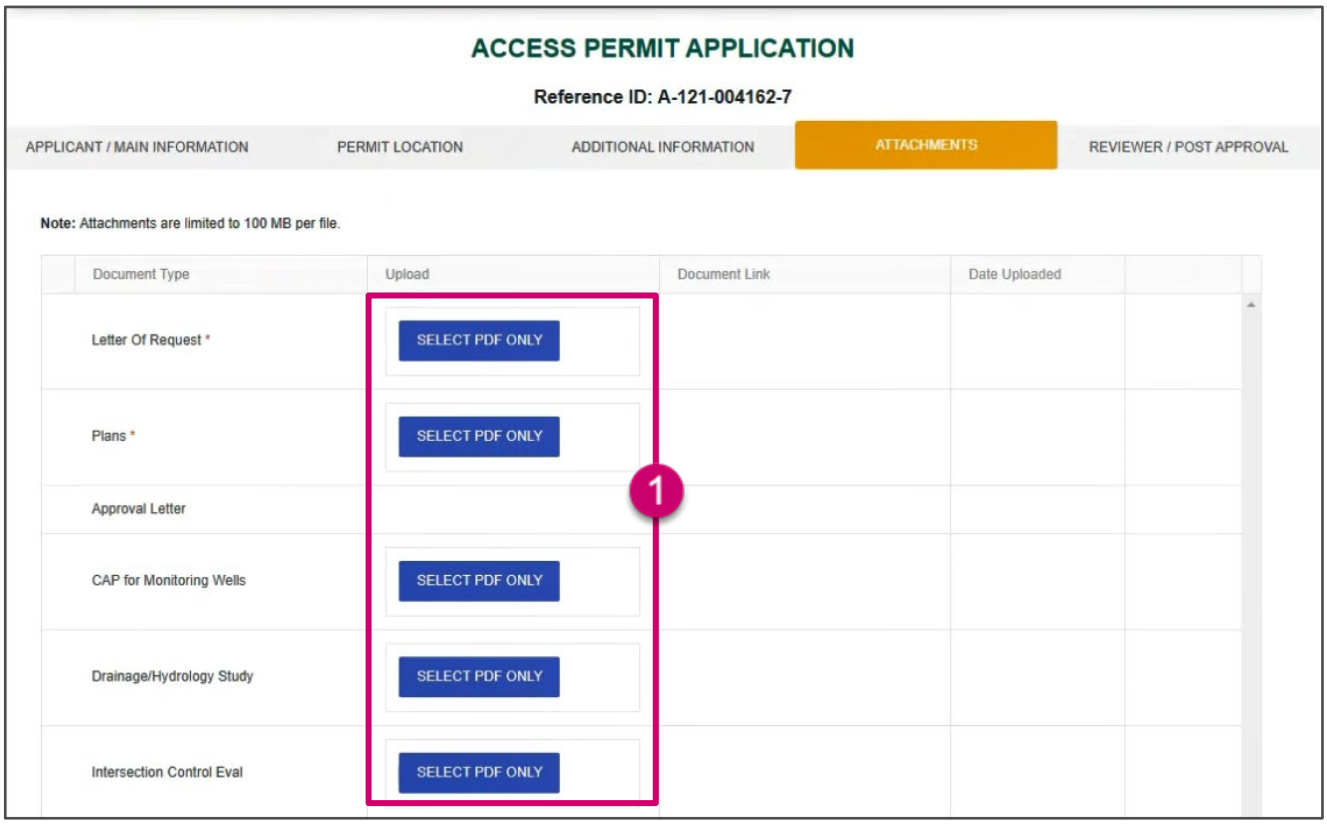
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

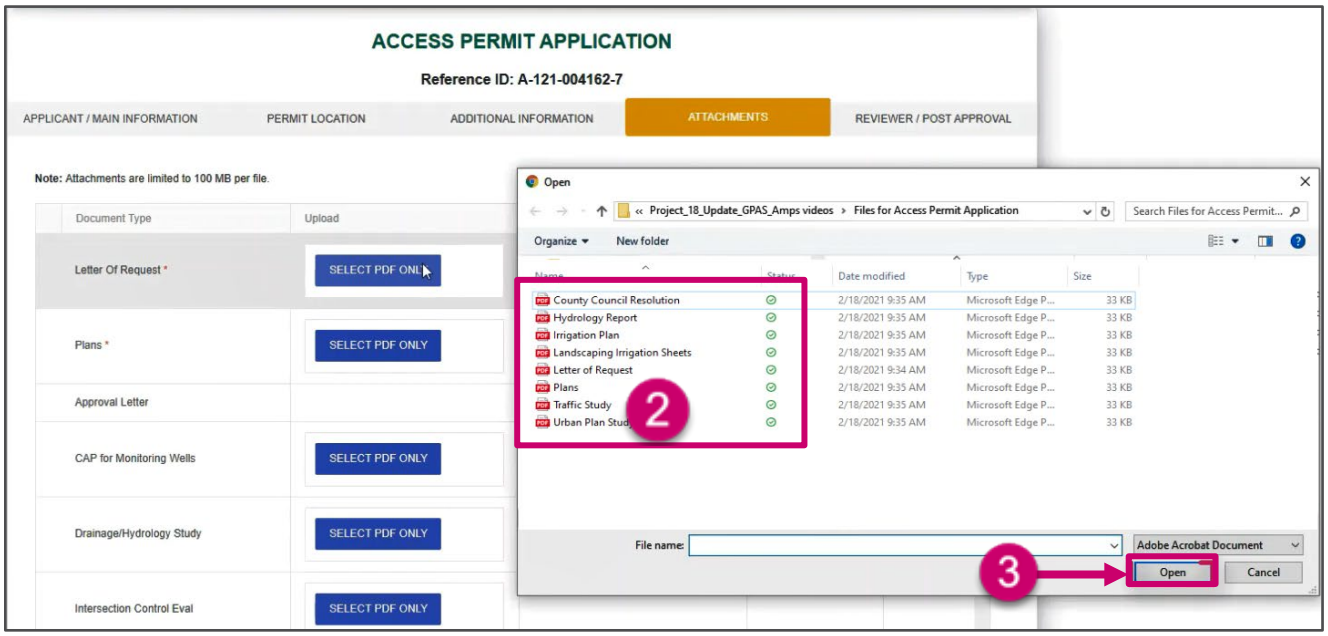
- The required documents (*) will change depending on the type of permit.
- The only file type you may upload is a PDF file.
- Attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

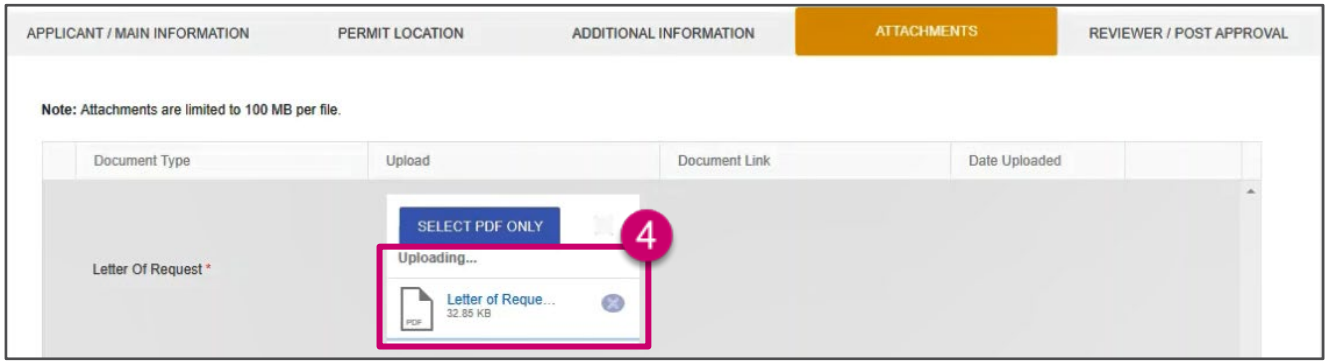
1. **Select PDF Only** to the right of the document type you wish to upload.



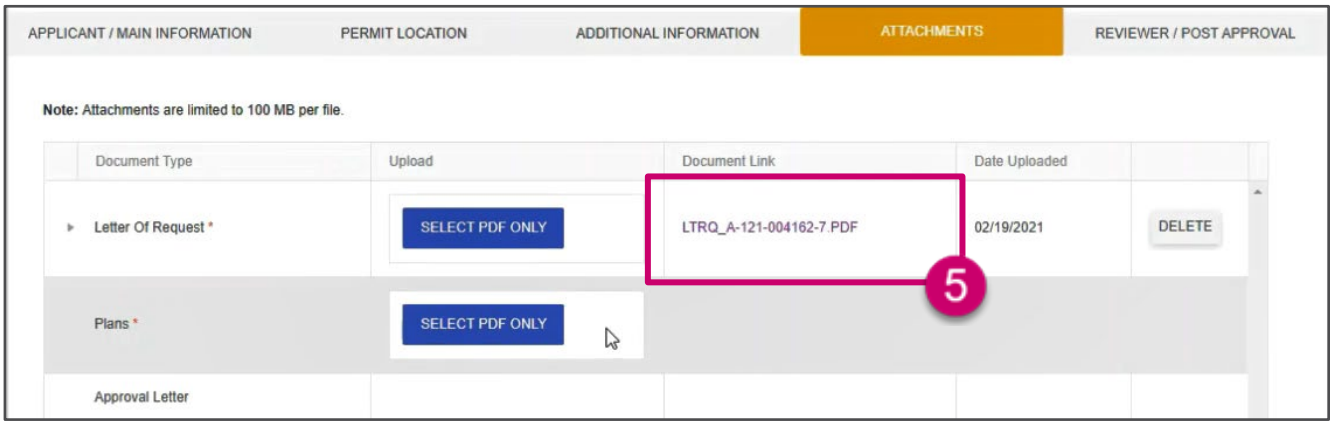
2. Select the file.
3. Select **Open**.



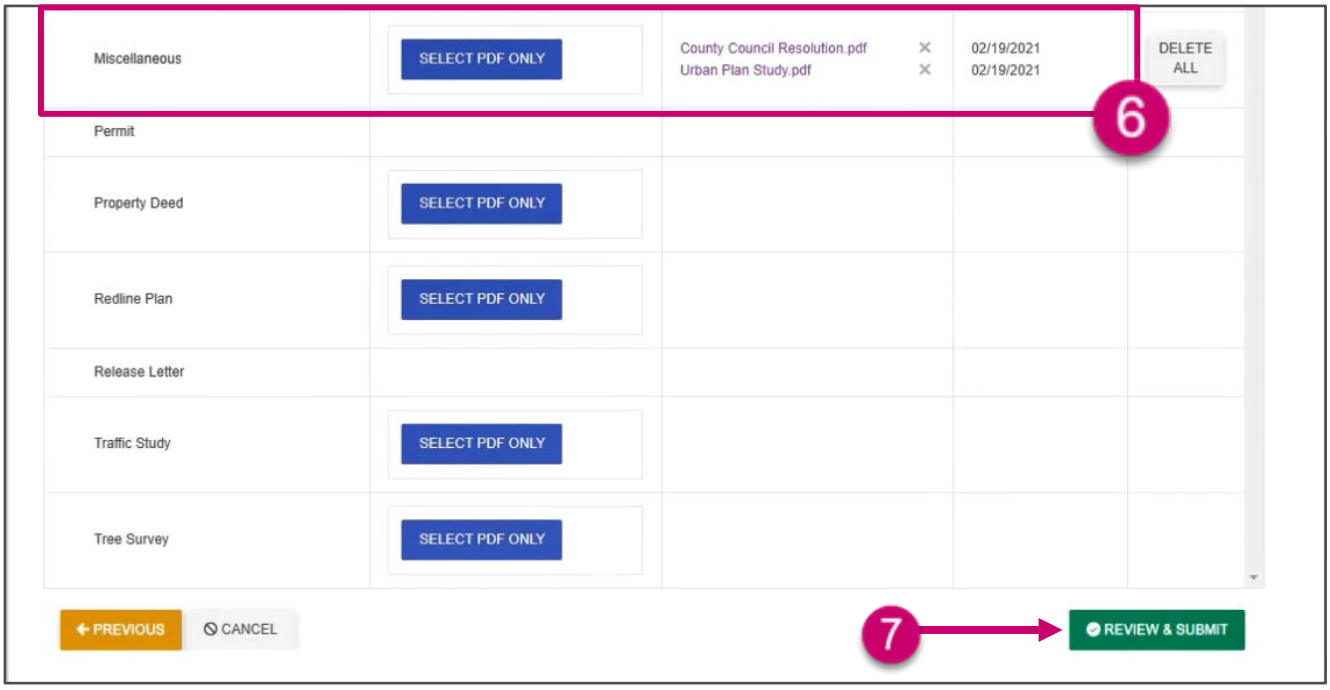
4. Wait while the system uploads the file.



5. The system will display a document link next to the file once it has been uploaded successfully.

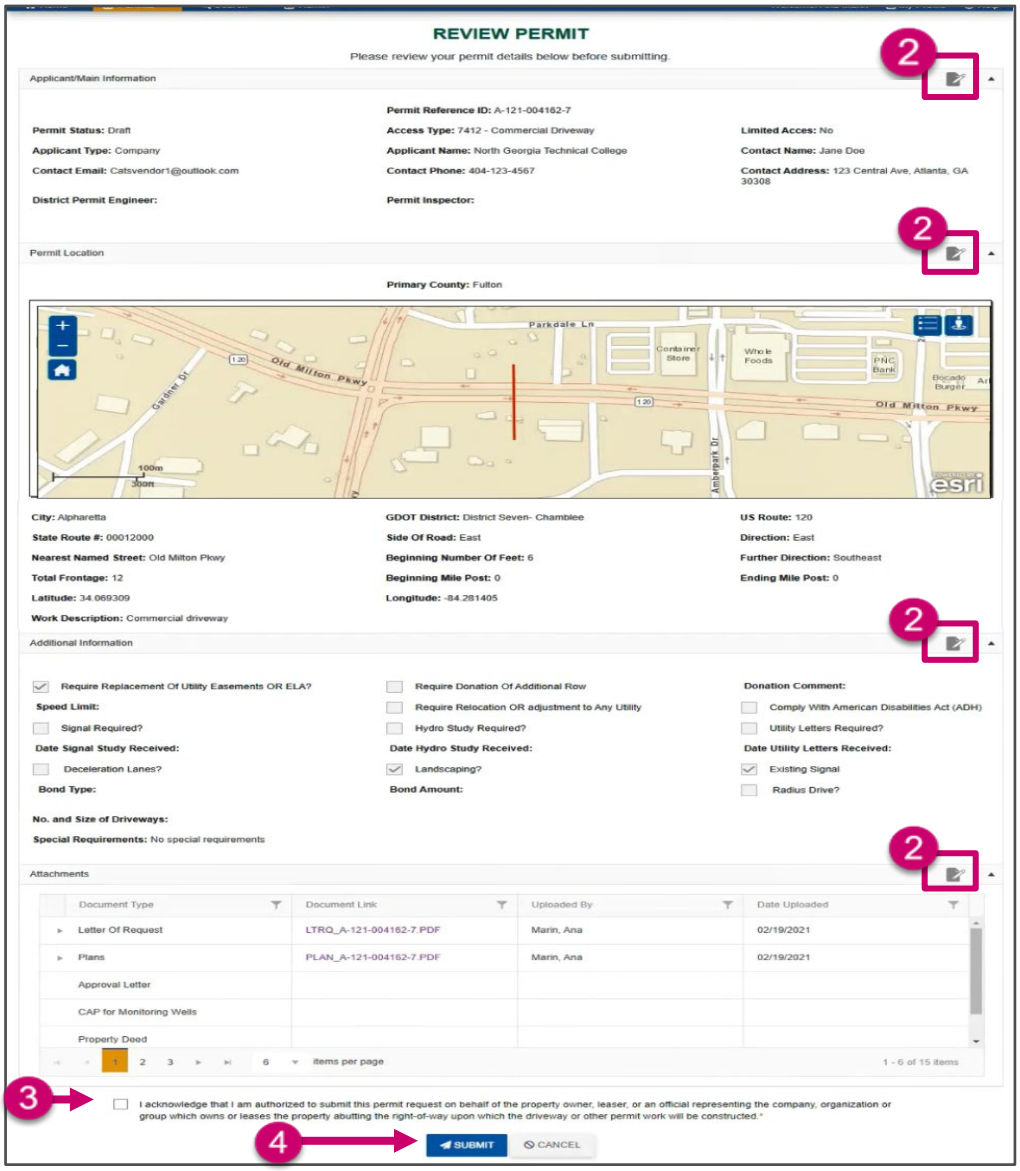


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.



Review / Edit Access Permit Request

1. Review carefully all the information in the permit form.
2. If you need to make any changes, select the **Edit** ( ) button for the section and make the appropriate changes.
3. Once permit form is correct select the check box to acknowledge that you are authorized to submit the permit request on behalf of the property owner, leaser or an official representing the company, organization or group which owns or leases the property.
4. Select **Submit**.



7416 – Bus Shelter Bench Encroachment

Before you begin, make sure you have the following information:

Applicant/Main Information

- Applicant Type:
  - Local Government
    - Requestor Name
  - Metropolitan Transit Authority
- Applicant Information:
  - First Name (required)
  - Last Name (required)
  - Email (required)
  - Phone (required)
  - Address (required)
  - Title (optional)

Permit Location

- District County (required)
- City
- US Route
- State Route #
- Side of the Road: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Both
- Nearest Named Street (required)
- Beginning Number of Feet (required)
- Total Frontage (required)
- Beginning Mile Post
- Ending Mile Post
- Latitude (auto-populated)
- Longitude (auto-populated)
- Work Description (required)
- Direction (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
- Further Direction: (required)
  - East
  - North
  - Northeast
  - Northwest
  - South
  - Southeast
  - Southwest
  - West
  - Back West
  - Back Southeast
  - Back Southwest
  - Back South
  - Back Northwest
  - Back Northeast
  - Back North
  - Back East

Additional Information

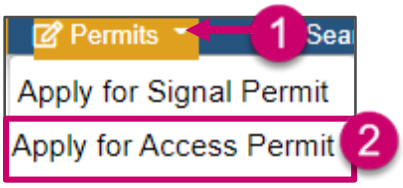
- Require Replacement of Utility Easements or ELA: Y/N
- Speed Limit
- Require Relocation or Adjustment to Any Utility: Y/N
- Comply with American Disabilities Act (ADH): Y/N
- Existing Signal? Y/N
- Landscaping? Y/N
- Deceleration Lanes? Y/N
- Center Left Turn Lane? Y/N
- Bond Type: Blanket Bond, Letter of Escrow or Performance Bond
- Bond Amount
- Radius Drive? Y/N
- Require Donation of Additional Row Y/N
  - Donation Comment:
- New Signal or Signal Revision Required? Y/N
  - Date Signal Study to be Submitted
- Hydro Study Required? Y/N
  - Date Hydro Study to be Submitted
- Utility Letters Required? Y/N
  - Date Utility Letters to be Submitted
- Special Requirements

Attachments

- Letter of Request (Required)
- Plans (Required)
- CAP for Monitoring Wells
- Drainage/Hydrology Study
- Intersection Control Eval
- Irrigation Plans
- Landscape Plans
- Miscellaneous
- Property Deed
- Redline Plan
- Traffic Study
- Tree Survey

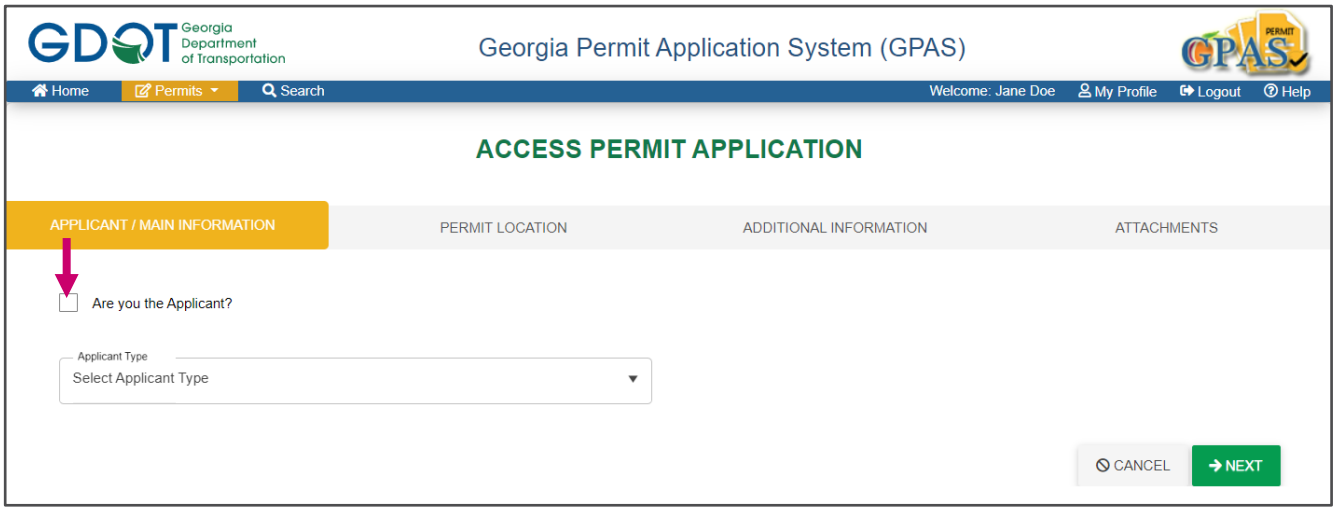
To submit a **7416 – Bus Shelter Bench Encroachment** access permit request:

1. Select **Permits**.
2. Select **Apply for Access Permit**. You will be taken to the **Applicant Main Information** tab.

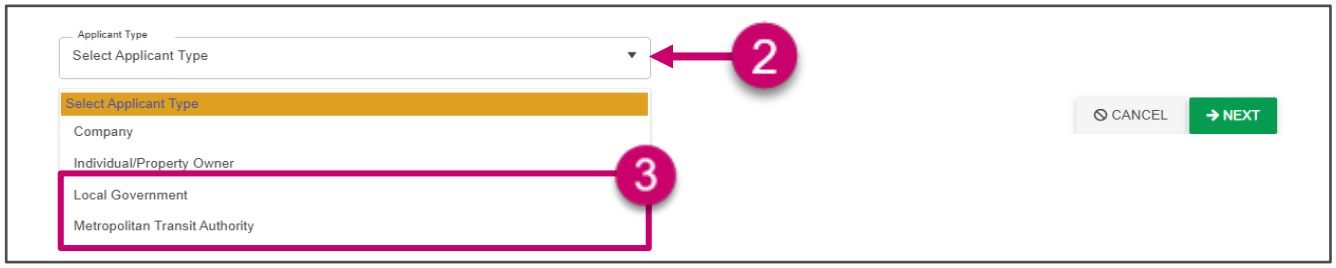


Applicant / Main Information Tab

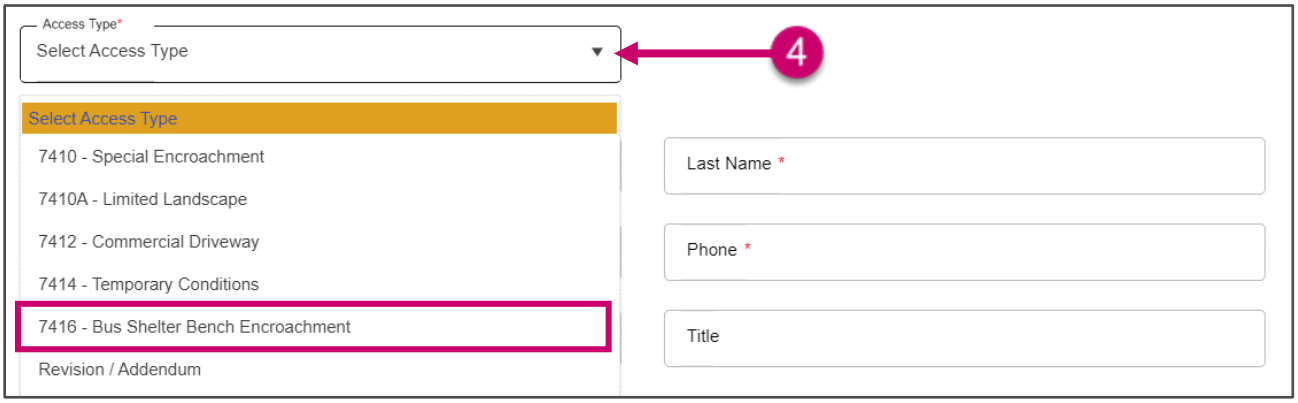
1. If you are the applicant, check the box next to **Are you the Applicant**. If you are submitting the permit request on behalf of someone else, leave this unchecked and you will be required to enter the applicant information.



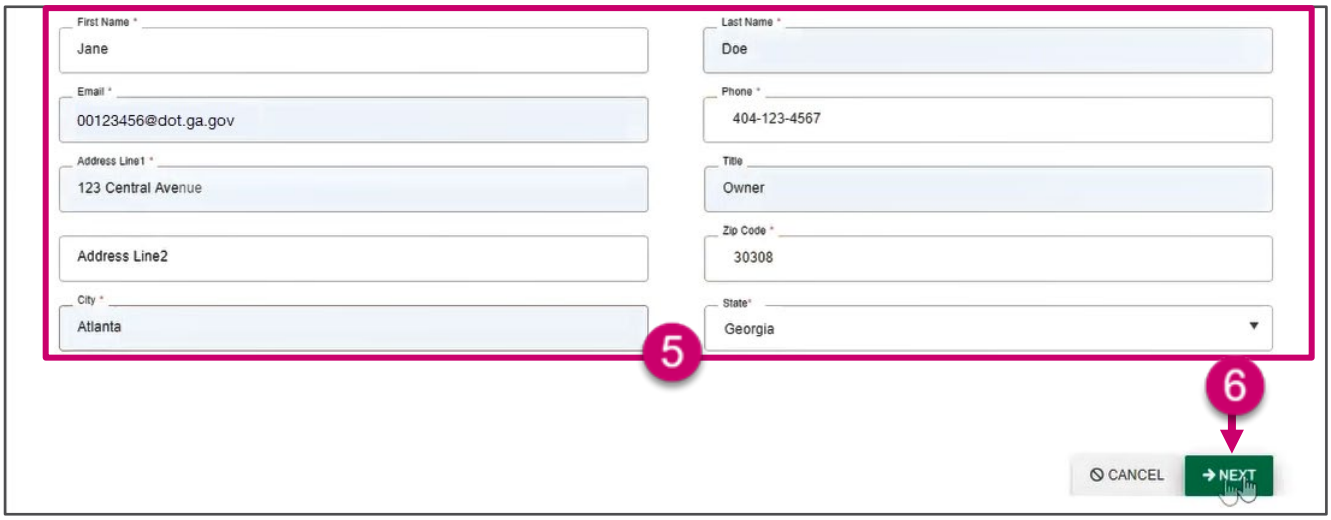
2. Select the **Applicant Type** drop-down list.
3. Select **Local Government** or **Metropolitan Transit Authority** (the **7416 – Bus Shelter Bench Encroachment** access type is only available for these two applicant types).



4. Select the **Access Type** drop-down and choose **7416 – Bus Shelter Bench Encroachment** from the list.



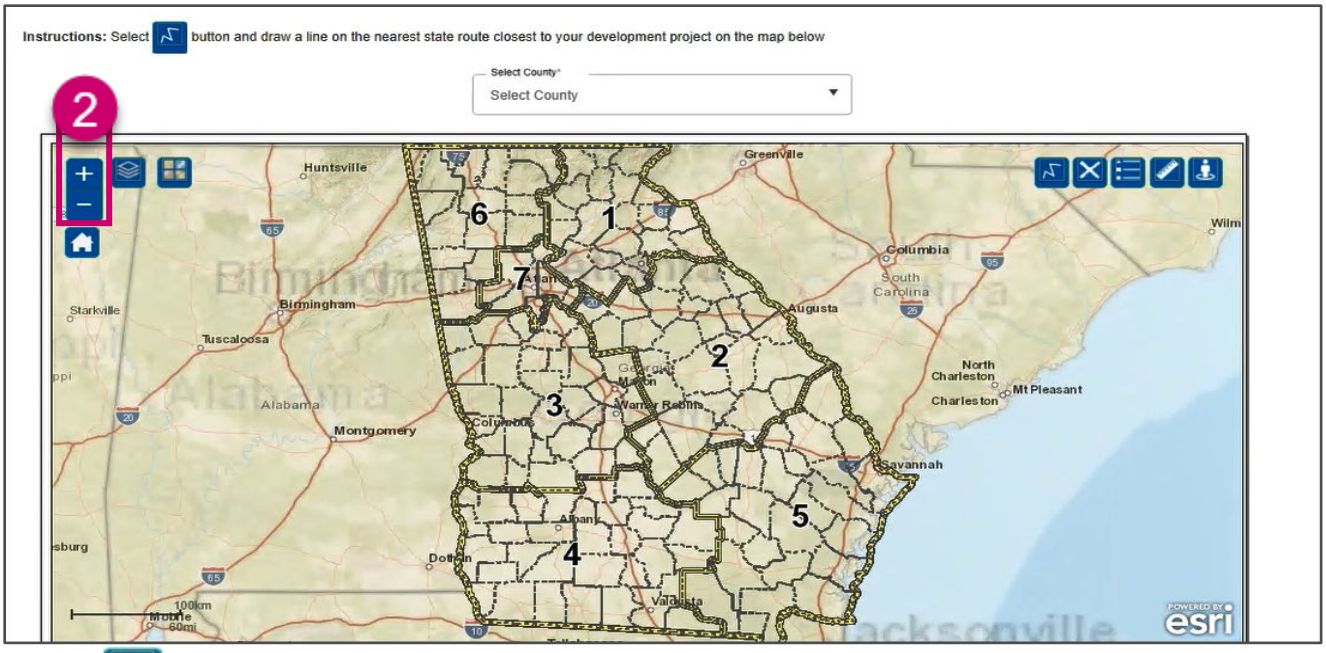
5. Enter the applicant's contact information.
6. Select **NEXT** to navigate to the **Permit Location** tab.
   You can select **CANCEL** to cancel the permit application.



Permit Location Tab

1. Select the county for the permit location from the **Select County** drop-down list.

2. Use the mouse or the **-** / **+** buttons to zoom into the permit location on the map at the street level.

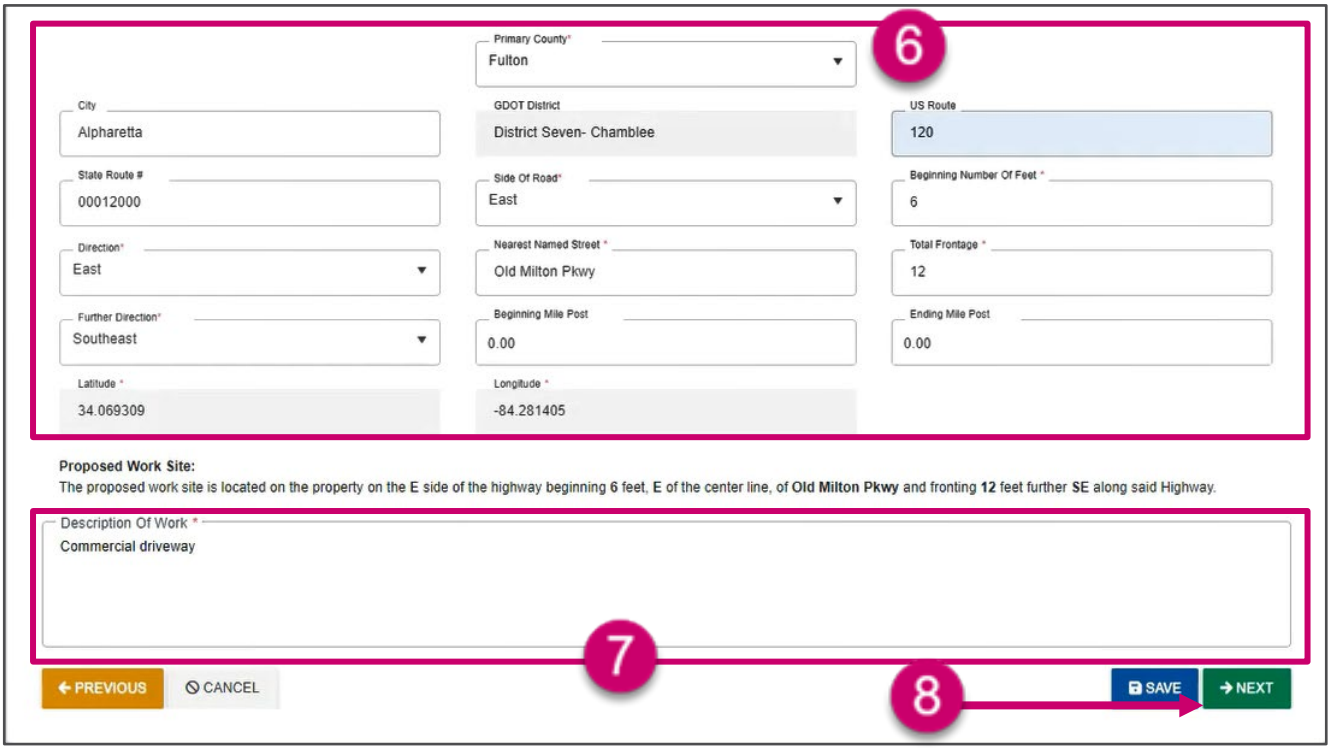


3. Select (**Draw Access Permit Lines**) icon to draw a line on the map.
4. Select once to begin drawing the line.

5. Move the mouse to draw the line and double-click to end the line.

6. The system will populate most of the location fields with the available information. Enter all the mandatory data marked with an asterisk.
7. There is a short description of the **Proposed Work Site**. Enter **Description Of Work**.

8. Select **NEXT** to save the application and navigate to the **Additional Information** tab. You can also save the application by selecting **SAVE**.

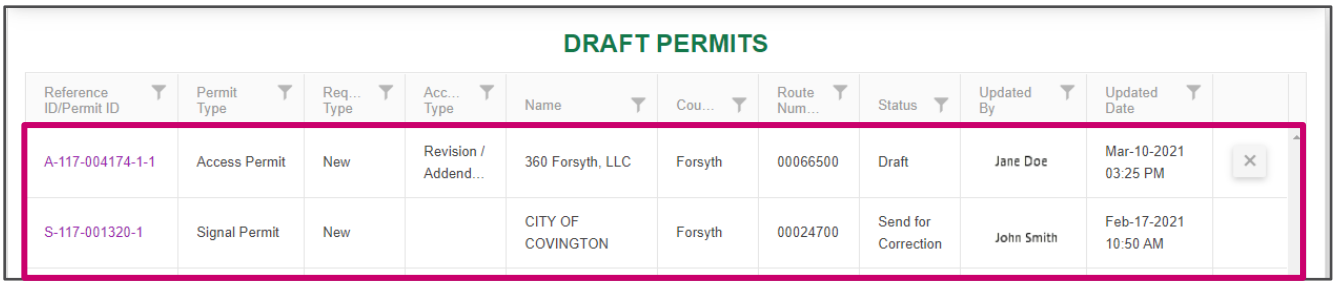


The system will allow you to save the permit application as a draft, only upon successfully completing the **Permit Location** tab.

Note

The system will generate a **Permit Reference ID** only upon successfully completing the **Permit Location** tab.

Note

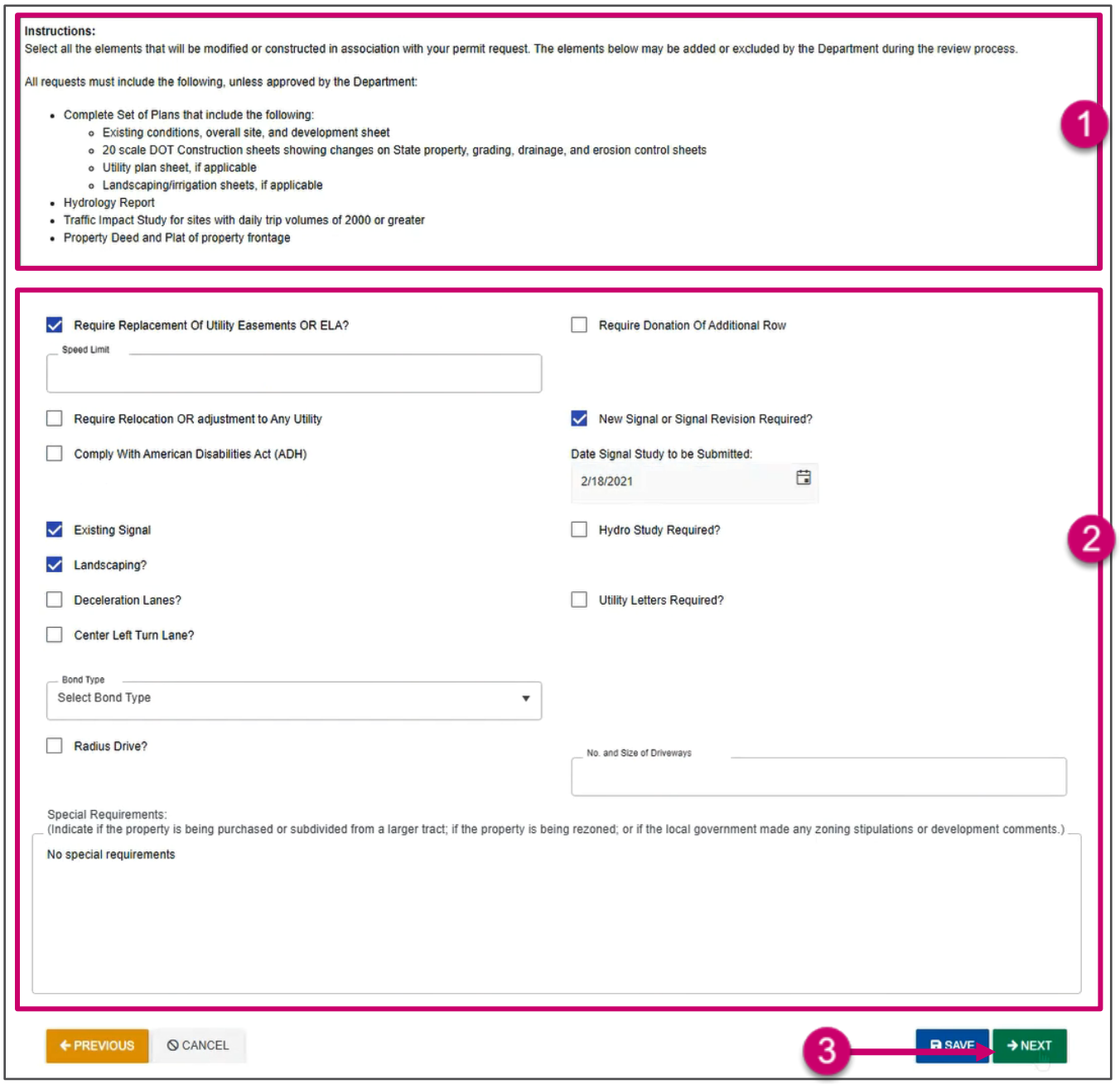


DRAFT PERMITS

Reference ID/Permit ID	Permit Type	Req... Type	Acc... Type	Name	Cou...	Route Num...	Status	Updated By	Updated Date	
A-117-004174-1-1	Access Permit	New	Revision / Addend...	360 Forsyth, LLC	Forsyth	00066500	Draft	Jane Doe	Mar-10-2021 03:25 PM	×
S-117-001320-1	Signal Permit	New		CITY OF COVINGTON	Forsyth	00024700	Send for Correction	John Smith	Feb-17-2021 10:50 AM	

Additional Information Tab

1. Read the instructions.
2. Select all options that apply to your permit application.
3. Select **NEXT** to save the application and navigate to the **Attachments** tab.



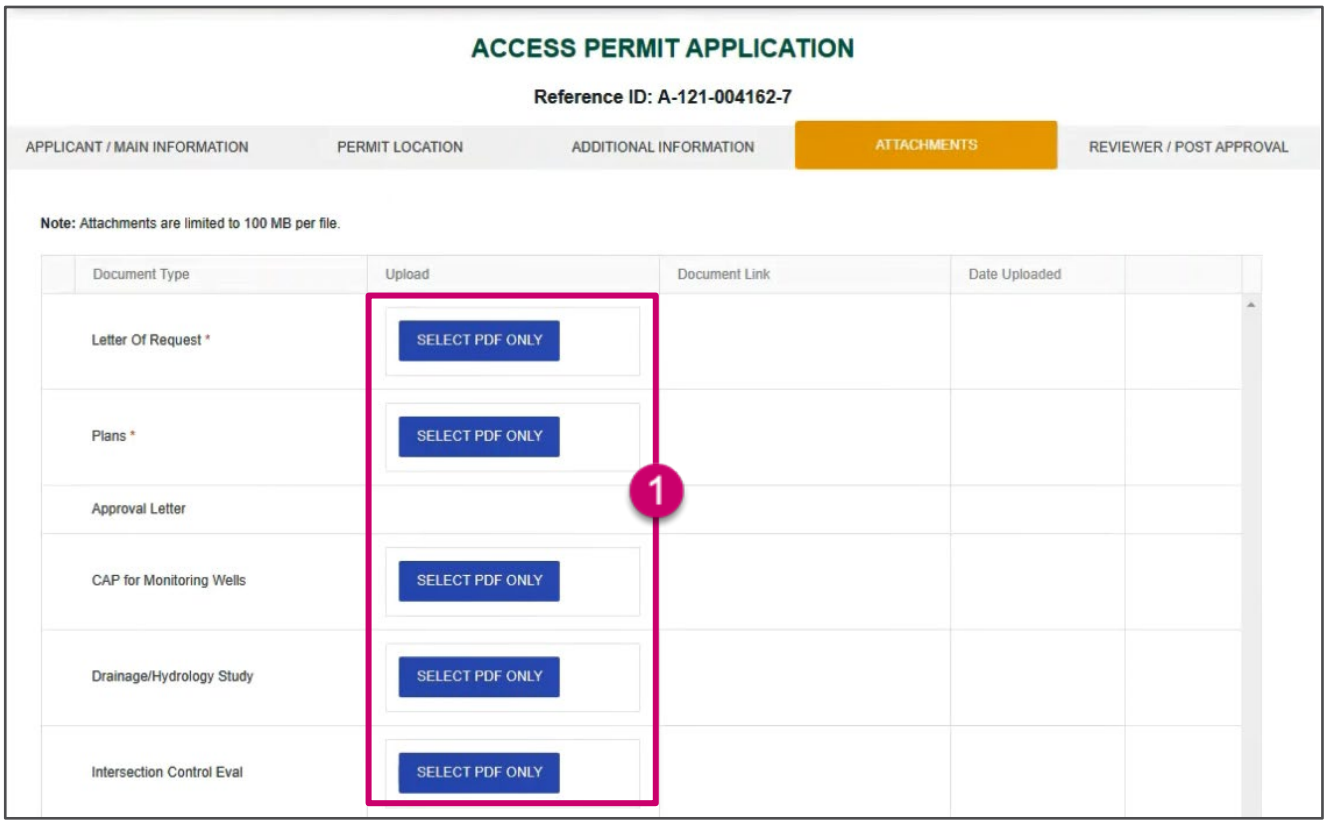
Attachments Tab

The next step in the permit application process is to upload all required documents and any you deem relevant.

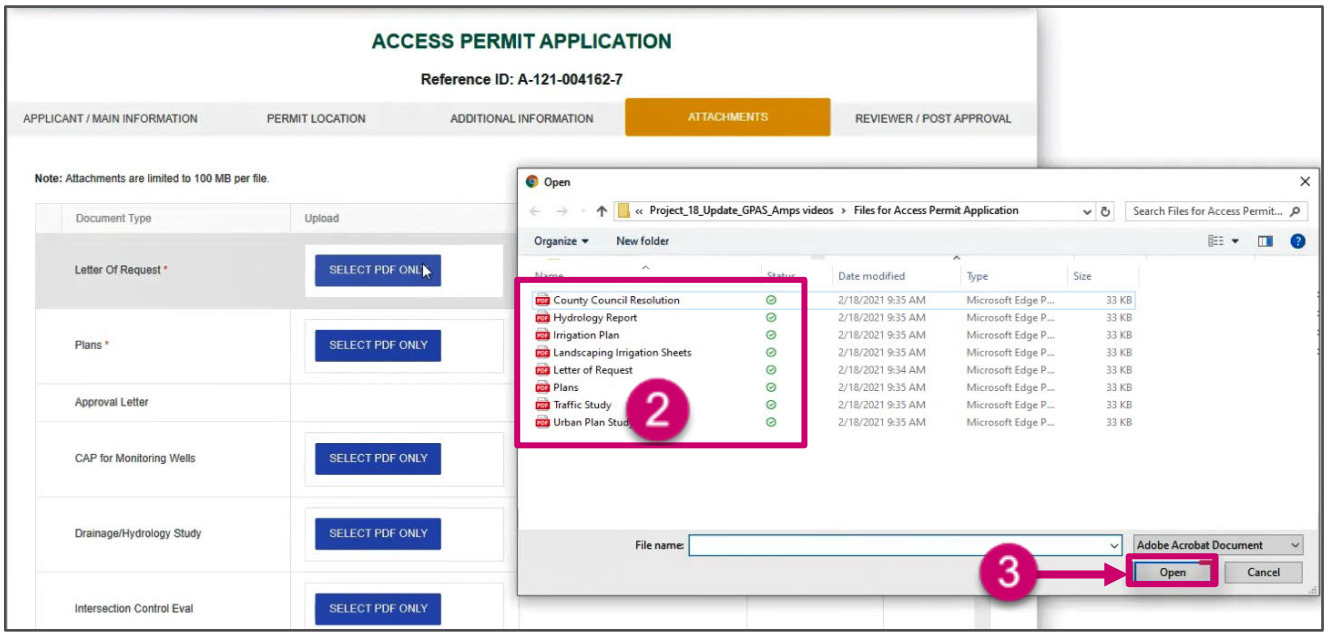
- The required documents (*) will change depending on the type of permit.
- The only file type you may upload is a PDF file.
- Attachments are limited to 100 MB per file.
- You may only upload one document for each type (except in the Miscellaneous section).
- You may upload the same file more than once to create multiple versions of the file.
- Upload one document at a time.

Note

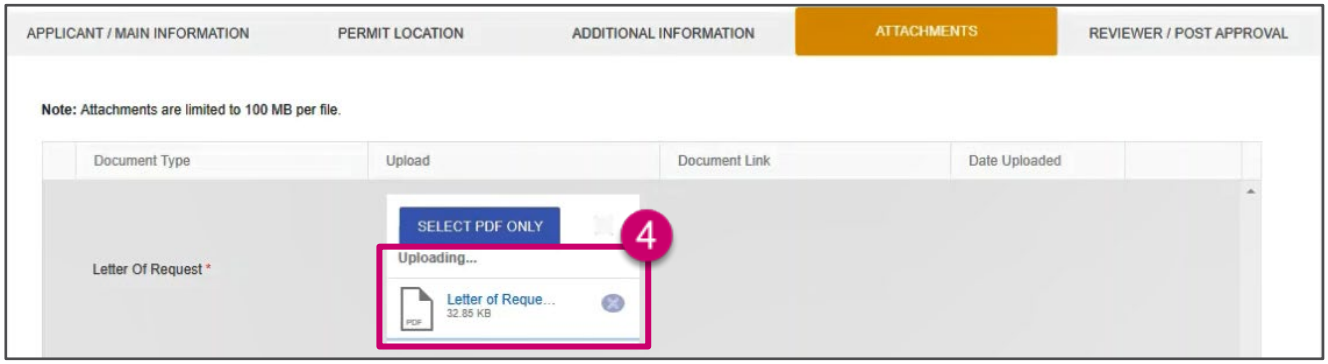
1. **Select PDF Only** to the right of the document type you wish to upload.



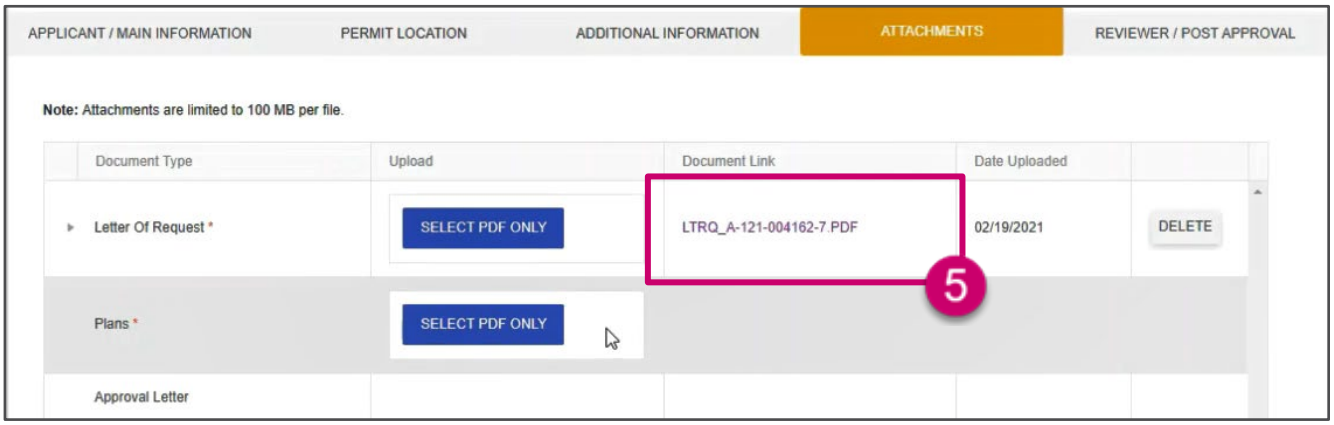
2. Select the file.
3. Select **Open**.



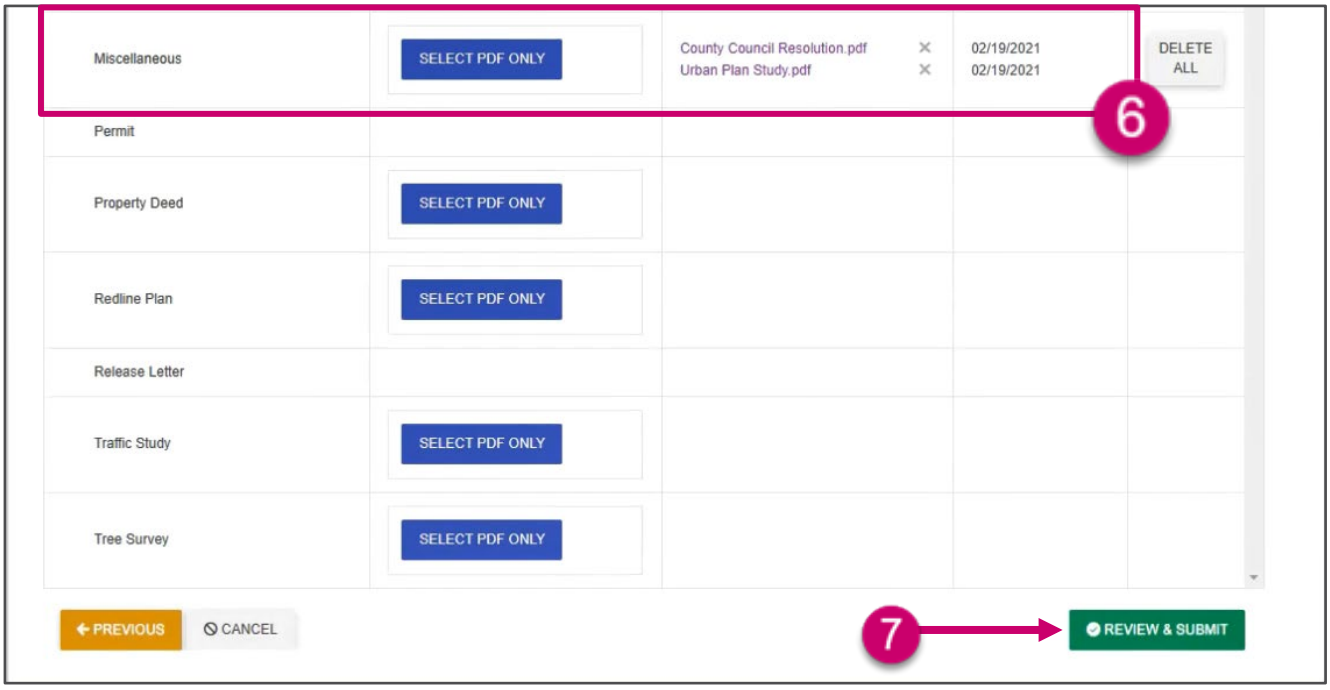
4. Wait while the system uploads the file.



5. The system will display a document link next to the file once it has been uploaded successfully.

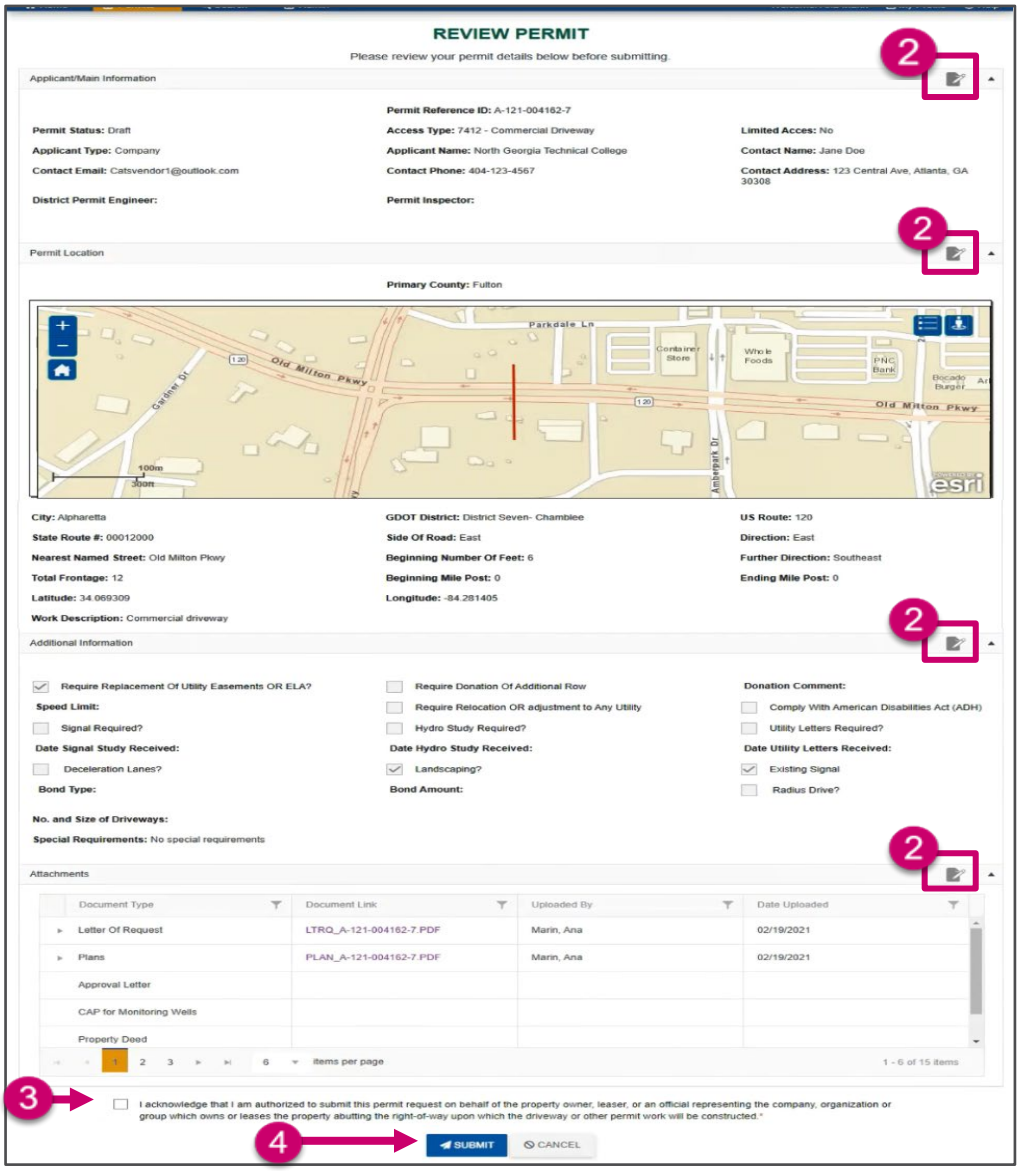


6. You may upload several files under the **Miscellaneous** section.
7. Select **REVIEW & SUBMIT**.



Review / Edit Access Permit Request

1. Review carefully all the information in the permit form.
2. If you need to make any changes, select the **Edit** ( ) button for the section and make the appropriate changes.
3. Once permit form is correct select the check box to acknowledge that you are authorized to submit the permit request on behalf of the property owner, leaser or an official representing the company, organization or group which owns or leases the property.
4. Select **Submit**.



Revision/Addendum

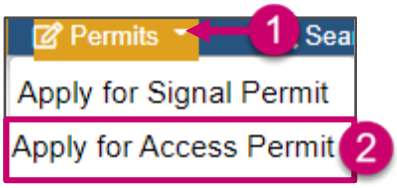
You can revise any approved permits.

Note

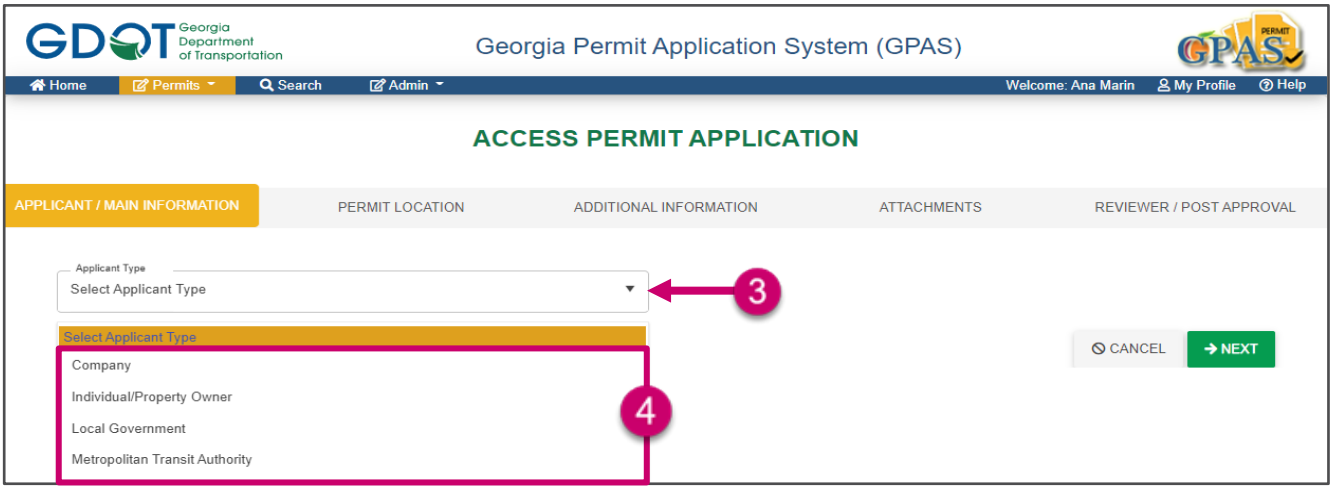
The process for submitting a revision is very similar to submitting a new application.

To submit a Revision or Addendum:

1. From the **Home** tab, select **Permits**.
2. Select **Apply for Access Permit**.

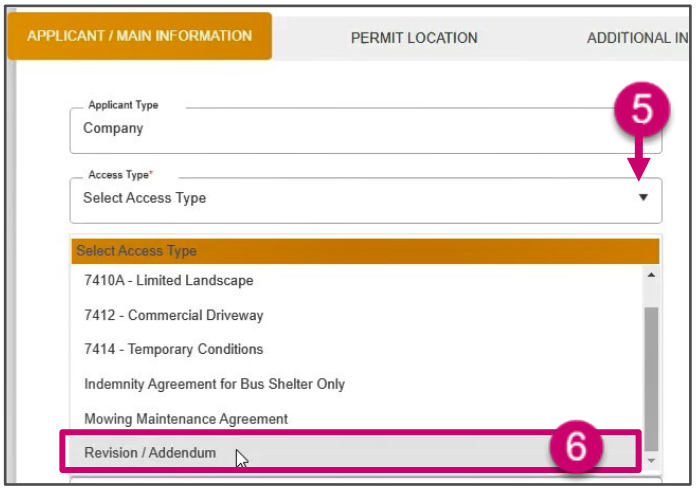


3. Expand the **Applicant Type** drop-down list.
4. Select the **Applicant Type**.



5. Select the **Access Type** dropdown menu.

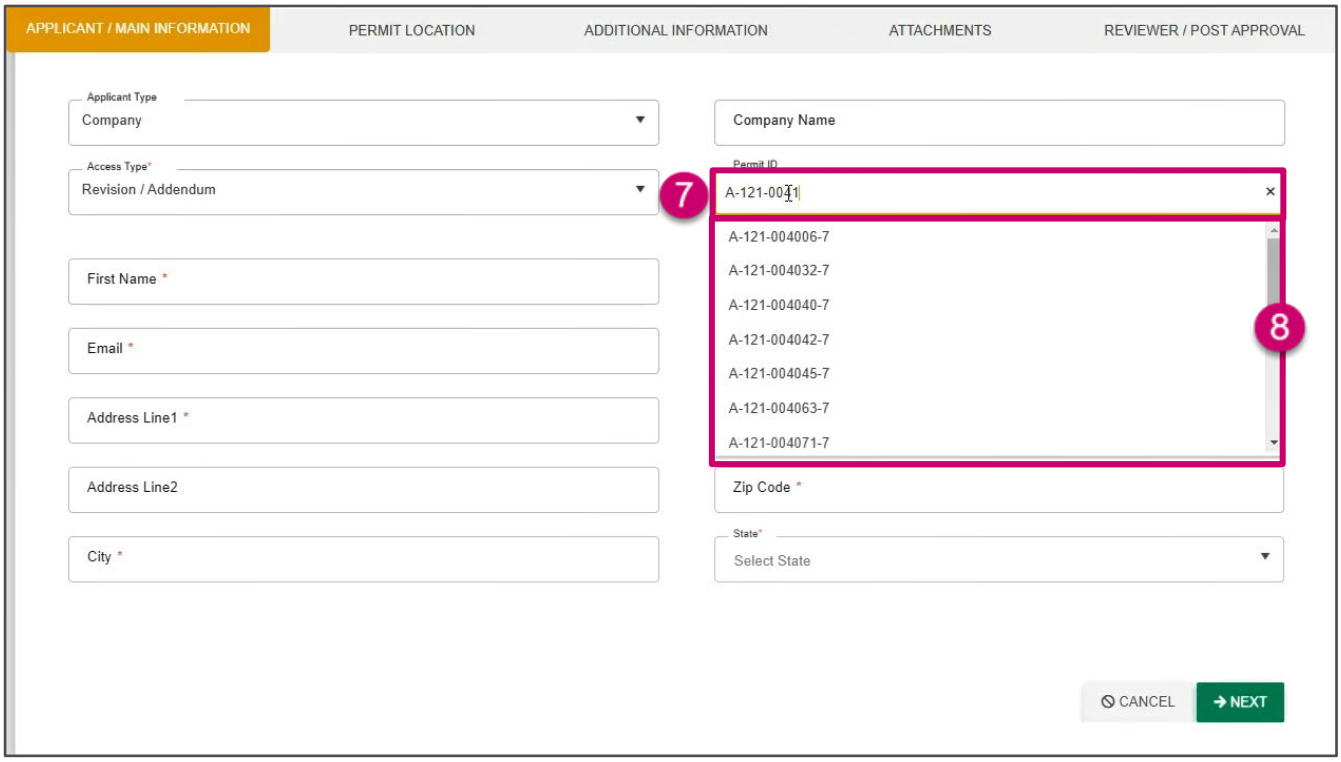
6. Select **Revision/Addendum**.



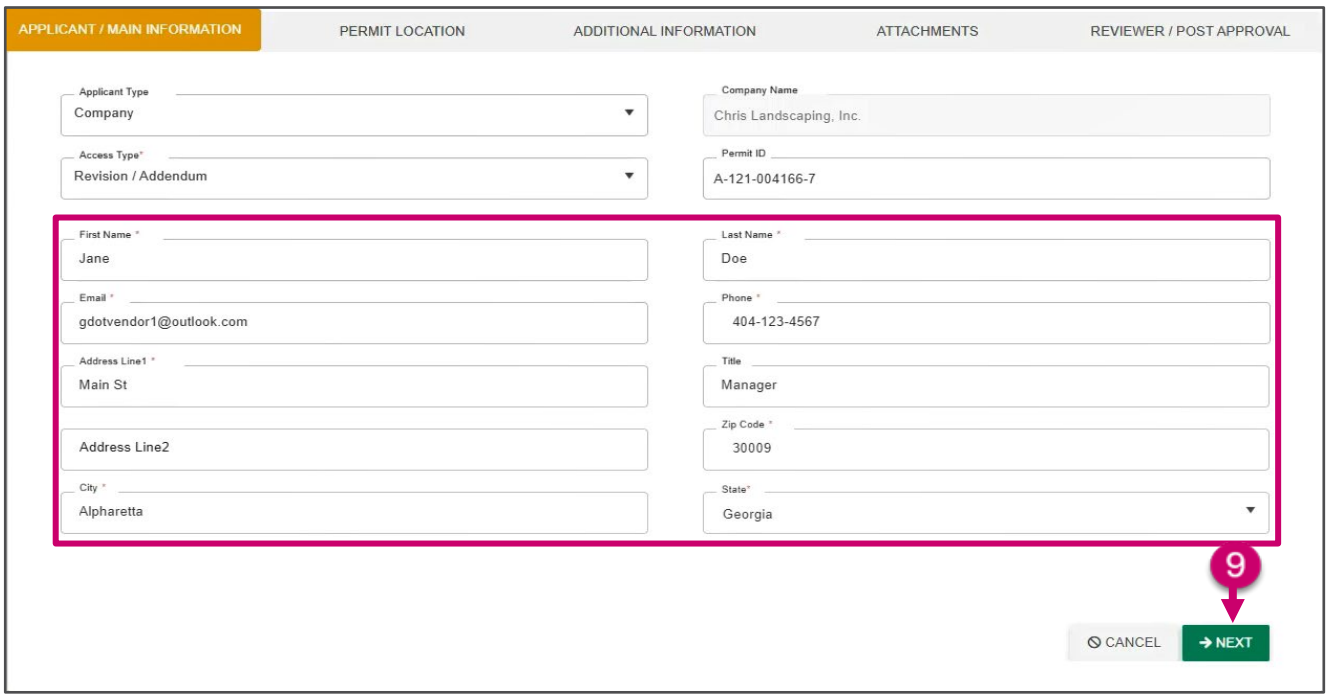
Your revision application must be associated with an existing Permit ID. Only approved permits can be revised. To find your Permit ID or to access the original permit details or attachments, use the Map Search tools.

Note

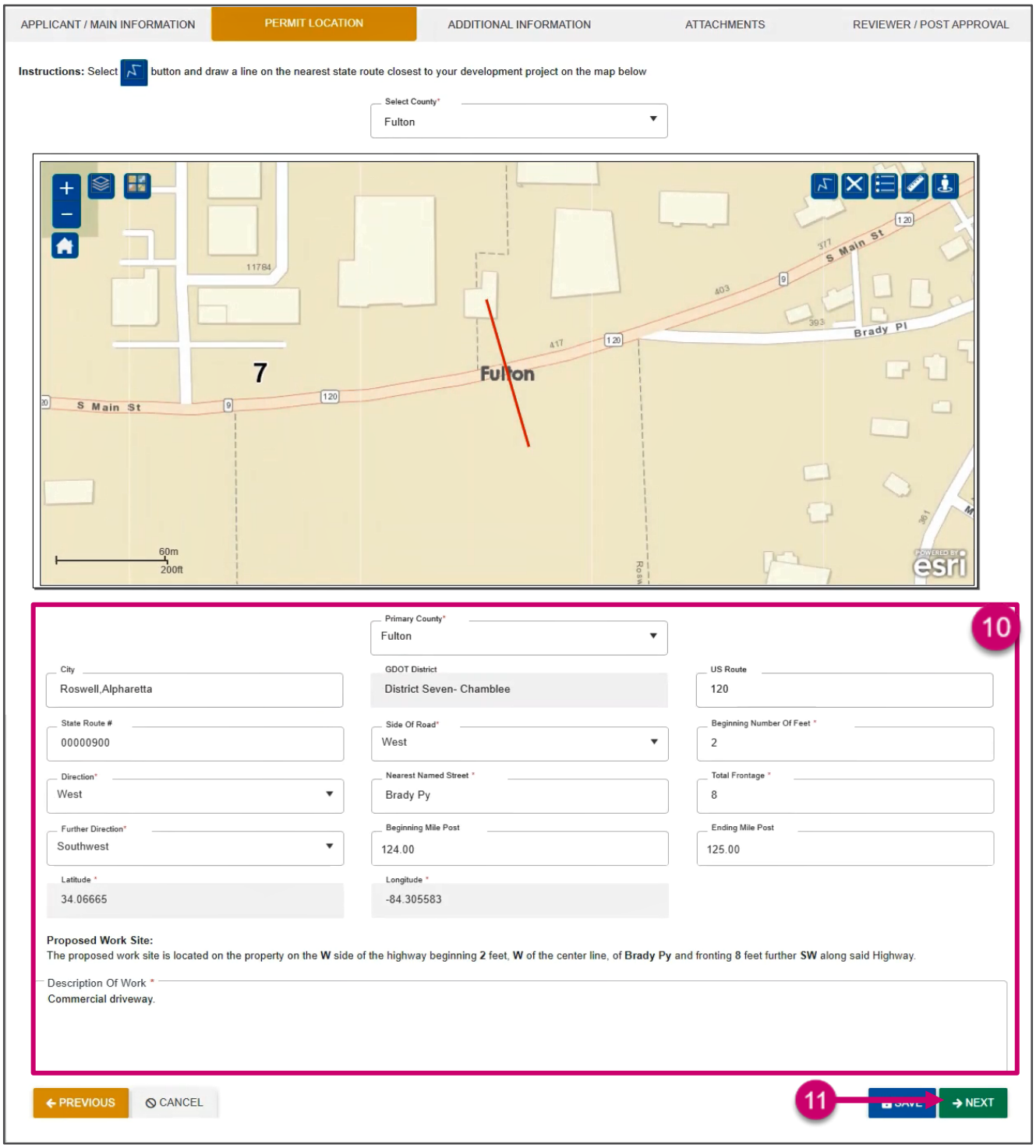
7. Begin typing the **Permit ID** in this field. And you will see a list appear.
8. Select from the drop-down list.



9. The applicant information will be populated. Select **Next**.

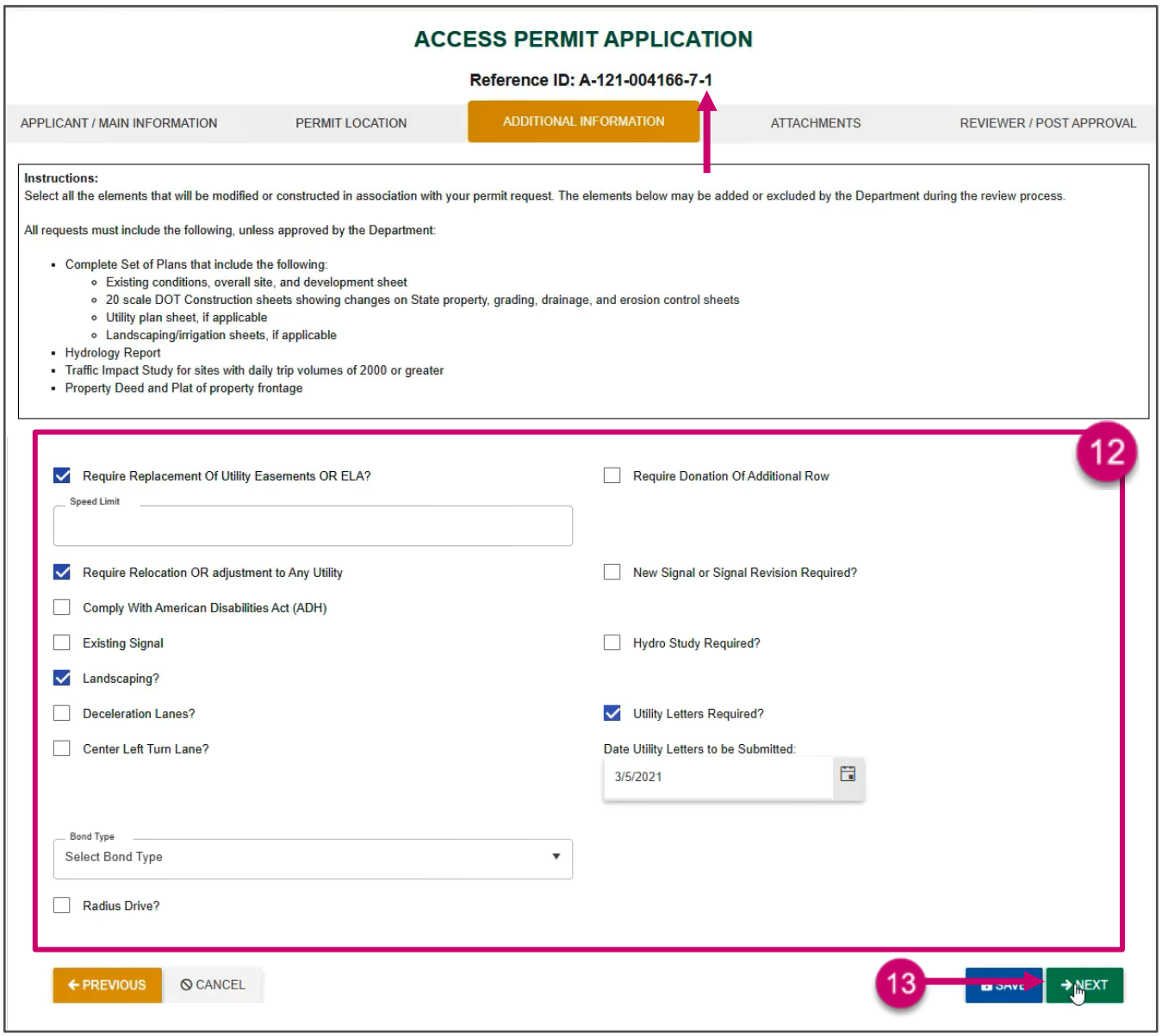


10. The **Permit Location** information will already be populated based on the original permit location. If you scroll to the bottom of the page, you can enter any revisions.
11. Select **Next** to proceed to the **Additional Information** tab.

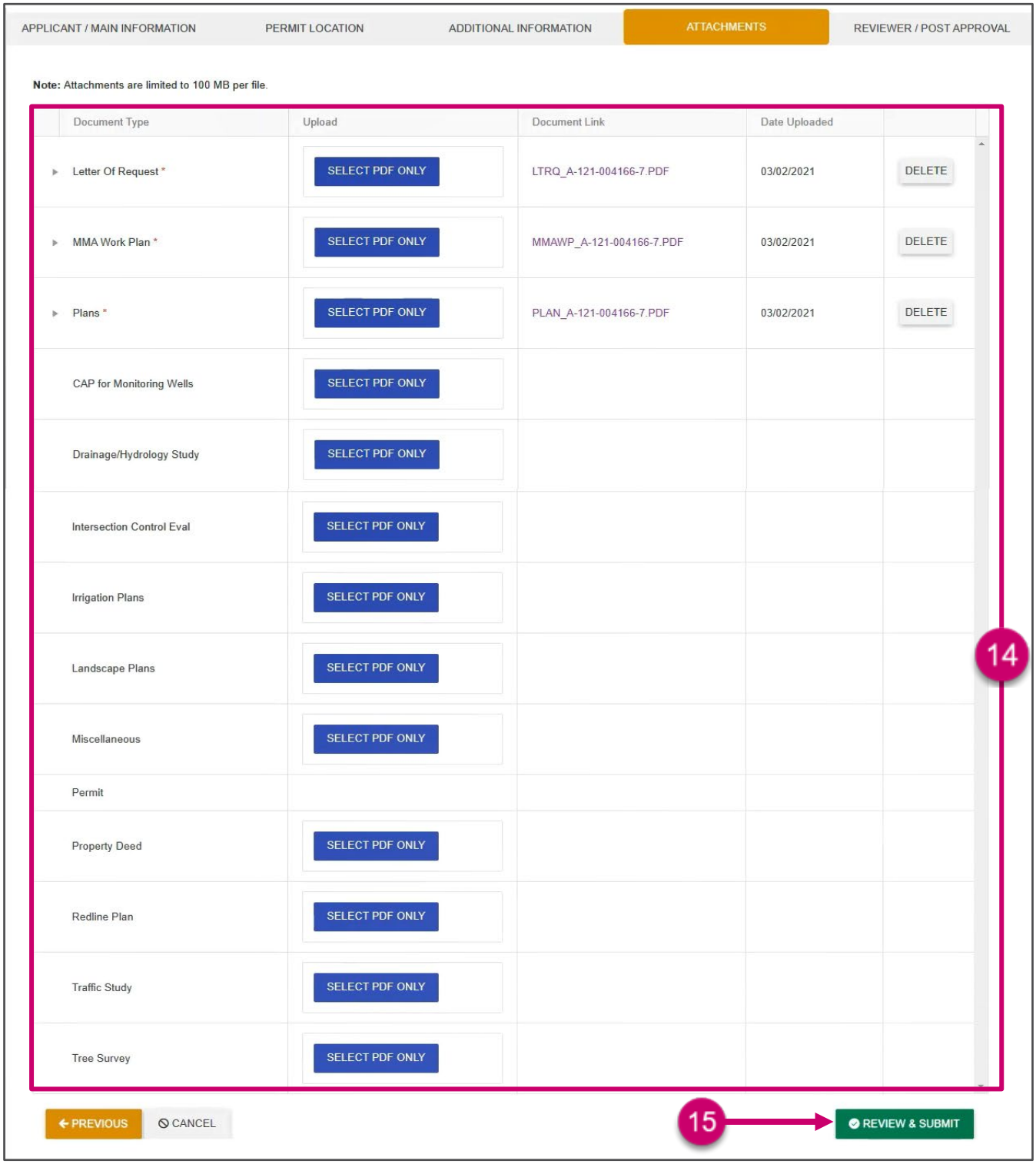


Notice that a last digit (1) is added to the Reference ID indicating that this is the first revision.

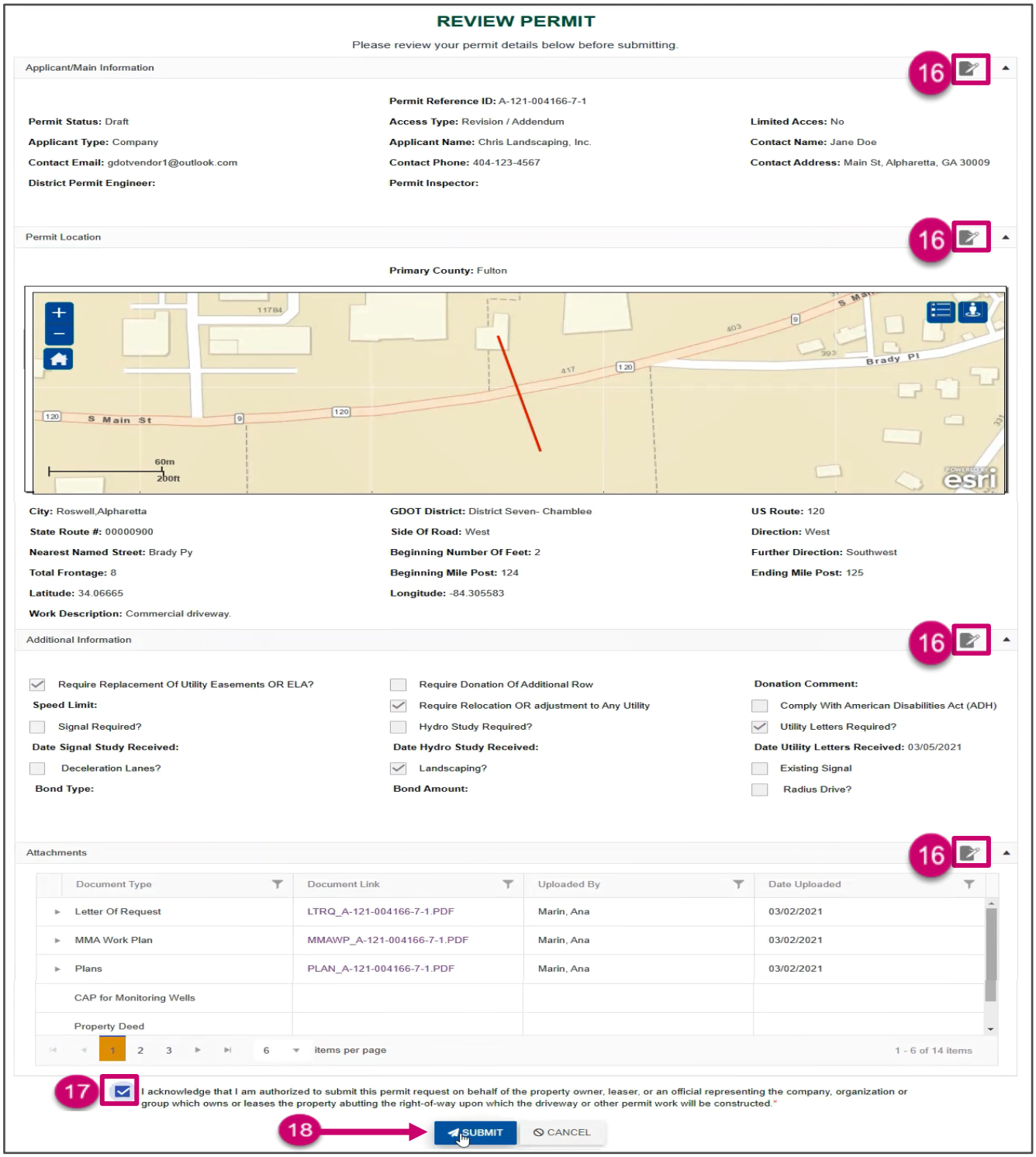
12. Select the appropriate boxes for the revised permit application.
13. Select **NEXT**.



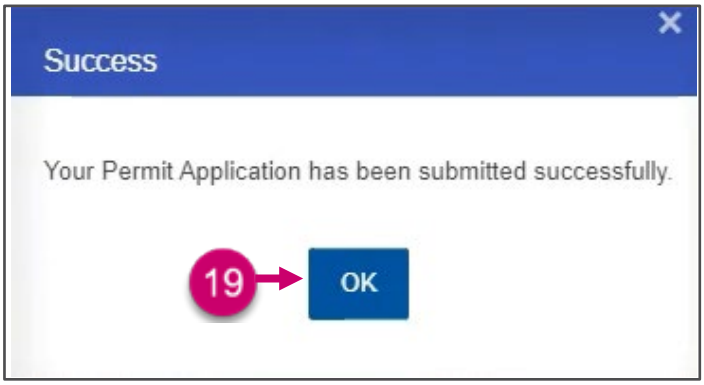
14. Upload any attachments needed for the access permit application revision.
15. When all documentation has been uploaded, scroll down, and select **REVIEW & SUBMIT**.



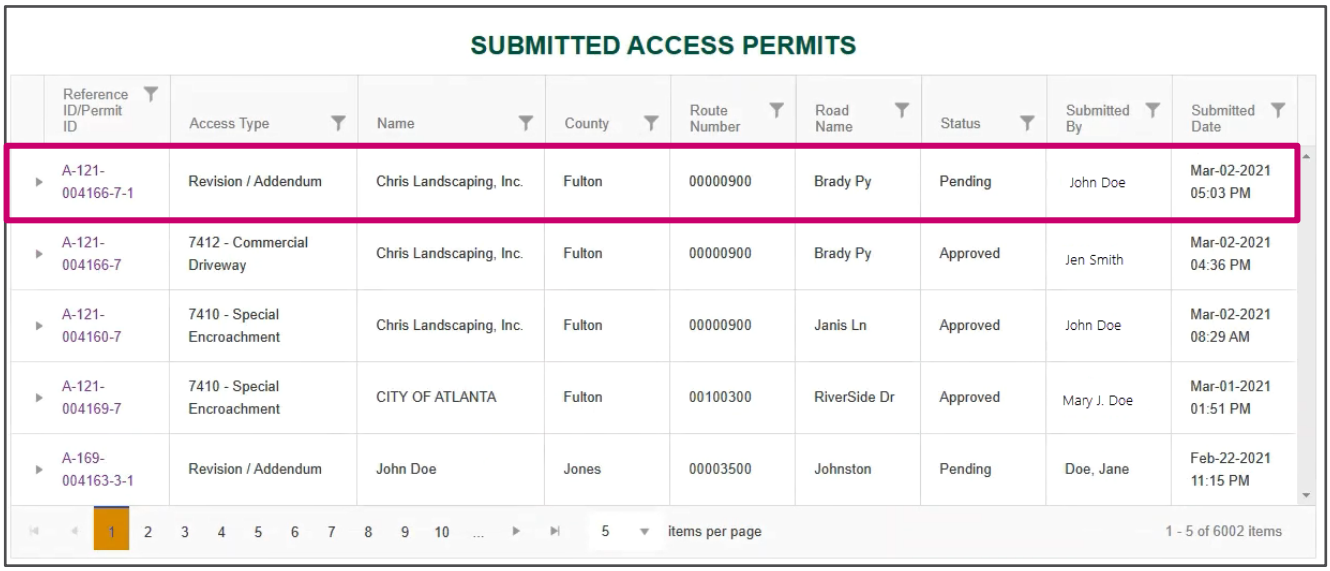
16. If necessary, use **Edit** ( )to make any changes.
17. Select the checkbox.
18. Select **SUBMIT**.



19. Select **OK** to acknowledge that your Permit Application has been submitted successfully.



20. Your permit will then be routed for the appropriate approvals. You will be directed back to the GPAS home page where you will see the revised permit request.



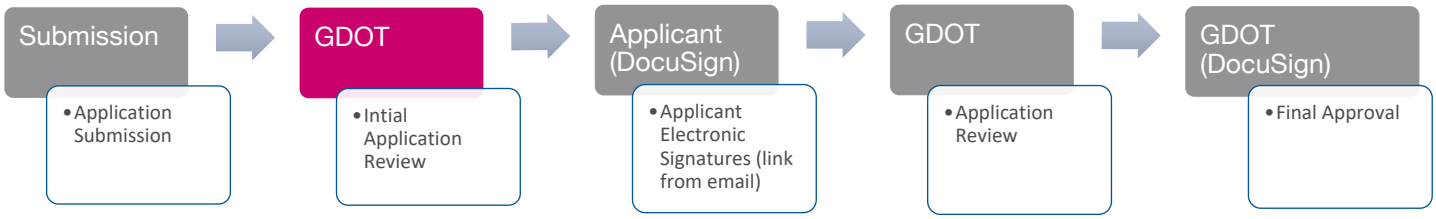
SUBMITTED ACCESS PERMITS

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-121-004166-7-1	Revision / Addendum	Chris Landscaping, Inc.	Fulton	00000900	Brady Py	Pending	John Doe	Mar-02-2021 05:03 PM
A-121-004166-7	7412 - Commercial Driveway	Chris Landscaping, Inc.	Fulton	00000900	Brady Py	Approved	Jen Smith	Mar-02-2021 04:36 PM
A-121-004160-7	7410 - Special Encroachment	Chris Landscaping, Inc.	Fulton	00000900	Janis Ln	Approved	John Doe	Mar-02-2021 08:29 AM
A-121-004169-7	7410 - Special Encroachment	CITY OF ATLANTA	Fulton	00100300	RiverSide Dr	Approved	Mary J. Doe	Mar-01-2021 01:51 PM
A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

1 2 3 4 5 6 7 8 9 10 ... 5 items per page 1 - 5 of 6002 items

Review Application Status

Initial GDOT Review



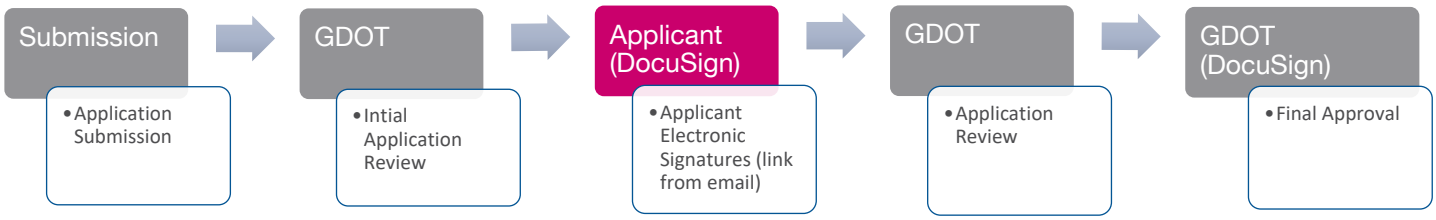
As soon as a permit application is submitted, its status becomes **Pending**. If there are any missing documents or any issues with the application, you will receive a notification via email to make corrections to the application.

SUBMITTED ACCESS PERMITS

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-139-004185-1	7412 - Commercial Driveway	CITY OF GAINESVILLE	Hall	00085307	Athens st	Pending	Jane Doe	Mar-17-2021 02:04 PM
A-247-004184-7	7412 - Commercial Driveway	Maryjane Doe Lawncare	Rockdale	00110600	Medalist Way	Approved	Doe, Mary-jane	Mar-15-2021 04:09 PM
A-139-004183-1	7410 - Special Encroachment	3D Communities, LLC	Hall	00145700	Test QA 0312	Released	Jane Doe	Mar-12-2021 02:32 PM
A-067-004181-7	7414 - Temporary Conditions	COBB COUNTY	Cobb	00017500	test	Rejected	John Smith	Mar-12-2021 10:58 AM
A-117-004180-1	7410 - Special Encroachment	Chris Landscaping, Inc.	Forsyth	00005300	Post Rd	Active	Jane Doe	Mar-12-2021 09:57 AM

1 2 3 4 5 6 7 8 9 10 ... 5 items per page 1 - 5 of 6016 items

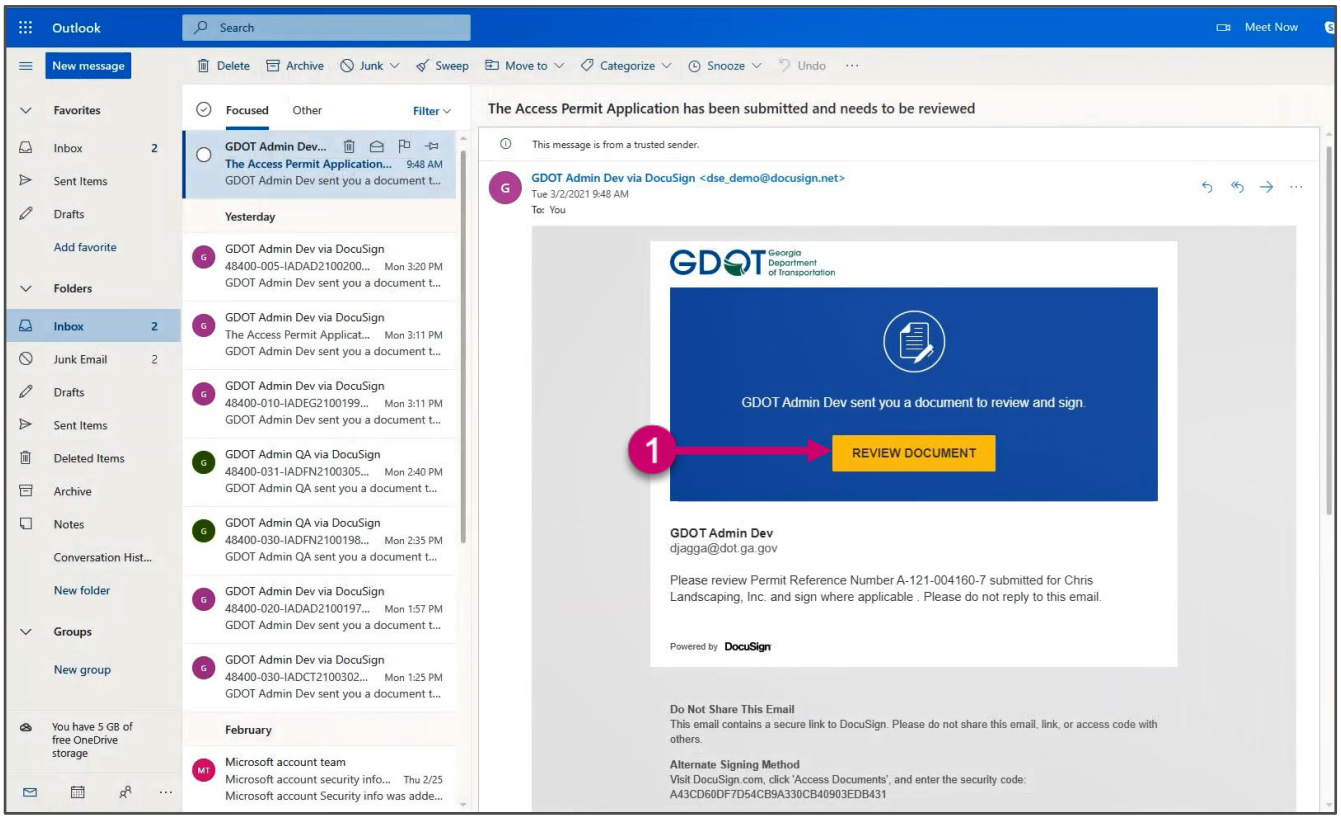
Submit Electronic Signature (DocuSign)



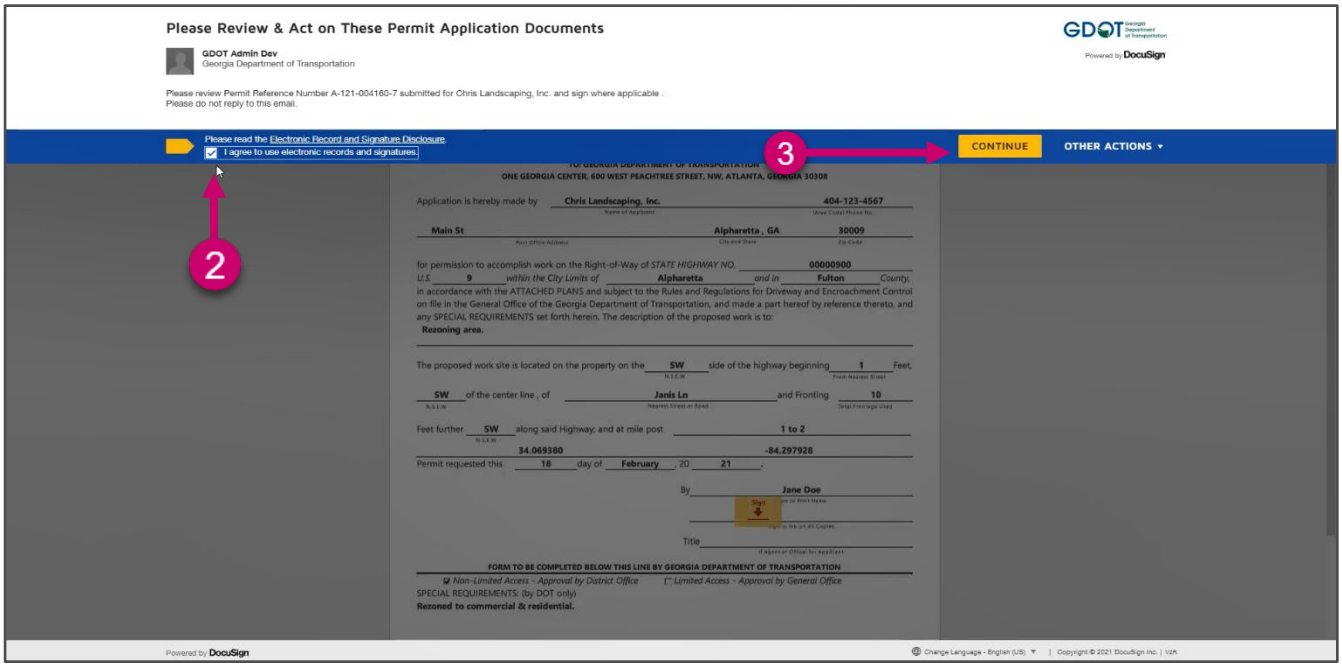
After the initial GDOT review is complete, the applicant will receive an email with a link to DocuSign. DocuSign is an electronic signature service used to capture signatures. There are several instances when a signature is needed in the permit application process.

The first instance when a signature is needed is when the applicant signs the application.

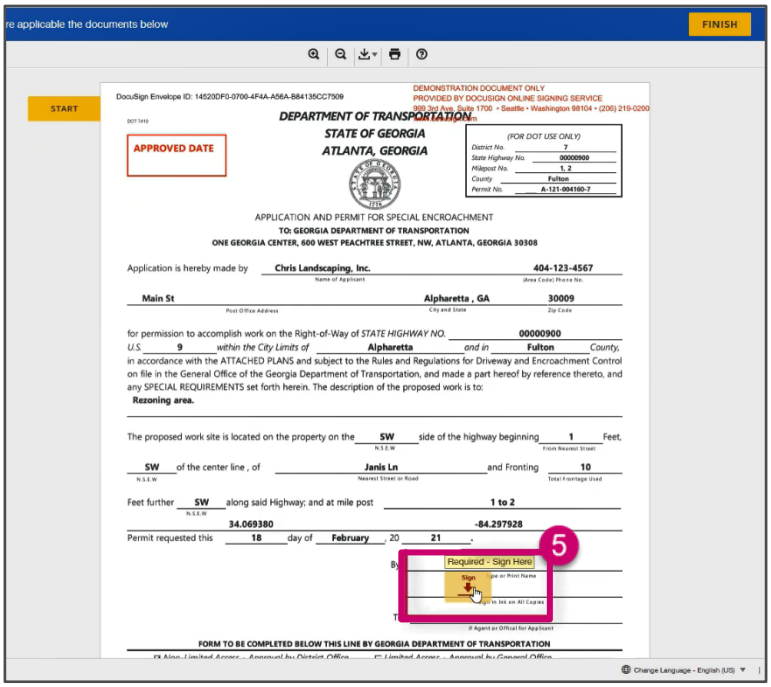
1. From the email, select **REVIEW DOCUMENT**.



2. The first step while using DocuSign is to select the checkbox: **I agree to use electronic records and signatures**.
3. Select **CONTINUE**.



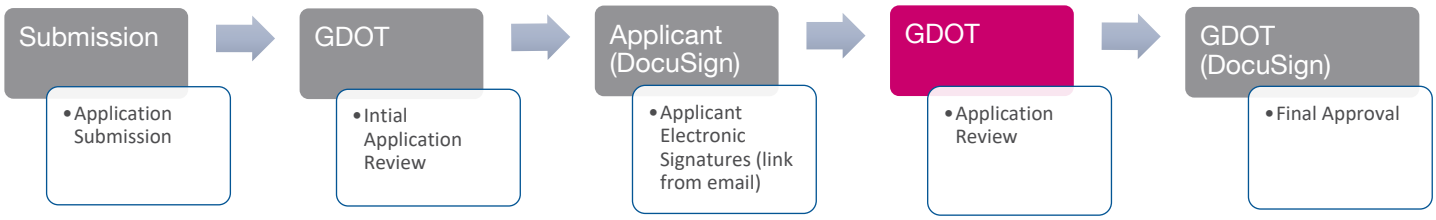
4. Based on the permit information, the system generates the Permit form. Carefully review the details.
5. If all is correct, select **Sign**.



For all permit applications: the only way to access DocuSign to sign the application is from the link sent to the email address on file. Therefore, it is very important that the correct email address is listed in the My Profile section and that this email account is accessed frequently.

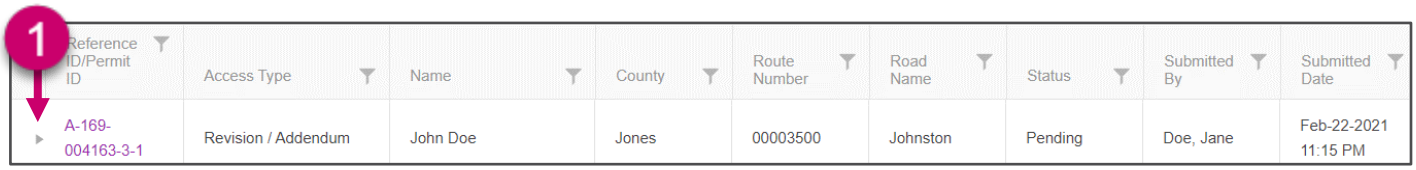
Important

Final GDOT Review



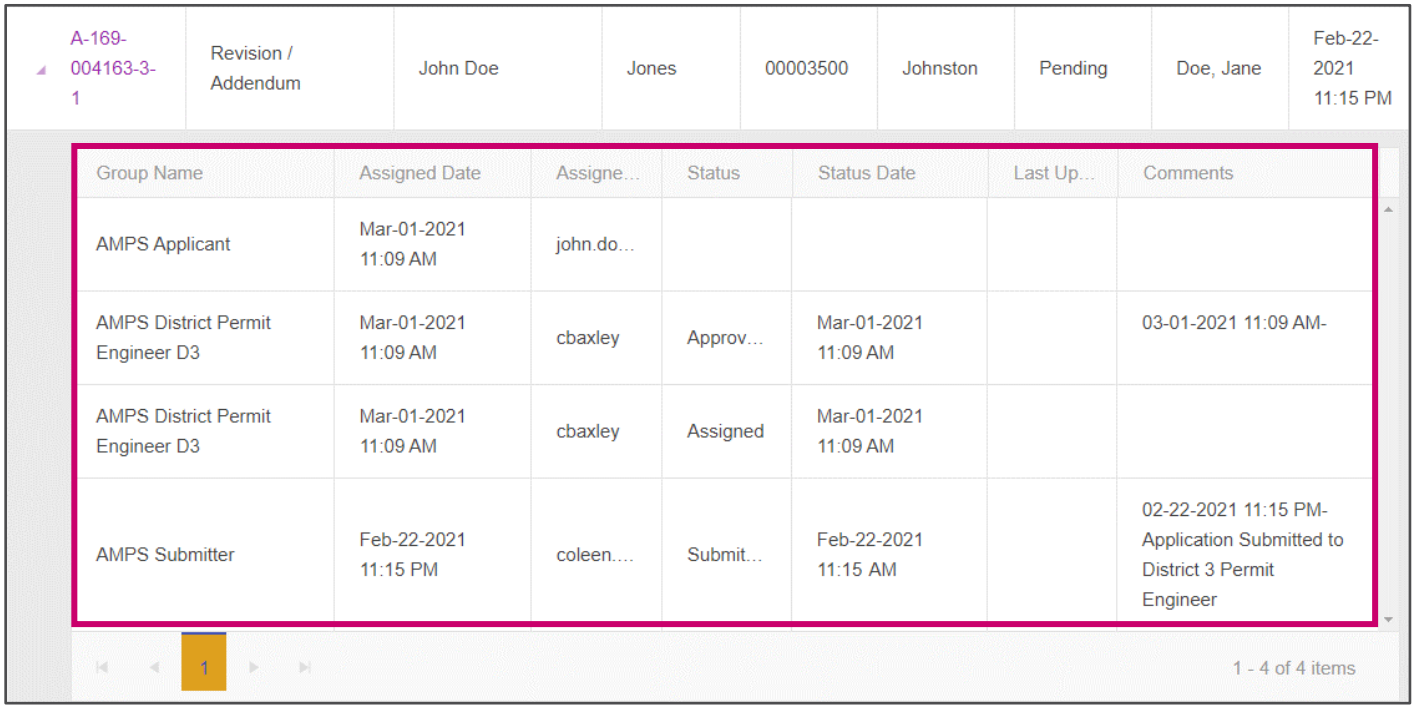
The application will continue in the review process.

1. You can review the permit details and status from the **Home** page of GPAS. First, select the arrow on the left side of the Permit ID.



Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

You will see where in the approval process your permit is, when it was assigned and the status.



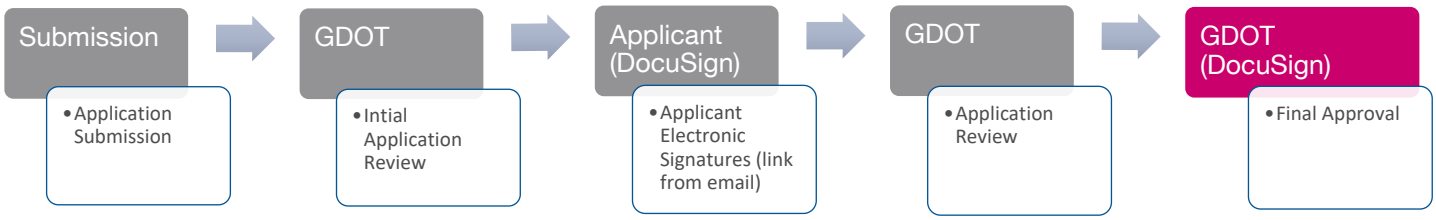
A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

Group Name	Assigned Date	Assigne...	Status	Status Date	Last Up...	Comments
AMPS Applicant	Mar-01-2021 11:09 AM	john.do...				
AMPS District Permit Engineer D3	Mar-01-2021 11:09 AM	cbaxley	Approv...	Mar-01-2021 11:09 AM		03-01-2021 11:09 AM-
AMPS District Permit Engineer D3	Mar-01-2021 11:09 AM	cbaxley	Assigned	Mar-01-2021 11:09 AM		
AMPS Submitter	Feb-22-2021 11:15 PM	coleen....	Submit...	Feb-22-2021 11:15 AM		02-22-2021 11:15 PM- Application Submitted to District 3 Permit Engineer

1 - 4 of 4 items

2. By selecting the **Reference ID/Permit ID** link, you will see the details of your permit as it was submitted.

Final Approval



Once your permit application has been approved, the status in GPAS will be **Approved** and the system will generate the **Permit** and an **Approval Letter**.

SUBMITTED ACCESS PERMITS

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-139-004185-1	7412 - Commercial Driveway	CITY OF GAINESVILLE	Hall	00085307	Athens st	Pending	Jane Doe	Mar-17-2021 02:04 PM
A-247-004184-7	7412 - Commercial Driveway	Maryjane Doe Lawncare	Rockdale	00110600	Medalist Way	Approved	Doe, Mary-jane	Mar-15-2021 04:09 PM
A-139-004183-1	7410 - Special Encroachment	3D Communities, LLC	Hall	00145700	Test QA 0312	Released	Jane Doe	Mar-12-2021 02:32 PM
A-067-004181-7	7414 - Temporary Conditions	COBB COUNTY	Cobb	00017500	test	Rejected	John Smith	Mar-12-2021 10:58 AM
A-117-004180-1	7410 - Special Encroachment	Chris Landscaping, Inc.	Forsyth	00005300	Post Rd	Active	Jane Doe	Mar-12-2021 09:57 AM

Permits that have a Post Approval process will have a status of **Released** after the District Permit Engineer (DPE) approves the permit application. After that final step, the system will generate a **Release Letter**.

SUBMITTED ACCESS PERMITS

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-139-004185-1	7412 - Commercial Driveway	CITY OF GAINESVILLE	Hall	00085307	Athens st	Pending	Jane Doe	Mar-17-2021 02:04 PM
A-247-004184-7	7412 - Commercial Driveway	Maryjane Doe Lawncare	Rockdale	00110600	Medalist Way	Approved	Doe, Mary-jane	Mar-15-2021 04:09 PM
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1 2 3 4 5 6 7 8 9 10 ... 5 items per page 1 - 5 of 6016 items

If you select the **Reference ID/Permit ID** link, you will be able to download a PDF of the **Permit, the Approval Letter** and/or the **Release Letter** from the **Attachments** section.

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-169-004163-3-1	Revision / Addendum	John Doe	Jones	00003500	Johnston	Pending	Doe, Jane	Feb-22-2021 11:15 PM

Attachments

Document Type	Document Link	Uploaded By	Date Uploaded
Letter Of Request	LTRQ_A-121-004160-7.PDF	Jen Smith	02/18/2021
Plans	PLAN_A-121-004160-7.PDF	Jen Smith	02/18/2021
Approval Letter	APRVLTR_A-121-004160-7.PDF	John Doe	03/03/2021
CAP for Monitoring Wells			
County or City Development Review			

1 2 3 6 items per page 1 - 6 of 17 items

Attachments

Document Type	Document Link	Uploaded By	Date Uploaded
Permit	PRMT_A-121-004160-7.PDF	Jen Smith	03/02/2021
Property Zoning Stipulations	PZS_A-121-004160-7.PDF	Jen Smith	03/02/2021
Redline Plan			
Release Letter	RLSLTR_A-121-004160-7.PDF	John Doe	03/08/2021
Tree Survey			

1 2 10 items per page 11 - 17 of 17 items