



Online Permitting

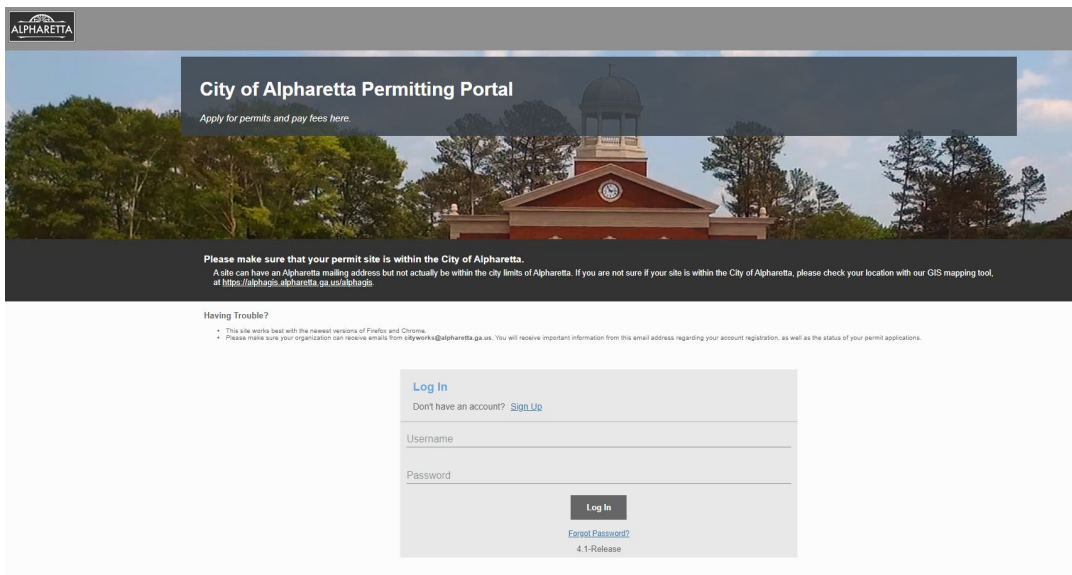
Right of Way Encroachment

The City of Alpharetta web portal allows an applicant to apply for permits online. You will also be able to track the status of your permit that you have requested.

24 hours a Day, 7 days a week, on the Web, from:



To Register Online visit: <https://permits.alpharetta.ga.us/permits/template/Login.aspx>



Internet Explorer is **NOT** compatible

BEST used with: **Google Chrome** or **Firefox**

Last Update: January 2020

Please note: Make sure you are able to receive emails from cityworks@alpharetta.ga.us. Information regarding your account registration, resubmittals and permit status will come from this email address.

There are NO fees associated with a Right of Way Encroachment Permit.

Applicants will be notified via email when:

- Any part of the application is incomplete
- Any part of the submitted plans require modification
- Permit has been issued and is available to print

If you are an existing user: Log in with existing credentials to begin application process, review permits in process or download approved permits.

If you are a new user: Enter your information and click “Register”

Public App x +

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

Apply for a login

All fields are required

CREDENTIALS:

Email Address

✗ Please provide a valid email Id.

Password

Confirm Password

CONTACT INFORMATION:

First Name Last Name

Address

City State Zip

Home Phone Mobile Phone

Register Cancel

Please check your email for account verification

Public App x +

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

Your request for a new login was successfully submitted. Please check your email for account verification.

Welcome to Cityworks

To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

[Click here to activate your account](#)

Note: This registration link will expire in two days.

Thank You,
City of Alpharetta

Helpful Tip - If you open your email and “click here” while using Internet Explorer you will receive an error message.

Please use your email in a different web browser or you can right click the “Click here to activate your account” copy the link and past it into Google Chrome or Firefox.

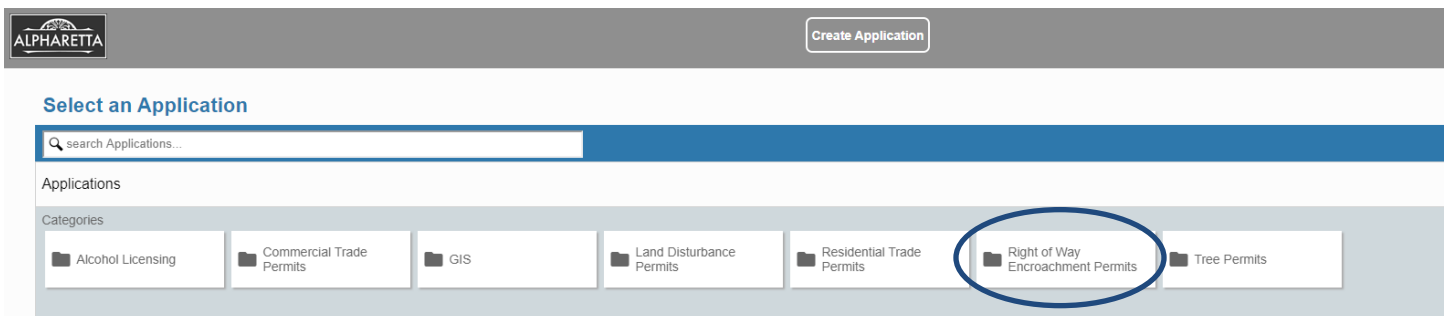
Login to complete your registration

A screenshot of a web application's login page. At the top, the text "Login to complete registration" is circled in blue. Below this are two input fields: the first is labeled "dcrowfeyme" and the second is labeled "Password". A "Log In" button is positioned below the password field. At the bottom of the form, it says "4.1-Release".

Now that you are Registered let's select your action.
For this example, we will "Create Application"



Choose the appropriate Category



Choose the type of Application

ALPHARETTA

Create Application

Select an Application

search Right of Way Encroachm...

Applications > Right of Way Encroachm...

Applications

Right of Way Encroachment Permit

Enter the following in the Description and Address fields:

- Description - provide information on project in this field.
- Address - street name, intersection or exact address to be provided. If you receive an error with an address prefix please use street name only and provide prefix in Description field.
- Map is shown as a reference only. Do not use as a tool to mark location of work.

Then click “Next”

ALPHARETTA

Create Application

Application: Right of Way Encroachment Permit

Step 1 of 4

Main

Description
Bore for new utility

Address
2 Park

Suggestions...
2 Park Plaza, Alpharetta, GA, 30009

Cancel Clear Next

Enter Name, Address, Phone Number and Email information for the following people and click “Next”

- 24 Hour Contact
- PW Contractor (contractor performing work. If same as Utility Owner, please enter information again)
- Utility Owner

*Note: “Use My Info” will automatically load the applicant’s information based on the registration profile.

ALPHARETTA Create Application

Application: Right of Way Encroachment Permit Step 2 of 4

1 Main
2 People

24 Hour Contact <small>more....</small>	Use My Info	PW Contractor <small>more....</small>	Use My Info	Utility Owner <small>more....</small>	Use My Info
Name		Name		Name	
Address Line1		Address Line1		Address Line1	
City Name State Zip Code		City Name State Zip Code		City Name State Zip Code	
Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)	
Email		Email		Email	
Comment		Comment		Comment	

Cancel Clear Previous **Next**

Enter the following information in the Work Information section and click “Next”


- Desired Project Start Date - this is a request only
- Projected Project End Date - anticipated end date. Permit will expire 90 days from issue date
- Description of Project
- Check if applicable:
 - Street Bore
 - Street Cut


***Note: Completed applications may take up to 10 business days to process**

Application: Right of Way Encroachment Permit

- 1 Main
- 2 People
- 3 DataGroup

Work Information

Desired Project Start Date:
12/1/2019 


Projected Project End Date:
03/1/2020 

Description of Project:

Street Bore

Street Cut

CITY USE ONLY - Right of Way Information

Type of Work:
 

Brief Description:

To avoid incomplete permit submittals, attach **MANDATORY** complete set of plans/drawings/photos to **EACH** online permit submittal by clicking on “Add attachments” then click on “Submit” to complete the application process.



***Note:**

- Video files are not currently supported to add as an attachment in the Portal. Please contact Randy Hyde, Engineering Technician at 678-297-6240 or utilitypermits@alpharetta.ga.us if video will be part of application process.

The screenshot displays the Alpharetta online permit application portal. At the top, the Alpharetta logo is on the left, and a 'Create Application' button is on the right. Below the header, the application title is 'Application: Right of Way Encroachment Permit' and the progress indicator shows 'Step 4 of 4'. A navigation menu on the left lists four steps: 1 Main, 2 People, 3 DataGroup, and 4 Rel Docs. The 'Add attachments...' button is circled in blue. An 'Open' file dialog is overlaid on the screen, showing a folder structure with 'Bring One for the Chipper 2004' and 'pictures' folders. The 'Submit' button in the bottom right is also circled in blue.

Important items to note

- Applicants may check the status of submitted applications by logging into their account and reviewing each record under “Submitted Applications.” **ONLY** the original applicant has access to the permit.
- Complete applications will be processed within 10 business days from the date of submittal. Any missing information or resubmittals will extend processing time. **NO** work may be performed without a completed, approved Right of Way Encroachment Permit posted onsite.
- Please reference [<insert link to “Permit Provisions”>](#) for conditions related to all Right of Way Encroachment permits.
- All submitted applications are viewable to the applicant when logging in to the Portal along with the current status.
- In order to print an Issued permit please login to the Portal and select “Get PDF Report” in the “Actions” drop down menu for the appropriate record.
- Do not delete any attachments submitted via the Portal. Deletion of attachments will result in a Stop Work order.
- If additional information is needed to complete a permit request the applicant will be notified via email to login to the Portal for additional information. Please look for comments in the “Workflow” section of the application for details.

Workflow					
Description	Result	Target End	Completed	M	Comments
Completeness Review	YES_	12/9/2019 1:11 PM	11/25/2019 1:12 PM	1	
Tree Review	NA-NEXT	12/2/2019 1:12 PM	11/25/2019 1:13 PM	2	
Traffic Review	RESUBMIT	12/2/2019 1:12 PM	11/25/2019 1:13 PM	2	
Engineer Technician Review	RESUBMIT	12/2/2019 1:13 PM	11/25/2019 1:13 PM	3	
Resubmit Received		11/27/2019 1:13 PM		3	
Permit Expire				4	