

# GEORGIA DEPARTMENT OF TRANSPORTATION

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## GEORGIA PERMITTING APPLICATION SYSTEM (GPAS)



**Document Name:**

**ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS**

**Prepared By:**

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# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

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# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

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## 1. Introduction:

**With GPAS-AMPS System you will be able to:**

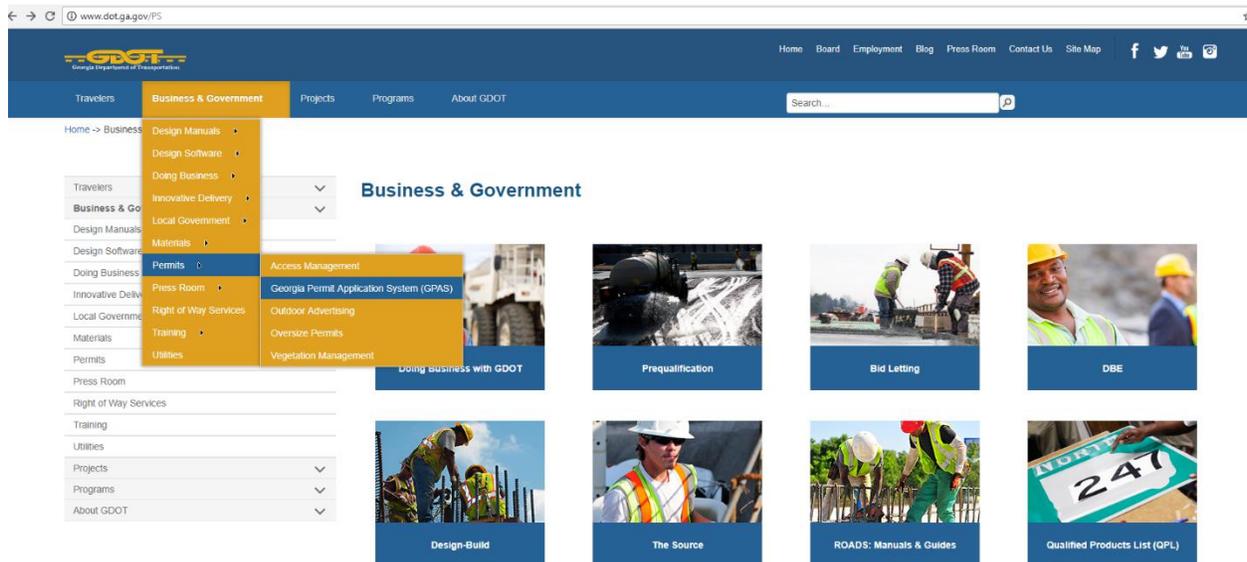
1. Creating a GPAS Account
2. Log in to GPAS
3. Manage User Profile
4. Perform Permit Search
5. Submit new permit requests: (Applicant Information, Permit Location, Additional Information, Attachments)
  - ✓ 7410 – Special Encroachments Access Permits
  - ✓ 7410 A – Limited Landscape Access Permits
  - ✓ 7412 – Commercial Driveway Access Permits
  - ✓ 7414 – Temporary Conditions Access Permits
  - ✓ 7416 – Bus Shelter – Bench Encroachment Access Permit
  - ✓ Revision/Addendum

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 2. Access GPAS

1. To Access GPAS (Georgia Permitting Application System), go to <http://www.dot.ga.gov/PS>, and navigate to

**Business & Government → Permits → GPAS**



2. Click on the GPAS icon on the ribbon on the bottom of the page to access GPAS.



# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 3. Creating GPAS Account

1. For First time users, click on create your GPAS account button.

The screenshot shows the Georgia Permit Application System (GPAS) interface. At the top, there is a blue header with the GDOT logo on the left, the text "Georgia Permit Application System (GPAS)" in the center, and the GPAS logo with a "Help" icon on the right. Below the header, the page is divided into two sections. The first section is for "Existing GPAS User" and contains two input fields: "Enter Email Address" and "Enter Verification code". Below these fields are two buttons: "Login" and "Send Verification Code". A line of text below the buttons reads: "By clicking the Login button, you agree to GDOT Terms and Conditions:". The second section is for "New to GPAS?" and features a prominent blue button labeled "Create your GPAS account". Below this button is an "Important Notice" section with the following text: "This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy. You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system." Below the notice is a link for "For any issues?" and contact information: "Please contact Solutions Center via email at: SolutionsCenter@dot.ga.gov". At the bottom of the page, there is a copyright notice: "© 2018 Georgia Department of Transportation Contact Us (Select County and call Traffic Operations)."

2. Enter valid company/personal email id, First Name, Last Name and valid Phone number (select the phone type).
3. Select the checkbox agreeing that the email you are using is an official email for me or my company.
4. If phone type is selected as mobile:
5. Select the checkbox agreeing that Verification Code can be sent to mobile number provided.
6. Click Register. A verification code will be sent to your registered email.(First time)

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

The screenshot shows the 'Create Account' page of the Georgia Permit Application System (GPAS). The page header includes the GDOT logo and the text 'Georgia Department of Transportation' on the left, and the GPAS logo and 'Help' link on the right. The main content area is titled 'Create Account' and contains the following fields and options:

- Email:\*** Input field containing 'srialparthi1@gmail.com'
- First Name:\*** Input field containing 'siri'
- Last Name:\*** Input field containing 'alaparthi'
- Phone:\*** Input field containing '440-279-7545' and a dropdown menu set to 'Mobile'
- Send verification code via mobile texts  
By Selecting above, you expressly authorize GDOT to send you verification code via text message at the mobile number listed above. Carrier message and data rates may apply.
- I agree, that email I am using will be an official email for me or my company.\*
- Register** button: By clicking the Register button, you agree to GDOT Terms and Conditions.
- Existing GPAS User [Log In](#)

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- Once you receive your email verification code, come back to the login page and enter your email id and verification code and click login.

The screenshot shows the 'Existing GPAS User' login page of the Georgia Permit Application System (GPAS). The page header includes the GDOT logo and the text 'Georgia Department of Transportation' on the left, and the GPAS logo and 'Help' link on the right. The main content area is titled 'Existing GPAS User' and contains the following fields and options:

- Enter Email Address** input field
- Enter Verification code** input field
- Login** button
- Send Verification Code** button
- By clicking the Login button, you agree to GDOT Terms and Conditions.
- New to GPAS?** section with a **Create your GPAS account** button
- Important Notice** section:

This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.
- For any issues?** section:

Please contact Solutions Center via email at [SolutionsCenter@dot.ga.gov](mailto:SolutionsCenter@dot.ga.gov)

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- The Verification code will be active only for 60 minutes. If you attempt to log in after 60 minutes timeframe, click Send verification code and a new verification will be emailed to you. Use the new code to log in to the GPAS system.

**Note: First time users will be directed to profile update page: Refer to manage profile section.**

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 4. Login to GPAS

1. Enter registered Email Id  
Example: [abc@gmail.com](mailto:abc@gmail.com)
2. Click on Send verification Code button

Existing GPAS User

Enter Email Address

Enter Verification code

Login Send Verification Code

By clicking the Login button, you agree to GDOT Terms and Conditions.

New to GPAS?

Create your GPAS account

**Important Notice**

This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

**For any issues?**

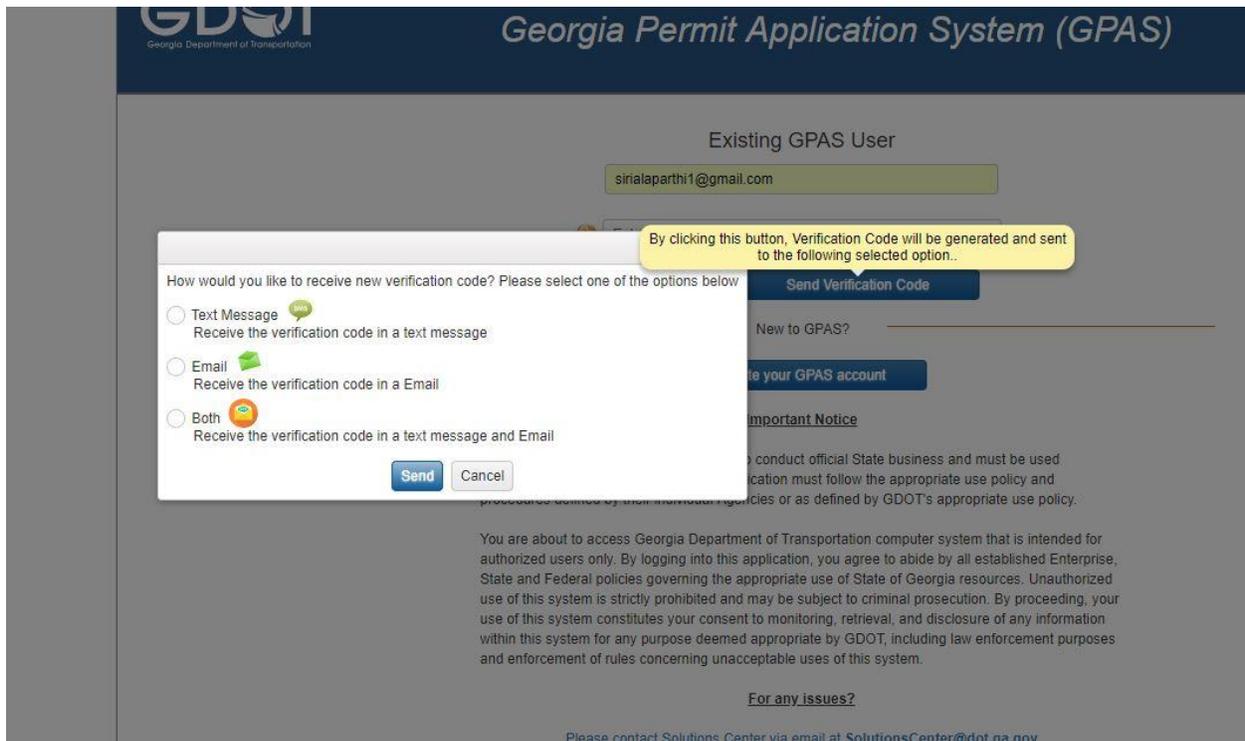
Please contact Solutions Center via email at [SolutionsCenter@dot.ga.gov](mailto:SolutionsCenter@dot.ga.gov)

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3. Pick the mode for system to send verification code.

Note: Text message will be sent only to mobile number. While registering please use mobile number if you wish to receive verification code text message to your mobile phone.

## ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS



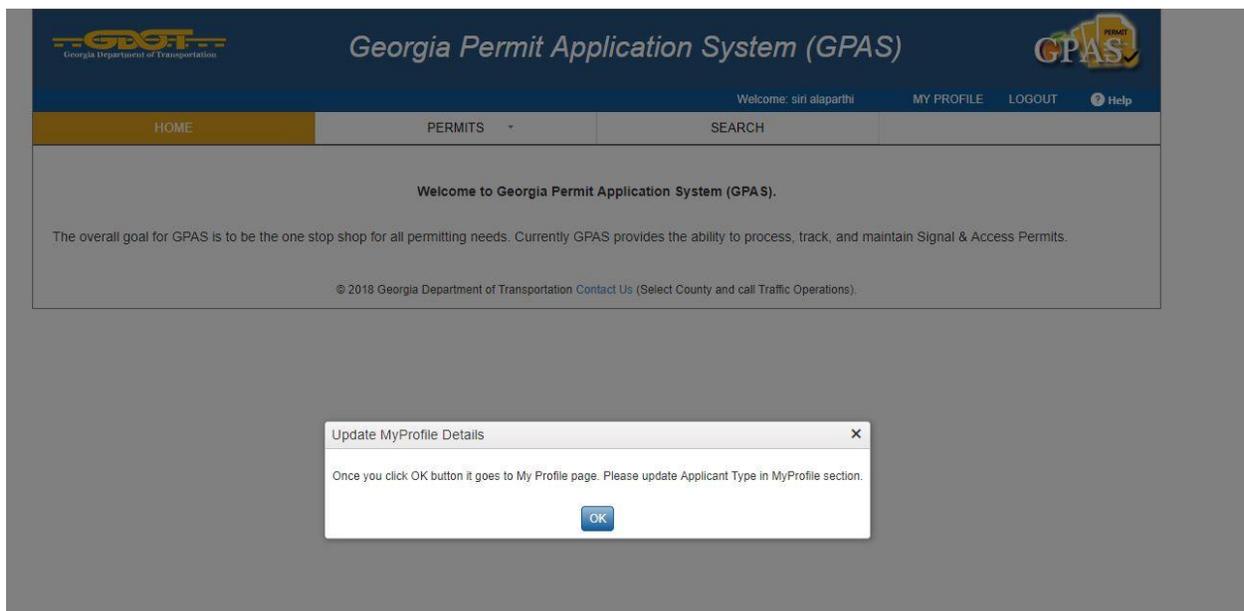
4. Enter the verification Code.
5. Click on login button
6. System will navigate you to the Application Homepage.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 5. Manage User Profile

### For First time users:

1. Clicking on 'ok' button will open update profile section, select applicant type from the dropdown values listed. Can change Name, Email id and phone number, title. Click on Update profile button to save the updates.



### For Returning Users:

1. To update your account profile information, click on My profile. The top portion will allow you to change your email id, name, phone number and title. The bottom section will allow you to add additional addresses. Click on add new address and add your address details and click update.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

The screenshot shows the user profile page in the Georgia Permit Application System (GPAS). The header includes the GDOT logo, the system name "Georgia Permit Application System (GPAS)", and user information: "Welcome: siri alaparthi", "MY PROFILE", "LOGOUT", and "Help". The main content area is titled "MANAGE ADDRESSES" and contains a form for updating the user's profile. The form includes fields for "Applicant Type" (a dropdown menu), "First Name" (siri), "Last Name" (alaparthi), "Title", "Email" (siralaparthi@gmail.com), "Phone" (440-279-7545), and "Phone Type" (Mobile). A checkbox is checked for "Send verification code via mobile texts". Below the form is a table with columns for "Address Type", "Address1", "Address2", "City", "State", "Zip Code", and "Active". The table is currently empty, showing "No items to display".

2. Clicking on Add Address will allow you to add/edit address. Fill in all the required metadata and click update to save data, or click cancel to discard changes.

The screenshot shows the "Add/Edit Address" modal form. It contains the following fields: "Title" (empty), "Address Type" (dropdown menu), "Address1" (text input), "Address2" (text input), "City" (dropdown menu), "State" (dropdown menu), and "Zip Code" (text input). At the bottom right of the modal are "Update" and "Cancel" buttons. The modal is overlaid on a table with columns for "Address Type", "Address1", "Address2", "City", "State", "Zip Code", and "Active".

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 6. Manage Drafts/Tracking Submitted Permits

1. If returning user or after updating the profile for first time users, the first screen visible will be the Home tab where draft permits (permits that have not yet been submitted) and submitted permits (all permits you have submitted) by specific user can be seen.

**Georgia Permit Application System (GPAS)**

Welcome: siri alaparthi MY PROFILE LOGOUT Help

HOME PERMITS SEARCH

**DRAFT PERMITS**

Reference ID/Permit ID	Permit Type	Request Type	Access Type	Name	County	Route Num...	Status	Updated By	Updated Date	
A-135-000336-1	Access Permit	New	7410A - Limited Landscape	siri alaparthi	Gwinnett		Draft	alaparthi, siri	Jun-20-2018 03:10 PM	<a href="#">X Delete</a>

5 items per page 1 - 1 of 1 items

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2. You can check the status by clicking on the expand button, this will show where in the approval process your permit is in, when it was assigned and the status.

**Georgia Permit Application System (GPAS)**

Welcome: siri alaparthi MY PROFILE LOGOUT Help

HOME PERMITS SEARCH

**SUBMITTED ACCESS PERMITS**

Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date
A-135-000336-1	7410A - Limited Landscape	siri alaparthi	Gwinnett			Pending	alaparthi, siri	Jun-20-2018 03:29 PM

Group Name	Assigned Date	Assigned To	Status	Status Date	Last Updated ...	Comments
AMPS District Permit Engineer D1	Jun-20-2018 03:29 PM					
AMPS Submitter	Jun-20-2018 03:29 PM	sirialaparthi1...	Submitted	Jun-20-2018 03:29 PM		06/20/2018 15:29 PM - Application Submitted to District 1 Permit Engineer
AMPS Submitter	Jun-20-2018 03:29 PM	Sujatha Bollam				

5 items per page 1 - 3 of 3 items

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3. By Clicking on the Reference ID/Permit ID link, you will see the details of your permit as it was submitted. When link is clicked, you will be taken to a read only summary page of the permit.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

REVIEW PERMIT

**Applicant/Main Information**

Access Type: 7410A	Permit Reference ID: A-135-000336-1	<input checked="" type="checkbox"/> Are you the Applicant?
Requestor Name: siri alaparathi	Contact Name: siri alaparathi	Contact Address: 600 west peach tree street, Atlanta, GA 30009
Contact Email: siri.alaparathi@gmail.com	Contact Phone: 440-279-7545	
Limited Access: No	Work Description:	

**Permit Location**

Primary County: Gwinnett



City:	GDOT District: District One- Gainesville	Further Direction:
Route Type:	Nearest Named Street:	Direction:
State Route #:	Side Of Road:	Beginning Mile Post: 0
Latitude: 33.963915	US Route:	Ending Mile Post: 5.83
	Longitude: -84.139765	

**Additional Information**

<input type="checkbox"/> Require Replacement Of Utility Easements OR ELA?	<input type="checkbox"/> Require Donation Of Additional Row	Donation Comment:
Speed Limit:	<input type="checkbox"/> Require Relocation OR adjustment to Any Utility	<input type="checkbox"/> Comply With American Disabilities Act (ADH)
<input type="checkbox"/> Signal Required	<input type="checkbox"/> Hydro Study Required?	<input type="checkbox"/> Landscaping?
Date Signal Study Received:	Date Hydro Study Received:	<input type="checkbox"/> Existing Signal
<input type="checkbox"/> Deceleration Lanes?	<input type="checkbox"/> Utility Letters Required?	Date Utility Letters Received:
Bond Type:	Bond Amount:	<input type="checkbox"/> Radius Drive?

4. Click the close icon at the bottom of the window to go back to the home page.

City:	GDOT District: District One- Gainesville	Further Direction:
Route Type:	Nearest Named Street:	Direction:
State Route #:	Side Of Road:	Beginning Mile Post: 0
Latitude: 33.963915	US Route:	Ending Mile Post: 5.83
	Longitude: -84.139765	

**Additional Information**

<input type="checkbox"/> Require Replacement Of Utility Easements OR ELA?	<input type="checkbox"/> Require Donation Of Additional Row	Donation Comment:
Speed Limit:	<input type="checkbox"/> Require Relocation OR adjustment to Any Utility	<input type="checkbox"/> Comply With American Disabilities Act (ADH)
<input type="checkbox"/> Signal Required	<input type="checkbox"/> Hydro Study Required?	<input type="checkbox"/> Landscaping?
Date Signal Study Received:	Date Hydro Study Received:	<input type="checkbox"/> Existing Signal
<input type="checkbox"/> Deceleration Lanes?	<input type="checkbox"/> Utility Letters Required?	Date Utility Letters Received:
Bond Type:	Bond Amount:	<input type="checkbox"/> Radius Drive?

**Attachments**

Document Type	Document Link	Uploaded By	Date Uploaded
Letter Of Request	<a href="#">LTRQ_A-135-000336-1.PDF</a>	alaparathi, siri	08/20/2018
Plans	<a href="#">PLAN_A-135-000336-1.PDF</a>	alaparathi, siri	08/20/2018
CAP for Monitoring Wells			
Property Deed			
Drainage/Hydrology Study			
Intersection Control Evaluation			

## ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

- 1. Editing Draft Permit:** You can edit your draft permit from the “Draft Permit” grid.  
Note: Draft/Saved permits can be edited only prior to permit submission.
- 2.** When you click the “Reference ID/Permit ID” link, you will be taken to the permit application pages to edit.

Note: You can also delete the application by clicking on Delete button.

Note: (Submitted permit applications cannot be edited unless the GDOT Reviewer has send it back for correction to the submitter, at which point only can submitter edit the permit and re-submit back to GDOT Reviewer)

DRAFT PERMITS										
Reference ID/Permit ID	Permit Type	Request Type	Access Type	Name	County	Route Num...	Status	Updated By	Updated Date	
A-135-000337-1	Access Permit	New	7410A - Limited Landscape	siri alaparathi	Gwinnett		Draft	alaparathi, siri	Jun-20-2018 03:43 PM	<a href="#">Delete</a>

5 items per page 1 - 1 of 1 items

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 7. Search/View Access permits

1. The search page will allow you to search for all permits submitted.
2. Select/Record desired search parameters.
3. Click "Search" button.

4. System will validate and display available search results on the results grid along with the details.
5. Click on 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 Date
A-135-000321-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Peavy, Jonathan			Cancel	6/15/2018
A-135-000305-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Cancel	6/13/2018
A-135-000250-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ADEL	Saxena, Neerav			Release Review	6/11/2018
A-135-000269-1	7416 - Bus Shelter Bench Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Approved	6/6/2018
A-135-000240-1	Moving Maintenance Agreement	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Approved	6/5/2018
A-135-000237-1	7416 - Bus Shelter Bench Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Released	6/4/2018
A-135-000228-1	7414 - Temporary Conditions	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Released	6/1/2018
A-135-000223-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Released	6/1/2018
A-135-000224-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ALPHARETTA	Chatakond, Venkata			Approved	6/1/2018
A-135-000174-1	7410 - Special Encroachment	1	Gwinnett	CITY OF ALBANY	Chatakond, Venkata			Approved	5/21/2018

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

6. This view will be read only. To close this page and return to the search page, click the close button at the bottom of the window.

Enterprise GIS Team | Esri, HERE, Garmin, INCREMENT P, NGA, USGS

City: Lawrenceville  
Route Type:  
State Route #:  
Latitude: 33.964644

GDOT District: District One- Gainesville  
Nearest Named Street:  
Side Of Road:  
US Route:  
Longitude: -83.985832

Further Direction:  
Direction:  
Beginning Mile Post: 0  
Ending Mile Post: 0

**Additional Information**

Require Replacement Of Utility Easements OR ELA?  
 Signal Required  
Date Signal Study Received:  
 Deceleration Lanes?  
Bond Type:

Require Donation Of Additional Row  
 Require Relocation OR adjustment to Any Utility  
 Hydro Study Required?  
Date Hydro Study Received:  
 Utility Letters Required?  
Bond Amount:

Donation Comment:  
 Comply With American Disabilities Act (ADH)  
 Landscaping?  
 Existing Signal  
Date Utility Letters Received:  
 Radius Drive?

**Attachments**

Document Type	Document Link	Uploaded By	Date Uploaded
Letter Of Request	<a href="#">LTRQ_A-135-000321-1.PDF</a>	Chatakonda, Venkata	06/15/2018
Plans	<a href="#">PLAN_A-135-000321-1.PDF</a>	Chatakonda, Venkata	06/15/2018
CAP for Monitoring Wells			
Property Deed			
Drainage/Hydrology Study			
Intersection Control Evaluation			

1 - 6 of 12 items

Close

## ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

### 8. Submit Access Permit Application:

1. Select Permit Tab and select Apply for Access Permit menu item.
2. Once in Access Permit Application page, you will see a progress bar and four tabs that you will be entering information into.
3. **Applicant/Main information tab** will display first.
4. If you do not select the “Are you the Applicant” checkbox, then you will be required to record applicant information (since are not the Applicant).  
Note: Applicant will receive an email for permit DocuSign, during GDOT Review Process.  
Note: If you do select the “Are you the Applicant” checkbox, then system will populate the applicant information (as it’s assumed that you are the applicant)
5. Select the desired “Access Type” that you wish to submit the access permit for.
6. Select the “Next” button to navigate to the “Permit Location Tab”  
Note: You can select the “Cancel” option to cancel the permit compilation.

Applicant/Main Information | Permit Location | Additional Information | Attachments

Are you the Applicant?

Applicant Type:\*  
Individual/Property Owner

First Name:\*  
Last Name:\*

Email:\*  
Phone:\*

Address Line1:\*

Select Access Type  
7410 - Special Encroachment  
7410A - Limited Landscape  
7412 - Commercial Driveway  
7414 - Temporary Conditions  
Revision / Addendum  
Select Access Type

Title:

City:\*

Zip Code:\*

Required

Next Cancel

7. Under **Permit Location Tab**,
  - a. “Select County” for the permit location.
  - b. Use mouse to zoom into the permit location on the map.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

- c. Select this  icon to draw a line on the Map on the nearest state route to your development project and system will populate the location fields with the available information.
- d. You will still be required to record/select the rest of the required fields in the location tab.

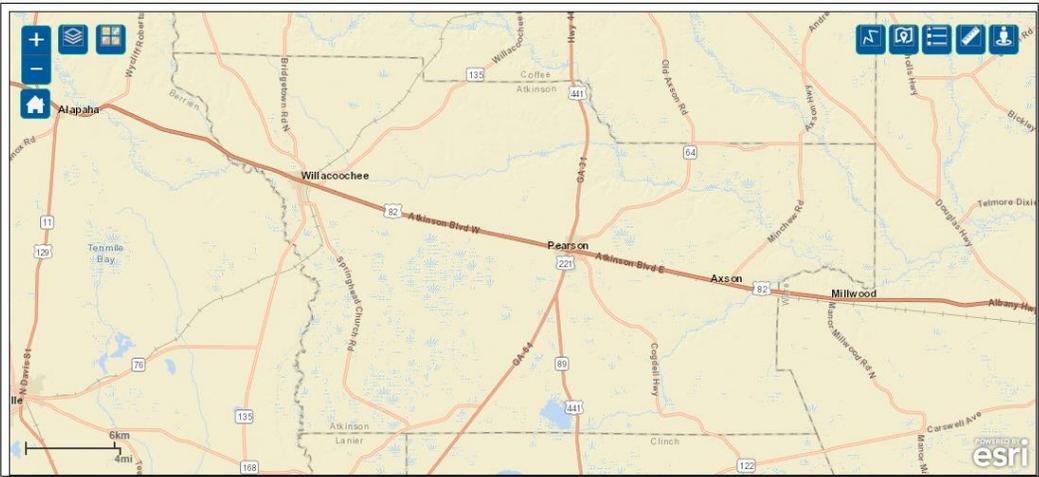
Note: System will permit you save the permit application to Drafts only upon successfully completing the permit location tab.

Note: System will generate a "Permit Reference ID" only upon successfully completing the permit location tab.

**Select County → Pick location on Map → click next.**

**Instructions:** Select  button and draw a line on the nearest state route closest to your development project on the map below

Select County: Atkinson



City:

State Route #:

Direction: Select Direction

Further Direction: Select Direction

Latitude:

Primary County\*: Select Primary County

District:

Side Of Road: Select Side of Road

Nearest Named Street:

Beginning Mile Post:

Longitude:

US Route:

Beginning Number Of Feet:

Total Frontage:

Ending Mile Post:

Proposed Work Site:  
The proposed work site is located on the property on the NA side of the highway beginning NA feet NA of the center line of NA and fronting NA feet further NA along said Highway.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

City:

State Route #:

Direction:

Further Direction:

Latitude:

Primary County:\*

District:

Side Of Road:

Nearest Named Street:

Beginning Mile Post:

Longitude:

US Route:

Beginning Number Of Feet:

Total Frontage:

Ending Mile Post:

Proposed Work Site:  
The proposed work site is located on the NA side of the highway beginning NA feet, NA of the center line, of NA and fronting NA feet further NA along said Highway.

Description Of Work:

8. Select the “Next” option to be navigated to the “Additional Information” Tab.

Note: System will permit you “save” the permit application to Drafts only upon successfully completing the permit location tab. You can save by selecting the “Save” option.

9. Under “Additional Information” Tab, select all options/ record information that applies to your permit application.

Applicant/Main Information | Permit Location | **Additional Information** | Attachments | Renewer/Post Approval

**Instructions:**  
Select all the elements that will be modified or constructed in association with your permit request. The elements below may be added or excluded by the Department during the review process.  
All requests must include the following, unless approved by the Department:

- Complete Set of Plans that include the following:
  - Existing conditions, overall site, and development sheet
  - 20 scale DOT Construction sheets showing changes on State property, grading, drainage, and erosion control sheets
  - Utility plan sheet, if applicable
  - Landscaping/Irrigation sheets, if applicable
- Hydrology Report
- Traffic Impact Study for sites with daily trip volumes of 2000 or greater
- Property Deed and Plat of property frontage

Require Replacement Of Utility Easements OR ELA?  Require Donation Of Additional Row

Speed Limit:

Require Relocation OR adjustment to Any Utility  New Signal or Signal Revision Required?

Comply With American Disabilities Act (ADH)

Existing Signal  Hydro Study Required?

Landscaping?

Deceleration Lanes?  Utility Letters Required?

Center Left Turn Lane?

Bond Type:

Radius Drive?

**Special Requirements:\***  
Indicate if the property is being purchased or subdivided from a larger tract, if the property is being rezoned, or if the local government made any zoning stipulations or development comments.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

10. Select the “Next” option to be navigated to the “Attachments” Tab.
11. Under “Attachments” Tab, please select the required (\*) and desired files that require being uploaded along with this permit application.

Note: You can upload multiple files only against the “Miscellaneous” document Type.

Note: Maximum File Size per Attachment is 100 MB.

Note: Only PDF documents can be attached.

Note: Files are required to be uploaded against Document Types marked with red \* asterisk.

Document Type	Upload	Document Link	Date Uploaded
Letter Of Request *	Select PDF Only		
Plans *	Select PDF Only		
CAP for Monitoring Wells	Select PDF Only		
Drainage/Hydrology Study	Select PDF Only		
Intersection Control Evaluation	Select PDF Only		
Irrigation Plans	Select PDF Only		
Landscape Plans	Select PDF Only		
Miscellaneous	Select PDF Only		
Permit			
Property Deed	Select PDF Only		
Traffic Study	Select PDF Only		

Note: If you add multiple files for the same document type, system will assign version number and you will be able to see the previous documents with version numbers.

Version Number	Modified date
3.0	Aug-07-2018 11:40 AM
2.0	Aug-07-2018 11:39 AM
1.0	Aug-07-2018 11:38 AM

## ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

12. Select “Review and Submit” button.

Note: By Clicking on the Edit button the information can be changed during the review process (before Clicking Submit).

The screenshot displays the 'REVIEW PERMIT' interface. At the top, there is a navigation bar with 'HOME', 'PERMITS', and 'SEARCH' options. The user is logged in as 'siri alaparthi'. The main content area is titled 'REVIEW PERMIT' and includes a sub-header 'Please review your permit details below before submitting.' The form is divided into several sections:

- Applicant/Main Information:** Contains a checked checkbox 'Are you the Applicant?'. It lists 'Permit Reference ID: A-135-000337-1', 'Access Type: 7410A - Limited Landscape', and 'Limited Access: No'. Applicant details include 'Applicant Type: Individual/Property Owner', 'Applicant Name: siri alaparthi', 'Contact Name: siri alaparthi', 'Contact Email: siri.alaparthi1@gmail.com', 'Contact Phone: 440-279-7545', and 'Contact Address: 600 west peach tree street, Atlanta, GA 30009'.
- Work Description:** A section for describing the permit work.
- Permit Location:** Shows 'Primary County: Gwinnett' and a map. The map features a yellow line indicating the permit location, a scale bar (10m/40ft), and an 'esri' logo.
- Location Details:** A table of location information:

City:	GDOT District: District One- Gainesville	US Route:
State Route #:	Side Of Road:	Direction:
Nearest Named Street:	Beginning Number Of Feet:	Further Direction:
Total Frontage:	Beginning Mile Post: 0	Ending Mile Post: 0
Latitude: 33.924324	Longitude: -84.095909	

13. If no changes are to be done, checkbox agreeing that you are the authorized person to submit the application.

14. Click on submit button.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

Latitude: 33.924324 Longitude: -84.095909

Additional Information

Require Replacement Of Utility Easements OR ELA?  Require Donation Of Additional Row Donation Comment:

Speed Limit:  Require Relocation OR adjustment to Any Utility  Comply With American Disabilities Act (ADH)

Signal Required?  Hydro Study Required?  Utility Letters Required?

Date Signal Study Received: Date Hydro Study Received: Date Utility Letters Received:

Deceleration Lanes?  Landscaping?  Existing Signal

Bond Type: Bond Amount:  Radius Drive?

Indemnified Encroachment: Land District: Land Lot:

Attachments

Document Type	Document Link	Uploaded By	Date Uploaded
Letter Of Request	LTRQ_A-135-000337-1.PDF	alaparthi, siri	06/20/2018
Plans	PLAN_A-135-000337-1.PDF	alaparthi, siri	06/20/2018
CAP for Monitoring Wells			
Property Deed			
Drainage/Hydrology Study			
Intersection Control Evaluation			

1 - 6 of 12 items

I acknowledge that I am authorized to submit this permit request on behalf of the property owner, leaser, or an official representing the company, organization or group which owns or leases the property abutting the right-of-way upon which the driveway or other permit work will be constructed.\*

15. After clicking the submit button, dialogue box will be displayed confirming the successful submission of the application, click on ok.

Note: System will send you a confirmation email to your registered email with permit reference id upon successful permit application submission.

Latitude: 33.924324 Longitude: -84.095909

Additional Information

Require Replacement Of Utility Easements OR ELA?  Require Donation Of Additional Row Donation Comment:

Speed Limit:  Require Relocation OR adjustment to Any Utility  Comply With American Disabilities Act (ADH)

Signal Required?  Hydro Study Required?  Utility Letters Required?

Date Signal Study Received: Date Hydro Study Received: Date Utility Letters Received:

Deceleration Lanes?  Landscaping?  Existing Signal

Bond Type: Bond Amount:  Radius Drive?

Indemnified Encroachment: Land District: Land Lot:

Attachments

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CAP for Monitoring Wells			
Property Deed			
Drainage/Hydrology Study			
Intersection Control Evaluation			

1 - 6 of 12 items

I acknowledge that I am authorized to submit this permit request on behalf of the property owner, leaser, or an official representing the company, organization or group which owns or leases the property abutting the right-of-way upon which the driveway or other permit work will be constructed.\*

Success

Your Permit Application has been submitted successfully.

16. You will be able to see the permit under submitted Access Permits.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

SUBMITTED ACCESS PERMITS									
Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date	
A-135-000337-1	7410A - Limited Landscape	siri alaparathi	Gwinnett			Pending	alaparathi, siri	Jun-20-2018 04:19 PM	▲
A-135-000336-1	7410A - Limited Landscape	siri alaparathi	Gwinnett			Pending	alaparathi, siri	Jun-20-2018 03:29 PM	▼

5 Items per page 1 - 2 of 2 items

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17. You can check the status of your application here.  
This list will be updated as approvals, Denials, Review takes place.

SUBMITTED ACCESS PERMITS									
Reference ID/Permit ID	Access Type	Name	County	Route Number	Road Name	Status	Submitted By	Submitted Date	
A-135-000337-1	7410A - Limited Landscape	siri alaparathi	Gwinnett			Pending	alaparathi, siri	Jun-20-2018 04:19 PM	▲
Group Name		Assigned Date	Assigned To	Status	Status Date	Last Updated ...	Comments		
AMPS District Permit Engineer D1		Jun-20-2018 04:18 PM							
AMPS Submitter		Jun-20-2018 04:18 PM	sirialaparathi1...	Submitted	Jun-20-2018 04:18 PM		06/20/2018 16:18 PM - Application Submitted to District 1 Permit Engineer		
AMPS Submitter		Jun-20-2018 04:18 PM	Sujatha Bollam						

1 - 3 of 3 items

A-135-000336-1	7410A - Limited Landscape	siri alaparathi	Gwinnett			Pending	alaparathi, siri	Jun-20-2018 03:29 PM	▼
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5 Items per page 1 - 2 of 2 items

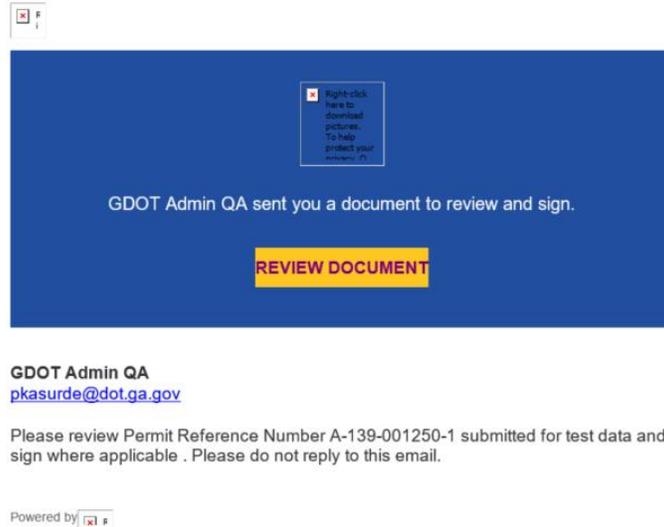
© 2018 Georgia Department of Transportation [Contact Us](#) (Select County and call Traffic Operations).

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 9. Applicant DocuSign

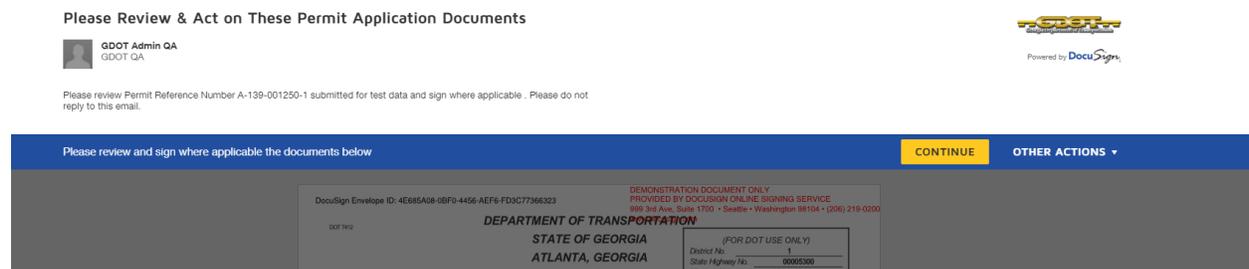
Once DPE approves the permit application, system will send email task notification to applicant to capture the DocuSign.

**From:** DocuSign Demo System <[dse\\_demo@docusign.net](mailto:dse_demo@docusign.net)> on behalf of GDOT Admin QA via DocuSign <[dse\\_demo@docusign.net](mailto:dse_demo@docusign.net)>  
**Sent:** Thursday, August 9, 2018 11:49 AM  
**To:** test data  
**Subject:** The Access Permit Application has been submitted and needs to be reviewed



Click on the Review Document button to finish the task.

Click on continue button.



Based on the permit information, system generates the Permit form, Applicant will review the details and if agree click on the sign button the permit form.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

START

DocuSign Envelope ID: 4E685A08-0BF0-4456-AEF6-FD3C77366323

DOT 7412

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

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



(FOR DOT USE ONLY)

District No. 1

State Highway No. 00005300

Milepost No. 11.91, 231

County Hall

Permit No. A-139-001250-1

APPLICATION AND PERMIT FOR (CHECK ONE)

COMMERCIAL DRIVEWAY       NONCOMMERCIAL DRIVEWAY

CITY STREET INTERSECTION       COUNTY ROAD INTERSECTION

**TO: GEORGIA DEPARTMENT OF TRANSPORTATION**  
**ONE GEORGIA CENTER, 600 WEST PEACHTREE STREET, NW, ATLANTA, GEORGIA 30308**

Application is hereby made by test data 404-373-9411  
Name of Applicant (Area Code) Phone No.

755 Commerce Dr. Suite 700 Decatur, GA 30030  
Post Office Address City and State Zip Code

for permission to construct a Driveway and/or Road Access on the Right-of-Way of STATE HIGHWAY NO. 00005300  
 U.S. within the City Limits of Gainesville and in Hall County,  
 in accordance with the ATTACHED PLANS and subject to the REQUIREMENTS of the Georgia Department of Transportation and  
 subject to any SPECIAL REQUIREMENTS set forth herein. This drive and/or Road Access is proposed to serve a  
**test**

to be located on the property on the SE side of the highway beginning 100 Feet, NE of the center line, of  
NSEW From Nearest Street NSEW

Meeks Rd. and Fronting 2041 Feet further S along said Highway;  
Nearest Street or Road Total Frontage Used NSEW

and at mile post 11.91 to 231

Permit requested this 11 day of March, 2006.

**NOTE:** By signing this application, I hereby certify that:

1. The number and size of driveway shown below is the only access that will be requested for the property described above and may be modified or eliminated by DOT upon a change of use of this property.
2. The DOT has the right to revoke this permit upon 30 days written notice.
3. The DOT assumes no responsibility for maintaining the permitted construction beyond the back of curb or normal edge of pavement.

By test data  
Type or Print Name

Sign

↓

Sign in Ink on All Copies

\_\_\_\_\_  
Title

If Agent or Official for Applicant

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

SPECIAL REQUIREMENTS: (by DOT only)

**test data**

System will insert the DocuSign based on the name of the applicant.

If applicant want to change the DocuSign style click on the signature and click on Change button.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

Permit requested this 11 day of March, 2006.

**NOTE:** By signing this application, I hereby certify that:

1. The number and size of driveway shown below is the only access that will be requested for the property described above and may be modified or eliminated by DOT upon a change of use of this property.
2. The DOT has the right to revoke this permit upon 30 days written notice.
3. The DOT assumes no responsibility for maintaining the permitted construction beyond the back of curb or normal edge of pavement.

By test data  
Type or Print Name

DocuSigned by:  
test data  
4E6046B2001C466...

Title \_\_\_\_\_

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

SPECIAL REQUIREMENTS: (by DOT only)  
test data

Change  
Clear

My Signature and initials window will pop-up.

### My Signatures and Initials

+ ADD

test data

DocuSigned by:  
test data  
4E6046B2001C466...

DS  
TD

Edit x

ADOPT CANCEL

Click on Add if you want to change the name and initials.

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*  
test data

Initials\*  
TD

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
test data  
4E6046B2001C466...

DS  
TD

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

ADOPT AND SIGN CANCEL

Click on Draw if you want to change the style or font of your signature.

## ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

The screenshot shows a dialog box titled "Adopt Your Signature" with a close button (X) in the top right corner. The dialog contains the following elements:

- Text: "Confirm your name, initials, and signature."
- Text: "\* Required"
- Form fields: "Full Name\*" with the value "test data" and "Initials\*" with the value "TD".
- Buttons: "SELECT STYLE", "DRAW" (highlighted with a blue underline), and "UPLOAD".
- Section: "DRAW YOUR SIGNATURE" with a "Clear" link in the top right.
- Image: A handwritten signature "test" in black ink on a white background.
- Text: "By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial."
- Buttons: "ADOPT AND SIGN" (yellow) and "CANCEL" (grey).

Below the dialog box, there are three small numbered items:

2. The DOT has the right to revoke this permit upon 30 days written notice.
3. The DOT assumes no responsibility for maintaining the permitted construction beyond the back of curb or normal edge of pavement.

Once you are satisfied with the signature click on Adopt and Sign button.

Click on replace button on confirmation page. This will replace your existing signature with new signature.

Click on cancel to go back.

The screenshot shows the same "Adopt Your Signature" dialog box as above, but with a "Replace Signature" confirmation dialog box overlaid on top. The "Replace Signature" dialog box contains:

- Text: "Are you sure you want to replace the signature associated with this name?"
- Buttons: "REPLACE" (yellow) and "CANCEL" (grey).

The background dialog box is dimmed, but the signature "test" and the "ADOPT AND SIGN" button are still visible.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

Your new signature will be inserted on permit form.

and at mile post 11.91 to 231

Permit requested this 11 day of March, 2006.

**NOTE:** By signing this application, I hereby certify that:

1. The number and size of driveway shown below is the only access that will be requested for the property described above and may be modified or eliminated by DOT upon a change of use of this property.
2. The DOT has the right to revoke this permit upon 30 days written notice.
3. The DOT assumes no responsibility for maintaining the permitted construction beyond the back of curb or normal edge of pavement.

By test data  
Type or Print Name

**DocuSigned by:**  
[Signature]  
4E6046B2091C488  
Sign Here on All Copies

Title \_\_\_\_\_  
If Agent or Official for Applicant

---

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

SPECIAL REQUIREMENTS: (by DOT only)  
**test data**

Click on Finish button on top of the page to finish the task.

sh to send the completed document. **FINISH** OTHER ACTIONS ▾

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APPLICATION AND PERMIT FOR (CHECK ONE)  
 COMMERCIAL DRIVEWAY  NONCOMMERCIAL DRIVEWAY  
 CITY STREET INTERSECTION  COUNTY ROAD INTERSECTION

TO: GEORGIA DEPARTMENT OF TRANSPORTATION  
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U.S. within the City Limits of Gainesville and in Hall County,  
in accordance with the ATTACHED PLANS and subject to the REQUIREMENTS of the Georgia Department of Transportation and  
subject to any SPECIAL REQUIREMENTS set forth herein. This drive and/or Road Access is proposed to serve a  
**test**

to be located on the property on the SE side of the highway beginning 100 Feet, NE of the center line, of  
NSEW From North-South Line NSEW

Meeks Rd. and Fronting 2041 Feet further S along said Highway.

Task will leave your queue and email task notification will be sent to next reviewer based on the work flow.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 10. Submitting a Revision permit:

Under Access Type select Revision.

1. For submitting a revision, you need permit ID number. Your revision application should be associated with existing permit ID number. Begin typing permit ID number and you will see a list appear. Select the appropriate permit ID. If you do not remember the permit ID go to Search page and find it.

Are you the Applicant?

Applicant Type:\*  
Individual/Property Owner

First Name:\*  
xyu

Last Name:\*  
erg

Email:\*  
erewtfjgjk@gmail.com

Phone:\*  
234-345-5645

Address Line1:\*  
789 hammond dr

Title:

Address Line2:

City:\*  
Atlanta

State:\*  
Georgia

Zip Code:\*  
24334

Access Type:\*  
Revision / Addendum ⓘ Required

Permit ID:\*  
Select Permit ID

Permit ID:\*

A-d

A-001-000138-1

A-005-000156-1

2. Once you have selected Permit ID, press Next to continue to next page, or cancel to discard.
3. Follow previous steps 3 - 17, same as Submitting an Access Permit.

# ACCESS PERMIT APPLICATION SYSTEM (AMPS) FOR EXTERNAL APPLICANTS

## 11. Re-Submit Permit Application (Send Back for Corrections)

Submitter will be able to make changes to the permit application if any reviewer has opted for send back for corrections.

System will send email task notification to Submitter.

The Access Permit Application has been reviewed as Request for Correction

gpassysadmin@dot.ga.gov

To: Chatakondur, Venkata S.  
Cc: Chatakondur, Venkata S.; Giles, Shane; Decker, Sue Ann; Veal, James; Peevy, Jonathan

The following Access Permit Application for  
County: **Gwinnett**  
City: **Test City**  
State Route #: **00564000**  
Side of Road: **West**  
Beginning: **50**  
Ending: **45**  
Access Type: **7410 - Special Encroachment**  
Permit ID: **A-135-001245-1**  
Previous Reviewer Name: **Jonathan Peevy**  
Previous Reviewer Notes: **Please upload the attachment**

has been **REVIEWED**. The reviewer has requested corrections on the Access permit application. Please address these comments and resubmit at your earliest convenience. **Please go to the [GPAS Application](#) and login to view the details/status.**

Click on the link to access and make changes to Permit application or login to your GPAS account.

Under draft permits you can view the permit with status as send back for correction.

Reference ID/Permit ID	Permit Type	Request Type	Access Type	Name	County	Route Num...	Status	Updated By	Updated Date
<a href="#">A-135-001251-1</a>	Access Permit	New	7410 - Special Encroach...	FULTON COUNTY	Gwinnett	00316013	Send for Correction	Hunter, William	Aug-09-2018 04:59 PM

Click on the reference ID/Permit ID to access permit application.

Follow steps same as editing the permit form to make necessary changes and submit.