



PROCEDURES FOR FIBER OPTIC CABLE PERMITS

REVISED: JUNE 20, 2025

Land Development Department; Room 644
CITY OF MEMPHIS 125 N. Main St., Memphis TN 38103



Table of Contents

I Introduction & General Background2

II Submittal Requirements.....3

III General Requirements for Permit Work.....8

APPENDIX.....10

 A. Sample City of Memphis Permit.....11

 B. Sample Scenario for Railroad Route13

 C. TDOT Application and Utility Use and Occupancy Agreement.....14

 D. MATA ROW Work Request.....20

 E. MATA Roadway Worker Protection.....25

 F. MATA Tracks Access Permits.....34



I Introduction & General Background

The City of Memphis, Engineering Division (City Engineering) welcomes the opportunity to serve the citizens of our community. This document serves as a means to communicate our process related to land development, and the role that City Engineering plays in that process.

The Land Development Department (LDD) is a department under City Engineering that specifically works with the Memphis and Shelby County Department of Planning & Development (DPD) to ensure that all developments adhere to City standards and meet the requirements set forth for public improvements.

This document is meant to serve as a guide for following the correct procedures to obtain a permit to install fiber optic cables within the City of Memphis Right-of-Way (ROW). After permit issuance the installer will be contacted by the Real Estate Department to process a Public ROW agreement for annual billing related to occupancy of Public ROW in accordance to [Ordinance 5734](#). Any additional questions or concerns may be addressed to the following contact in Land Development:

Title: Database Fiber Optics Coordinator
Address: 125 North Main Street, Room 644
Memphis, TN 38103
Phone: 901.636.6794

Disclaimer: This document is provided as a general guideline for the plan submittal process in the City of Memphis ROW. Information contained herein is for the designer's aid. The intent of this document is to provide information and guidance only. The engineer is ultimately responsible for the accuracy and completeness of the design submittal.

All permits for the City of Memphis can be applied for at the Develop 901 website for Accela (refer to Appendix H for more information):

<https://aca-prod.accela.com/SHELBYCO/Default.aspx>

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS



To permit in other municipalities around Shelby County please contact the following departments:

City of Bartlett

[John Horne, Director of Engineering](#)
[Dalan Hubbard, Utilities Engineer](#)

City of Germantown

Website:
[Fiber Optic Utility | City of Germantown](#)
[City of Germantown Engineering Email](#)

Shelby County

[George Holliday](#)

City of Lakeland

[Emily Harrell, City Engineer](#)

City of Millington

[Ben Womble, Development Engineer](#)

Town of Arlington

[Danny Rhea, Construction Inspection Manager](#)
[Jeremy Credeur, Town Planner](#)
[Stephany Peterson, Planning Clerk](#)

City of Collierville

Website:
[Boring/Street Cut Permit Application - Collierville](#)
[Mike Kelly, Development Technician](#)
[Engineering Collierville Email](#)

Additionally, the links to the following City of Memphis ordinances that are relevant to this document are included below:

[CHAPTER 6-24. - FIBER OPTIC AND TELECOMMUNICATIONS FRANCHISE](#)
[CHAPTER 6-28. - FIBER OPTIC AND TELECOMMUNICATIONS RESELLER FRANCHISES](#)



II. Submittal Requirements

A. Master PROW Agreements:

All companies that install fiber optic cable in the City of Memphis are required to apply and obtain a Master Public Right-of-Way (PROW) Agreement for work performed in the City of Memphis ROW. Companies with a Master PROW Agreement will then submit all items listed in Section B.

To request more information about Master PROW Agreements please refer to the Master PROW Agreement Process Packet in Appendix D and contact the Land Development Department at 901.636.6794

Companies who do not have a Master PROW Agreement, but would like to apply for a singular permit to install Fiber Optic Cable for a specific customer can also refer to the items listed in Section D. These requests will be reviewed on a case-by-case basis to determine if they require a Master PROW or can be permitted individually.

B. Items to be submitted for all fiber optic cable requests:

All fiber optic cable plans that are submitted to Land Development through the Develop 901 Accela portal must contain:

1. Construction drawings that clearly depict the route requested (in PDF format) including installation details. **If there is a request to install fiber optic cable onto a traffic signal pole, the request will need to include appropriate wording and drawing details of the installation. The request will need to be approved by the Traffic Engineering Department before a permit can be issued.** All permit drawings must contain the following items:
 - Standard Plat Sheet Size (either Letter or Legal size)
 - North Arrow
 - Scale
 - Clearly Labeled Cross Streets and ROW lengths
 - Include and Clearly Label the entirety of ROW work on map (s)
 - Project Name
 - Locations of Proposed Work: Beginning and End Points with GPS Coordinates
 - Unique Line Type or Color for Unique Type of Installment
 - Length of Fiber Segments between Handholes (to scale)
 - Handholes Clearly Labeled with GPS Coordinates
 - Description of route included
 - Match Line (as needed)
 - Page Numbers (as needed)
 - Text Legible; 0.12" Text Height; Not Overlapping
2. An aerial shot (in PDF format) that depicts the area in which the project is located.
3. Permit request document (in Word format) including the following:
 - i. Route name identifier or customer being served.
 - ii. Narrative description of entire route (in Word format). Narrative description must provide information concerning the location of the start of the route, applicable changes in direction with appropriate lengths for each run in a different direction, structures that may be placed in ROW, and the location of the end of the route.
 1. **Permit requests for work crossing through areas outside of City of Memphis ROW:** All permits issued are valid for work within City of Memphis ROW. See Section C regarding permits that will run through Tennessee Department of Transportation (TDOT), Memphis Area Transportation Authority (MATA), and other railroad authorities.



2. **Permit requests outside of work hours listed in General Requirements, Item 10:** All permit requests are issued for work from Monday through Friday from 8:00 AM – 4:00 PM per General Requirements **unless specifically requested**. Permit requests that are requested for work during over time hours of 6:00 PM – 6:00 AM or on Saturday will need to provide valid reasoning for the request along with assessment for overtime inspection fees (see Section 3.B.7.ii.1) and will be reviewed on a case-by-case basis where work hours are determined to be more feasible in overtime hours than the regular hours listed in the General Requirements.
 - iii. Length of Directional Bore (see Sample Permit)
 - iv. Length of Aerial Placements (see Sample Permit)
 - v. Length of Other Installations (see Sample Permit)
 - vi. Total Length of ROW footage (see Sample Permit)
 - vii. Number of conduits (see Sample Permit)
 - viii. Size of each conduit (see Sample Permit; if there are multiple conduit sizes being used all sizes and lengths for conduits requested must be listed)
 - ix. Number of street crossings (see Sample Permit)
 - x. Installer's contact information (see Sample Permit)
 - xi. Subcontractor's information (see Sample Permit)
 - xii. Cable Company's information (see Sample Permit)
 - xiii. An estimated duration and scope of work within City of Memphis ROW and the type of Traffic Controls that will be required to be placed in ROW. The Engineering Department will calculate and invoice the fee along with the other fees. The breakdown of fees is listed in [Ordinance 5766](#). Check list of items includes the following:
 1. Bagged/Displaced Parking Meters: Indicate the number of displaced parking spots and the duration (daily rate as of the writing of this document is \$21/day per displaced parking spot).
 2. Construction Dumpster Fee: Indicate if a dumpster is needed in the ROW and the duration.
 3. Special Parking Permission: Indicate if equipment has to be parked in ROW overnight on sidewalk or lane and the duration.
 4. Lane Closure: Indicate the number of lanes that need to be closed and the duration.
 5. Road/Alleyway Closure: If a road needs to be closed please explicitly list the location closed, the duration and the reason for the request. The request will be sent to Traffic Engineering for approval.
 6. Sidewalk Closure: Indicate the duration that sidewalk needs to be closed.
 7. Over-Dimensional Transport Permit Fee: Please specifically list if equipment that is oversized needs to be brought on site. Traffic Engineering will coordinate the associated escort fees for that request.
4. Latitude and Longitude coordinates for all bore entry and exit locations.
5. Utility locate numbers. If unavailable at the time of submission, the contractor will be required to obtain utility locate numbers prior to construction through [Tennessee 811](#).
6. A copy of your approved Master PROW Agreement (optional) If there is no agreement on file, please upload a document stating a Master PROW Agreement application needs to be completed.

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS



7. Fiber Optics Fees:
 - i. A \$750 base review is assessed for all fiber optic permit requests (unless otherwise agreed in existing Master PROW Agreements).
 - ii. An inspection fee of \$1 per foot is assessed for all fiber installations in the ROW.
 1. **Permit requests outside of work hours listed in General Requirements that request for work during over time hours of 6:00 PM – 6:00 AM or Saturday (see Section 2.B.3.ii.1.) are reviewed on a case-by-case basis and will be billed for over time inspection at \$1.50 per foot.**
 - iii. Fees for traffic controls will be required and the basis of the fee is outlined in [Ordinance 5766](#). The fee will be determined upon submittal of the permit based on the traffic controls that will need to be used.
 - iv. Payment form should be specified to the City and can be made via:
 1. Check: Payments with check should be made to “City of Memphis, 125 N. Main St. Memphis, Room 644 TN 38103”, should be mailed to that same address, and will be processed in Land Development.
 2. Credit Card: Payments with credit card will incur an additional 2.6% service charge for all related fees and will need to be invoiced in Accela by Land Development.
 3. ACH: Payments with ACH should be coordinated with Land Development prior to permit issuance. All ACH payments will need to be confirmed by City Finance before a permit can be issued.
8. Length of time that a permit number is valid:
 - i. **Permit numbers are valid for 8 weeks after the date of issue.** An extension for work that is not completed within the listed time frame needs to be requested and approved by the LDO with an update on remaining work. Extensions are only granted for delays incurred on behalf of a City entity and are reviewed on a case-by-case basis.
 - ii. Failure to request an extension will result in the LDO closing out the permit number and a new permit having to be issued for remaining work.



C. Permit requests for work crossing through areas outside of City of Memphis ROW:

State Routes - Tennessee Department of Transportation:

- Point of Contact:
Patrick Walker | Technician Senior
Region 4 Utility Permit Coordinator
Project Development Utilities
300 Benchmark Place
Jackson, Tennessee 38301
Phone: 731-935-0121
Cell: 731-343-0038
Patrick.Walker@tn.gov
- [List of State Routes](#)
- [Map of State Routes](#)
- Contractor will be responsible for contacting the above listed point of contact and obtaining a permit for the span of installment in TDOT ROW before a City of Memphis permit is issued. TDOT standards and guidelines must be adhered along with City of Memphis General Requirements. Construction drawings submitted are permitted to show a continuous route extending from City of Memphis through TDOT ROW with notes referring to included TDOT permit.
- TDOT forms have been attached in Appendix D (TDOT Application and Utility Use and Occupancy Agreement).

MATA Trolley Routes - Memphis Area Transportation Authority:

- Point of Contact:
Greg Carlson | Infrastructure Manager
Memphis Area Transit Authority/ Mid-South Transportation Management, Inc.
Office: 901.577.2678 | 547 N. Main Street, Memphis, TN 38105
Mobile: 901.399.4007
gcarlson@matatransit.com
- [Map of MATA Tracks](#)
- Contractor will be responsible for contacting the above listed point of contact and sending construction drawings for the span of installment in MATA ROW. Approval from MATA must be shown before a City of Memphis permit is issued. MATA standards and guidelines must be adhered along with City of Memphis General Requirements. Construction drawings submitted are permitted to show a continuous route extending from City of Memphis through MATA ROW with notes referring to included MATA approval.
- MATA forms have been attached in Appendix E-G for reference. Standard operating procedures are listed in detail: Appendix E and F (MATA ROW Work Request and MATA Roadway Worker Protection) should be referenced for all projects within the vicinity of MATA ROW and Appendix G (MATA Track Access Permits) should be additionally referenced if work is being requested through MATA Trolley Tracks.



Railroad Routes – respective railroad authority:

- Procedure links:
[Union Pacific](#)
[BNSF Railway](#)
[Norfolk Southern](#)
[Canadian National](#)
- Contractor will be responsible for referencing the above listed links and obtaining a permit for the span of installment in applicable railroad authority's ROW and will be permitted separately from City of Memphis permit. **Construction drawings submitted are not permitted to show a continuous route extending from City of Memphis through applicable railroad authority's ROW. City of Memphis permit route will begin and end outside of applicable railroad authority's ROW.**
- Sample Scenario for Railroad Route can be found in Appendix B.

D. Additional items to be submitted for single Fiber Permit requests:

Additional items to be submitted for single Fiber Permit requests will reference the following document:

[Procedures for a Right-of-Way Permit](#)

For companies requesting a one time fiber optic installation, the following items must be provided:

1. Comprehensive General Liability and Auto Insurance Listing (*Section A*)
2. A \$15,000 performance bond (*Section B*)
3. Memorandum of Understanding (*Section C*)
4. A flat fee for a street cut permit for \$350.00

Once all applicable items have been received, a ROW Permit Number will be assigned to the application by the Land Development Department that is separate from the Fiber Optic Cable Permit Number. **To have the performance bond released all General Requirements must be met and a notice of completion sent to the Land Development Department including the ROW Permit Number and the Fiber Optic Cable Permit Number.**

E. Links for Civil Standards and MUTCD:

Below are links to the City of Memphis Civil Design Standards and the MUTCD (Part 6: Temporary Traffic Control). These standards and requirements will be enforced by inspectors as relevant to each permit.

[Full Set of Civil Standards](#)

[MUTCD 11th Edition \(2023\)](#)

III. General Requirements for Permit Work

The following General Requirements are listed at the bottom of every approved permit release memo.

General Requirements for Fiber Optic Cable Installation

Administration Requirements

- 1) The City of Memphis requires the company purchasing permits to assign 1-2 people who will be responsible for communicating with the City of Memphis and its designated Inspectors- Construction Services at Cannon and Cannon, Inc (51 Germantown Court, Suite 111, Memphis, TN 38018)- regarding all permit matters via email. The contact information for Construction Services' email is as follows: Construction.Services@cci-corp.com.
- 2) A permit number for the requested route will be issued by the City of Memphis Land Development Office, 125 N. Main St., Memphis, TN. This permit is not valid without a valid permit number. All permit fees must be paid prior to issuance of a permit.
- 3) Any work on a site without a valid permit or expired permit will result in fines and additional fees assessed in accordance with City of Memphis ordinances for the issuance of a valid permit for the project area.
- 4) The following types of notifications are required to be submitted to Construction Services via email: Start Work, Completion, Cancellation, Intent to Re-Permit, Extension Request, and Repair Notification. All notifications must include the permit number that the notification(s) is in regarding.
- 5) A Start Work notification must be given via email to Construction Services 1-3 business days prior to any work beginning in the Public Right-of-Way (ROW).
- 6) Completion notices must be provided to Construction Services once all aspects of the permitted installation are finished. These aspects include, but are not limited to fiber optic conduit installation, access point (handhole) installation, marker installation, aerial cable installation, disturbed area repair, concrete repair, asphalt repair, and final spray paint markings. The completion notification must be provided to Construction Services either before or on the permit expiration date.
- 7) Cancellation and Intent to Re-permit notices must be given to Construction Services before the expiration of the permit. Once an Intent to Re-Permit is given to Construction Services, the re-permit must be issued within 30 days per the City of Memphis Engineering Department. The issuance of the re-permit is the responsibility of the Vendor to complete.
- 8) Extension Requests must be submitted to Construction Services via email before the permit expiration date. Documentation must be provided identifying delays directly caused by the City of Memphis or other unforeseeable circumstances. The City of Memphis Land Development office will review each Extension Request on a case -by-case basis and communicate approval or rejection of the Extension Request to Construction Services.
- 9) Repair/Restoration notices must be given via email to Construction Services by the specified date that Construction Services will communicate to the Vendor.
- 10) If the designated City of Memphis Inspector does not receive a notification of Completion, Cancellation, or Intent to Re-Permit before the permit expires, the permit will **NOT** be allowed the 10-business day restoration period. The Vendor will be required to purchase a re-permit for the entire route within 10 days to restore the site.

On-Site Installation Requirements

- 1) This permit is valid only for work within City of Memphis ROW. **A copy of the approved permit, all approved documentation relating to permit revisions, and any applicable permits for TDOT, MATA, or other railroad authorities must be kept on the job site at all times whether physically or electronically.** Failure to do so will result in a Stop Work Order being issued and the crew required to leave the site for the rest of the workday.
- 2) Extensions, Weekend, or Saturday only work requests will be submitted to the City of Memphis LDO for review before approval or denial. Additional hours approved by the LDO will be communicated via email and a copy of approval will be kept on the job site at all times.
- 3) The installer is required to have clear company insignia and name on both sides of all vehicles & equipment present at the work site to ensure that the listed subcontractor is performing the work approved in this permit. Signage must be a minimum of 12 inches by 12 inches on the body work of the vehicle (not on any glass) or equipment. Signage may be magnetic or decal. Printed paper signs in windows will not be accepted.
- 4) Door hangers with a valid local point of contact listed must be placed on all residences impacted within the permitted working area and documentation of door hanger placement must be provided to Construction Services before work on the issued permit begins.
- 5) This permit is not valid unless the point of contact listed above as the installer has been verified to perform the work listed in this permit.

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS

- 6) All cable placements will be placed 30 to 48 inches in depth between the back of the curb to the edge of the ROW only. Equipment installed in the ROW must be clearly labelled with the installer's name and a phone number.
- 7) All installed handholes must be installed at grade with packed dirt and sod.
- 8) New pole markers are prohibited within the ROW; curb markers shall be used as the designated alternative.
- 9) Any disturbed ground resulting from construction shall be sodding, not seeding, with a sod similar to that on the remainder of the site near the disturbed area.
- 10) Stub outs within three (3) feet of a utility pole shall not exceed twenty-four (24) inches above the adjacent grade. Stub outs more than three (3) feet away from a utility pole shall not exceed eighteen (18) inches above the adjacent grade.
- 11) The contractor shall not leave equipment in the ROW when not working at that site. The contractor shall minimize the time that equipment will be blocking any entrances or exits to properties where installation is taking place. If a blockage occurs at the only entrance/exit to a property for more than 1 hour, the contractor will need to notify the property owner.
- 12) At locations where the installer is required to set up temporary traffic controls in the City of Memphis ROW per MUTCD requirements the installer will need to obtain prior approval for the requested duration and scope of work from the Engineering Department and submit related fees. Traffic controls not approved on the issued permit will result in a Stop Work Order and additional fees being assessed for additional scope of work.
- 13) At locations where the contractor is unable to bore, cutting the pavement may be necessary. Where sidewalk is impacted with the installation of a handhole or other construction, the contractor is required to remove and replace all of the sidewalk panels disturbed. The pavement and sidewalk shall be removed and restored according to standard City of Memphis specifications. Any work involving streets, sidewalks and/or curb/gutter will require an appropriate permit issued by City of Memphis Construction Inspection office located at 2599 Avery Avenue, (901) 636-2462 and operate between the hours of 7:00 AM to 4:00 PM Monday through Friday. Any permit issued by Construction Inspections shall be valid for the area covered by the fiber permit. Any construction impacts to a commercial driveway will require a City of Memphis permit from Traffic Engineering located at City Hall, 125 N. Main Street, Room 668, (901) 636-6710. The office hours are 8:30 AM to 5:00 PM Monday through Friday.
- 14) The contractor shall contact the City of Memphis Traffic Signal Maintenance (TSM) Shop, 980 S. Third St. Memphis, TN, at (901) 528-2844 between the hours of 7:30 AM to 3:00 PM on weekdays for location of signal conduit and wires a minimum of 72 (weekday) hours prior to starting any work within 350 feet of a traffic signal device. Voice messages will not be accepted. After calling the TSM Shop the installer will be required to send a follow up email to the TSM Shop at memphistrafficsignal@memphistn.gov and copy Construction.Services@cci-corp.com listing who they contacted at the TSM Shop, the intersection at which work is being requested, and the permit number related to the requested fiber optic installation.

Restoration Requirements

- 1) The Vendor is responsible for requiring the contractor to restore / repair any damages or deficiencies along the permitted installation route that resulted from the installation of materials as described by the issued permit.
- 2) The designated City of Memphis Inspector will complete routine inspections on the permitted route within 5 business days of the permit being issued and report any damages on their inspection report.
- 3) The City of Memphis requires that ROW within the permitted sites is to be restored/repared to the standard of as good or better than the initial status of the ROW before installation.

Failure to comply with the above requirements will result in a STOP WORK ORDER being issued which halt work for the rest of the workday. Fines, additional fees, and permit holds will be implemented in accordance with City of Memphis ordinances until identified issue(s) have been resolved.

City of Memphis Engineering - Land Development Office
125 N. Main St. Room 644
Memphis, TN 38103-2017
(901) 636-6794
LDOPermits@memphistn.gov | Construction.Services@cci-corp.com

All General Requirements are applicable to all companies requesting fiber optic installation in the City of Memphis ROW. Additional requirements may be added per discretion of the Division of Engineering to reflect all the requirements listed out in City Ordinances for fiber optic permits.

Notice on Stop Work Orders:

The contractor shall be assessed a \$50/day penalty per permit for any issued Stop Work Orders due to violations of the General Requirements. **A Stop Work Order will result in future permits being placed on hold until all infractions have been satisfied.** The Stop Work Order and permit holds will not be removed until the \$50/day penalty is paid and the violated permit conditions are addressed to the satisfaction of the City of Memphis.

Permits that are installed before a permit has been issued or worked on after a permit has expired will be issued a Stop Work Order. For the listed permits violating permitting rules the installer will also be billed applicable review fees and overtime installation at \$1.50/ft. of inspection fees on the entire length of the permit requested.

Notice on Temporary Traffic Controls:

On February 8th, 2021 [Ordinance 5766](#) was signed and approved to establish a fee structure to charge fees for permitting and placing temporary traffic controls in the City of Memphis ROW. At locations where the installer will need to set up temporary traffic controls in the City of Memphis ROW per MUTCD requirements the installer will need to obtain prior approval for the requested duration and scope of work from the Engineering Department and submit related fees. Traffic controls that have not been previously approved will result with a hold on current work and additional fees being assessed to cover the scope of work not previously permitted.

As with all installation work listed on the permit the installer is required to adhere to the requested traffic controls for the requested duration. Should an installer not adhere to traffic controls requested on and have placed additional traffic controls without prior approval from City Engineering the Construction Services inspectors hold the right to issue a Stop Work Order. Permit installation will be placed on hold until all required traffic controls have been requested and approved by City Engineering.

Note for clarification on contacting Construction Services:

Construction Services must be notified of installations at the following given time frames to be compliant with General Requirements:

- Between 24-72 hours prior to any work done within the public right-of-way.
- At the start of each workday where crews are anticipating being on site.
- If emergencies arise on site, especially if crews need to conduct emergency work outside of permitted hours.
- When work is completed to request a final inspection of the site.

APPENDIX

A.	Sample City of Memphis Permit.....	12
B.	Sample Scenario for Railroad Route	16
C.	Master PROW Agreement Process Packet.....	17
D.	TDOT Application and Utility Use and Occupancy Agreement.....	20
E.	MATA ROW Work Request.....	26
F.	MATA Roadway Worker Protection.....	38
G.	MATA Tracks Access Permits.....	41
H.	How To: Request a Fiber Permit Through Accela.....	48

APPENDIX A: SAMPLE CITY OF MEMPHIS PERMIT

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS



From: City of Memphis Engineering- Land Development Office

To: Construction Services, Cannon & Cannon, Inc.

Date: (Date Permit is Released to City Inspections)

Re: (Company name), Fiber Optic Cable in City of Memphis Right of Way (Franchise or Non-Franchise Agreement)

Route Name: (Name of route of permit request)

Expiration Date: (Date of Permit Expiration set at 56 days after Date Permit is Released to City Inspections)

Permit Number: FIBCBL- (XX) – 000XXX (All permits are designated by [record type] – [Year, last two digits] – [permit number])

Application Name: (Application Name is the designated name the applicant assigns to their record)

Description:

Description of Entire Route:

(Description provided must provide information concerning the location of the start of the route, applicable changes in direction with appropriate lengths for each run in a different direction, structures that may be placed in ROW, and the location of the end of the route.)

GPS Locations (multiple GPS Locations will appear here):

Latitude: (Starting Coordinates of Route)

Longitude: (Ending Coordinates of Route)

Locate Ticket: (Available Ticket Numbers; if not available locate tickets will be called in by the contractor)

Extended Hours: (If extended hours are approved, they will be reflected here)

Saturday Work: (If Saturday work is approved, it will be reflected here)

ROW Footage

Aerial Footage: (Length of Aerial Placements)

Directional Bore Footage: (Length of Directional Bore)

Other Footage: (Length of other installations: handholes, splice, etc.)

Trench Footage: (Length of Trench Footage)

Total ROW Footage: (Length of Total ROW Footage)

Size of each Conduit:

Amount: *(Number of conduits installed)* Size (Inches) *(Size of conduits installed)*

Number of Street Crossings: *(number of underground installation street crossings)*

Contact Type:

APPLICANT *(multiple contacts on an application will appear here):*

(Name of Point of Contact)

(Name of Company)

(Email) Phone Number)

Only a cursory review of the route via available aerial photography was conducted. It is the responsibility of the contractor to ensure that all utility locates have been requested and completed/updated prior to construction, and that any and all permits required from other entities have been acquired. Evidence of underground utilities is present including gas, water, electric, sewer and drainage. Overhead utilities including power lines, street lights, and traffic signals are present. The presence of traffic signals would indicate that buried traffic signal cables are in the vicinity, as well. Other underground utilities should be expected. For this route, it is estimated that the pedestrian traffic will be heavy and the vehicular traffic volumes will be heavy. Appropriate pedestrian and vehicular traffic control should be implemented by the contractor. It is the responsibility of the contractor to notify emergency services of any closure of any roadway or alley – no matter the duration.

General Requirements for Fiber Optic Cable Installation

Administration Requirements

- 1) The City of Memphis requires the company purchasing permits to assign 1-2 people who will be responsible for communicating with the City of Memphis and its designated Inspectors- Construction Services at Cannon and Cannon, Inc (51 Germantown Court, Suite 111, Memphis, TN 38018)- regarding all permit matters via email. The contact information for Construction Services' email is as follows: Construction.Services@cci-corp.com.
- 2) A permit number for the requested route will be issued by the City of Memphis Land Development Office, 125 N. Main St., Memphis, TN. This permit is not valid without a valid permit number. All permit fees must be paid prior to issuance of a permit.
- 3) Any work on a site without a valid permit or expired permit will result in fines and additional fees assessed in accordance with City of Memphis ordinances for the issuance of a valid permit for the project area.
- 4) The following types of notifications are required to be submitted to Construction Services via email: Start Work, Completion, Cancellation, Intent to Re-Permit, Extension Request, and Repair Notification. All notifications must include the permit number that the notification(s) is in regarding.
- 5) A Start Work notification must be given via email to Construction Services 1-3 business days prior to any work beginning in the Public Right-of-Way (ROW).
- 6) Completion notices must be provided to Construction Services once all aspects of the permitted installation are finished. These aspects include, but are not limited to fiber optic conduit installation, access point (handhole) installation, marker installation, aerial cable installation, disturbed area repair, concrete repair, asphalt repair, and final spray paint markings. The completion notification must be provided to Construction Services either before or on the permit expiration date.
- 7) Cancellation and Intent to Re-permit notices must be given to Construction Services before the expiration of the permit. Once an Intent to Re-Permit is given to Construction Services, the re-permit must be issued within 30 days per the City of Memphis Engineering Department. The issuance of the re-permit is the responsibility of the Vendor to complete.
- 8) Extension Requests must be submitted to Construction Services via email before the permit expiration date. Documentation must be provided identifying delays directly caused by the City of Memphis or other unforeseeable circumstances. The City of Memphis Land Development office will review each Extension Request on a case -by-case basis and communicate approval or rejection of the Extension Request to Construction Services.
- 9) Repair/Restoration notices must be given via email to Construction Services by the specified date that Construction Services will communicate to the Vendor.
- 10) If the designated City of Memphis Inspector does not receive a notification of Completion, Cancellation, or Intent to Re-Permit before the permit expires, the permit will **NOT** be allowed the 10-business day restoration period. The Vendor will be required to purchase a re-permit for the entire route within 10 days to restore the site.

On-Site Installation Requirements

- 1) This permit is valid only for work within City of Memphis ROW. **A copy of the approved permit, all approved documentation relating to permit revisions, and any applicable permits for TDOT, MATA, or other railroad authorities must be kept on the job site at all times whether physically or electronically.** Failure to do so will result in a Stop Work Order being issued and the crew required to leave the site for the rest of the workday.
- 2) Extensions, Weekend, or Saturday only work requests will be submitted to the City of Memphis LDO for review before approval or denial. Additional hours approved by the LDO will be communicated via email and a copy of approval will be kept on the job site at all times.
- 3) The installer is required to have clear company insignia and name on both sides of all vehicles & equipment present at the work site to ensure that the listed subcontractor is performing the work approved in this permit. Signage must be a minimum of 12 inches by 12 inches on the body work of the vehicle (not on any glass) or equipment. Signage may be magnetic or decal. Printed paper signs in windows will not be accepted.
- 4) Door hangers with a valid local point of contact listed must be placed on all residences impacted within the permitted working area and documentation of door hanger placement must be provided to Construction Services before work on the issued permit begins.
- 5) This permit is not valid unless the point of contact listed above as the installer has been verified to perform the work listed in this permit.
- 6) All cable placements will be placed 30 to 48 inches in depth between the back of the curb to the edge of the ROW only. Equipment installed in the ROW must be clearly labelled with the installer's name and a phone number.
- 7) All installed handholes must be installed at grade with packed dirt and sod.
- 8) New pole markers are prohibited within the ROW; curb markers shall be used as the designated alternative.

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS

- 9) Any disturbed ground resulting from construction shall be sodding, not seeding, with a sod similar to that on the remainder of the site near the disturbed area.
- 10) Stub outs within three (3) feet of a utility pole shall not exceed twenty-four (24) inches above the adjacent grade. Stub outs more than three (3) feet away from a utility pole shall not exceed eighteen (18) inches above the adjacent grade.
- 11) The contractor shall not leave equipment in the ROW when not working at that site. The contractor shall minimize the time that equipment will be blocking any entrances or exits to properties where installation is taking place. If a blockage occurs at the only entrance/exit to a property for more than 1 hour, the contractor will need to notify the property owner.
- 12) At locations where the installer is required to set up temporary traffic controls in the City of Memphis ROW per MUTCD requirements the installer will need to obtain prior approval for the requested duration and scope of work from the Engineering Department and submit related fees. Traffic controls not approved on the issued permit will result in a Stop Work Order and additional fees being assessed for additional scope of work.
- 13) At locations where the contractor is unable to bore, cutting the pavement may be necessary. Where sidewalk is impacted with the installation of a handhole or other construction, the contractor is required to remove and replace all of the sidewalk panels disturbed. The pavement and sidewalk shall be removed and restored according to standard City of Memphis specifications. Any work involving streets, sidewalks and/or curb/gutter will require an appropriate permit issued by City of Memphis Construction Inspection office located at 2599 Avery Avenue, (901) 636-2462 and operate between the hours of 7:00 AM to 4:00 PM Monday through Friday. Any permit issued by Construction Inspections shall be valid for the area covered by the fiber permit. Any construction impacts to a commercial driveway will require a City of Memphis permit from Traffic Engineering located at City Hall, 125 N. Main Street, Room 668, (901) 636-6710. The office hours are 8:30 AM to 5:00 PM Monday through Friday.
- 14) The contractor shall contact the City of Memphis Traffic Signal Maintenance (TSM) Shop, 980 S. Third St. Memphis, TN, at (901) 528-2844 between the hours of 7:30 AM to 3:00 PM on weekdays for location of signal conduit and wires a minimum of 72 (weekday) hours prior to starting any work within 350 feet of a traffic signal device. Voice messages will not be accepted. After calling the TSM Shop the installer will be required to send a follow up email to the TSM Shop at memphistrafficsignal@memphistn.gov and copy Construction.Services@cci-corp.com listing who they contacted at the TSM Shop, the intersection at which work is being requested, and the permit number related to the requested fiber optic installation.

Restoration Requirements

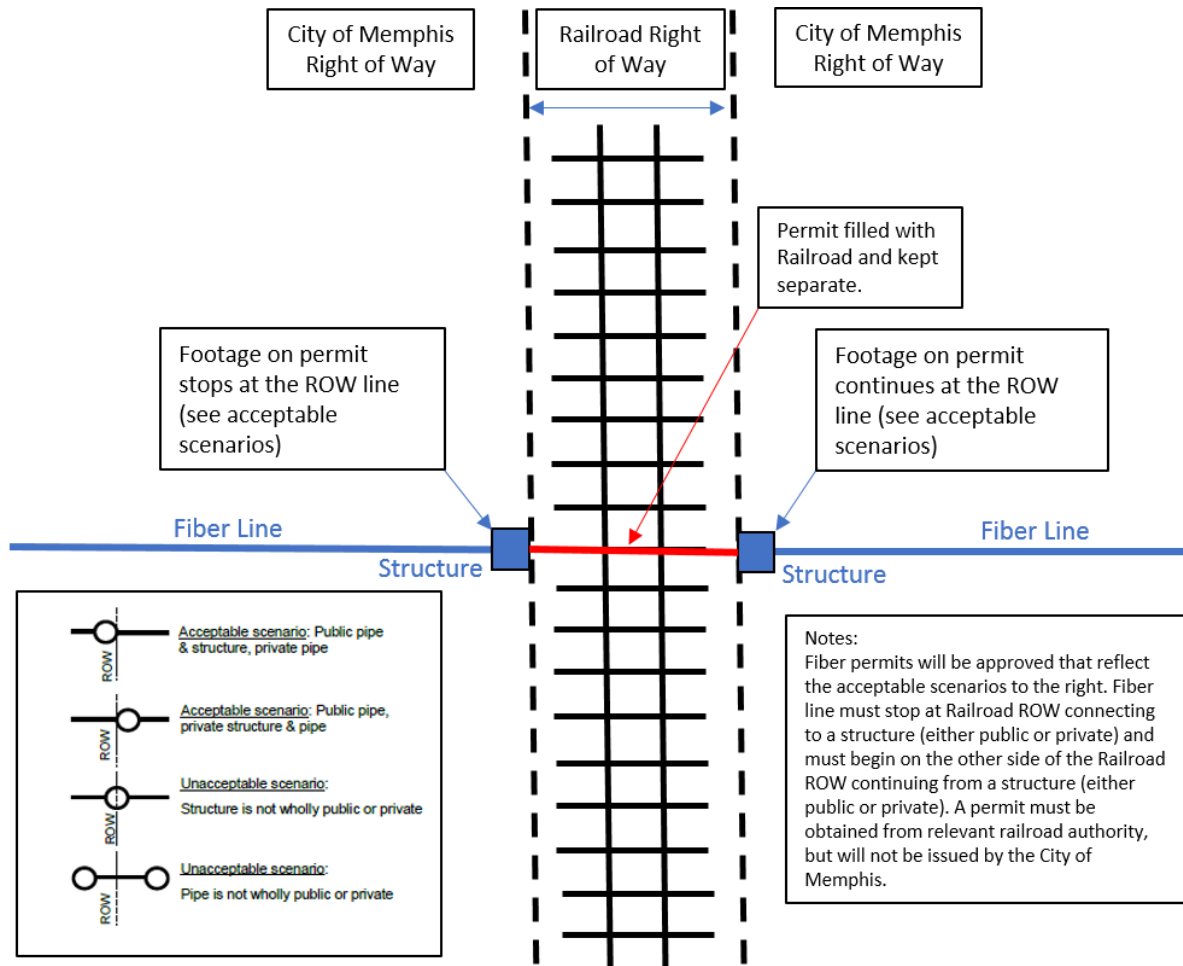
- 1) The Vendor is responsible for requiring the contractor to restore / repair any damages or deficiencies along the permitted installation route that resulted from the installation of materials as described by the issued permit.
- 2) The designated City of Memphis Inspector will complete routine inspections on the permitted route within 5 business days of the permit being issued and report any damages on their inspection report.
- 3) The City of Memphis requires that ROW within the permitted sites is to be restored/repared to the standard of as good or better than the initial status of the ROW before installation.

Failure to comply with the above requirements will result in a STOP WORK ORDER being issued which halt work for the rest of the workday. Fines, additional fees, and permit holds will be implemented in accordance with City of Memphis ordinances until identified issue(s) have been resolved.

City of Memphis Engineering - Land Development Office
125 N. Main St. Room 644
Memphis, TN 38103-2017
(901) 636-6794
LDOPermits@memphistn.gov | Construction.Services@cci-corp.com

APPENDIX B: Sample Scenario for Railroad Route

Land Development Department; Room 644
PROCEDURES FOR FIBER OPTIC CABLE PERMITS





Master PROW Agreement Process Packet:

Step 1: Prepare documentation (with the items below) that will be submitted to Engineering for initial review.

- Letter with Company letter head addressed to the office of the Chief of Development and Infrastructure (CDI): John Zeanah, Chief of Development and Infrastructure City of Memphis 125 N Main St, 7th Floor, Memphis, TN 38103
 - o Introduction: We are writing to express (name of Company) interest in executing a public right of way use agreement with the City of Memphis so that (Company) can obtain permits to construct fiber network in the City of Memphis.
 - o Background on Company
 - History of Company
 - Previous construction projects in other markets
 - Financial and technical capabilities to complete projects
 - o Scope of Project in City of Memphis ROW
 - Initial installations
 - Footages and equipment placed in ROW in table format
 - Contractors assigned to project
 - Assigned office address for communications
 - Plans for expansion
 - New customers or specific customers
 - Number of years in ROW (if temporary)
 - High Level Design picture
 - o Signed by assigned Project Manager for communication escalation
- Shapefiles of all company equipment in the City of Memphis ROW that are existing and initially proposed
- PDF Drawings of initial projects including:
 - o Standard Plat Sheet Size (either Letter or Legal size)
 - o North Arrow
 - o Scale
 - o Clearly Labeled Cross Streets and ROW lengths
 - o Include and Clearly Label the entirety of ROW work on map (s)
 - Project Name
 - Locations of Proposed Work: Beginning and End Points with GPS Coordinates
 - Unique Line Type or Color for Unique Type of Installment
 - Length of Fiber Segments between Handholes (to scale)

- Handholes Clearly Labeled with GPS Coordinates
 - Description of route included
 - Match Line (as needed)
 - Page Numbers (as needed)
 - Text Legible; 0.12" Text Height; Not Overlapping

Step 2: Engineering will then forward the request for a meeting to the COO with the documentation packet. CDI and City Administration will meet with the Company and discuss terms of contract for approval to establish a Master Public Right-of-Way (PROW) agreement.

Step 3: Administration will work with Legal and Real Estate to draft the standard conditions for a Master PROW Agreement and include any other conditions agreed upon in meeting with City and Company and also request for an agreed bond amount and liability insurance with limits outlined in Ordinance 5551.

- https://library.municode.com/tn/memphis/codes/code_of_ordinances?nodeId=TIT6BULIRE_CH6-24FIOPTEFR_S6-24-7RI-WAGRE

Step 4: Company and City will sign the Master PROW agreement and Company will be authorized to submit permits for processing to Engineering for work in the ROW. Real Estate will bill Company based on completed installation footages that are submitted to Engineering.

Permit Application and Installation Process

1. Permit Documents Submitted in Accela (Applicant)
 - a. <https://aca-prod.accela.com/SHELBYCO/Default.aspx>
2. Plan Review conducted and invoice sent to Applicant with Engineering Fees (Engineering)
3. Payment of Fees (Applicant)
4. Permit Issuance - Documents forwarded to Applicant, City Groups, and CCI Inspectors (Engineering)
5. Permit Active for 8 weeks- Start Work Notice from Applicant. Weekly active site list sent to Applicant (Engineering)
 - a. Changes to Installation while the permit is active require providing updated drawings before permit expiration. Additional inspection and traffic control fees will be assessed
 - b. If changes are declared after the permit expires a new permit will need to be requested and paid for remaining footages
6. Permit Completion Notice Provided (Applicant) or the Permit Expires
 - a. CCI Inspectors conduct 100% final inspection (CCI)

- i. 100% Complete: If work was completed and no repairs remain the permit is closed out
- ii. Complete, but minor repairs remain: The permit will not pass the first inspection and be required to complete repairs within 2 weeks of the first inspection
- iii. Not Complete/Needs to be re-permitted: The permit will not be valid for new work and a new permit will need to be submitted within 30 days of the original permit's expiration date. Work cannot continue until a new permit is processed and issued
- iv. No Work: The inspectors will verify no damages were done and the permit will be closed out. A new permit will be required at a later date if work is to be completed



APPENDIX E: MATA ROW WORK REQUEST

Standard Operating Procedure

Title: Right-of-Way Work Request
SOP #: 204-002
Version: 2
Date Issued: 10-01-2018
Page: 1 of 5


Prepared By:


Mark Young, Safety and Security Officer Rail,
MATA Trolley

10-1-18

Date

Concurrence:


Frank Hauser, Director of Trolley
Operations and Maintenance, MATA Trolley

10/01/18

Date

Approved By:


Alvin Pearson, Chief Operations Officer, MATA

10/1/2018

Date

I. PURPOSE

To establish the procedure to maintain safety for MATA Trolley employees, and contractors and subcontractors working under the direction of MATA Trolley (collectively "MATA Trolley Workers") for work being performed on or adjacent to the right-of-way ("ROW"). This standard operating procedure ("SOP") is specific to trolley ROW using embedded track in a mixed-use (other road users or pedestrians) environment. A separate procedure covers ROW work requests for any track operating in its own ROW or in shared use with a Federal Railroad Administration regulated rail system.

This policy does not apply to MATA internal emergency repairs, nor to MATA Trolley employees or contractors performing minor work or inspections at the direction of MATA Trolley.

II. RESPONSIBILITIES

It is the responsibility of MATA Trolley Workers working on, under, across, over, or adjacent to the MATA Trolley ROW to satisfy all requirements identified in this procedure, and any other MATA Trolley rules and procedures applicable to the work being performed, including, but not limited to, MATA Trolley SOP 204-000, "Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic."

All persons working on or about the ROW when trolleys are operating or power is applied to the overhead contact system ("OCS") must have received MATA Trolley ROW training and qualifications. Before beginning work of any kind, such persons shall meet all safety requirements, including, but not limited to, adequate supervision, flagging (as required), communication devices, and any required task specific personal protective equipment



Standard Operating Procedure

Title:	Right-of-Way Work Request
SOP #:	204-002
Version:	2
Date Issued:	10-01-2018
Page:	2 of 5

("PPE"), which may include Class II or Class III reflective safety vests, bump caps or hard hats, safety glasses with side shields, and ANSI-rated work boots.

No one shall perform work on or adjacent to the ROW without being properly authorized by the Radio Control Center ("RCC")/Trolley Supervisor.

All city, state, and local requirements for work limits must be met for street running track.

Anyone working on the ROW must cease work if a hazard occurs, and immediately take action to correct the hazard.

III. PROCEDURE

1. Roadway Worker Crew (MATA Trolley Workers)

- a. MATA Trolley Workers must have a valid work order, pursuant to MATA Trolley SOP 200-014, "Track Access Permits," to work on or adjacent to the ROW.
- b. A MATA Trolley Supervisor or their designee ("OSS") must be present at the work site prior to the beginning of work of any kind. While the OSS may leave the site, at their discretion, it is always the responsibility of the OSS to ensure compliance with the SOP.
- c. Before beginning work of any kind, the OSS must ask permission to begin work from the RCC/Supervisor.
- d. Once authorized to begin work, a job briefing will be conducted by the OSS. See "Attachment A."
- e. The OSS will ensure that a proper work limits are set up as appropriate, that all MATA Trolley Workers have the proper equipment, tools, and PPE, and that all safety rules and procedures are followed by the entire work crew.
- f. The OSS will ensure that all hazards at the site are mitigated or eliminated.
- g. Once work is completed, the OSS will ensure that the work limits will be broken down and all equipment and tools removed from the work site and prepared for return to the yard.
- h. The OSS will notify the RCC/Supervisor when the work is completed.

2. RCC/Supervisor

The RCC/Supervisor will:

- a. Grant authorization as appropriate to work on or adjacent to the ROW.
- b. Keep the OSS informed of all necessary information.



Standard Operating Procedure

Title:	Right-of-Way Work Request
SOP #:	204-002
Version:	2
Date Issued:	10-01-2018
Page:	3 of 5

- c. Ensure all documentation is properly completed and submitted to the MATA Trolley as required.

III. TRACK ACCESS TRAINING

All MATA Trolley Workers performing work on or adjacent to the MATA Trolley ROW and its facilities must receive safety, track (Road Worker Protection), Maintenance of Way, and awareness training regarding all MATA Trolley, city and state safety rules, procedures and regulations. This training will be provided by the SSOR or their designee.

MATA Trolley Workers working within or adjacent to the ROW will be monitored to ensure compliance with the MATA Trolley established rules and procedures for track safety. The MATA Trolley is authorized to perform unannounced inspections of work crews or inspectors along the ROW to ensure compliance with all roadway worker safety procedures. The MATA Trolley has the authority to issue stop work orders to any MATA Trolley Workers, including subcontractors who do not take or refuse to take prompt, corrective action when given notice of noncompliance with any of the applicable safety requirements. If imminent danger exists, the OSS, DTOM, SSOR, Manager of Trolley Operations or Sr. Manager of Trolley Maintenance may issue a stop work order and immediately report its order to the SSOR (as applicable).

IV. ATTACHMENTS

Attachment A: Job Safety Briefing Form



Standard Operating Procedure

Title: Right-of-Way Work Request
SOP #: 204-002
Version: 2
Date Issued: 10-01-2018
Page: 4 of 5

Attachment A: Job Safety Briefing Form



Job Safety Briefing Form Version 2

This briefing is required before all work shifts, including on the Right-of-Way. It is also required for any unusual or infrequent work tasks that are assigned in the course of a shift.

EACH BRIEFING MUST USE A SEPARATE FORM.

Supervisor/Designee's Section

Date: ____/____/____ Job Assignment: _____

Dept.: _____

Work Crew Leader/Supervisor Name: _____ Initials _____

Brief description of work assignment and/or hazards:

Work assignment job safety briefing points to cover: (Examples of briefing points on page 2)

Personal Protective Equipment used? Yes/No

Safety Procedures/Safety Assembly Location: _____

Will work be on or near an energized circuit of 50 volts or more? Yes/No

Is work within 15 feet of the OCS? Yes/No

Time Limits: _____

Track that will be fouled: _____

Warning Signal (Whistle, horn, etc.): _____

Hazards/Special Precautions: _____

Initialed next to your name indicates that you understand these instructions.

All Workers Authorized within Work Limits

Names of Flaggers

All Workers Authorized within Work Limits	Names of Flaggers

RETURN THIS FORM TO THE MATA SAFETY AND SECURITY OFFICER RAIL

Rev. 10-01-2018



Standard Operating Procedure

Title: Right-of-Way Work Request
SOP #: 204-002
Version: 2
Date Issued: 10-01-2018
Page: 5 of 5

Examples of Briefing Points

Crews PPE – General

- ☐ Hard Hats
- ☐ Safety Vests clean and fastened
- ☐ Safety Eyewear
- ☐ Approved Safety Boots
- ☐ Hearing protection
- ☐ Rulebook
- ☐ Rule of the Day as applicable
- ☐ Portable Radio

Electrical PPE

- ☐ LOTO Devices
- ☐ Voltage Rated Hot Gloves
- ☐ Removal of all conductive articles, such as: keys, watches, rings, etc.
- ☐ High Voltage Areas of TPSS
- ☐ Maximum voltage expected
- ☐ EH Rated Safety Boots

Flagger Equipment

- ☐ Hard Hats
- ☐ Safety Vests clean and fastened
- ☐ Safety Glasses
- ☐ Approved Safety Boots
- ☐ Flags
- ☐ Air Horn with Extra Can
- ☐ Whistle
- ☐ Note Pad with Pencil
- ☐ Flashlight & Extra Batteries (If Dark)
- ☐ Portable Radio
- ☐ Valid certification card

Work Area

- ☐ Work Limits Location
- ☐ Flagger
- ☐ Authorized track time limits
- ☐ Track segment authorized
- ☐ Warning method
- ☐ Clear space

Right of Way Safety

- ☐ Set up work limits safely and according to TDOT & MATA procedures
- ☐ Ensure contact with RCC/Supervisor is maintained as needed
- ☐ Walk facing streetcar and motor vehicle traffic
- ☐ Trolley approaching, stop and face it and acknowledge operator
- ☐ Do not step on rail head
- ☐ Motor vehicles operate unsafely in snow and ice
- ☐ Ice creates slipping hazards
- ☐ Keep noise and talking to a minimum to hear flagger/supervisor
- ☐ Trolleys may slide in braking when rail is slippery
- ☐ Stay away from the area between tracks as much as possible
- ☐ When walking next to motor vehicle traffic, be safe and aware



APPENDIX E: MATA ROADWAY WORKER PROTECTION Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	1 of 9

Prepared By:


Mark Young, Safety and Security Officer Rail,
MATA Trolley

10-1-18

Date

Concurrence:


Frank Hauser, Director of Trolley Operations and
Maintenance, MATA Trolley

10/01/18

Date

Approved By:


Alvin Pearson, Chief Operations Officer, MATA

10/1/2018

Date

I. PURPOSE

To protect the safety of employees, contractors, and other personnel performing work within or having a safety impact upon the MATA Trolley right-of-way ("ROW"), specifically trolley ROW using embedded track in a mixed-use (other road users or pedestrians) environment, including work within yard limits. A separate procedure covers Road Worker Protection ("RWP") on any track operating in its own ROW or in shared use with a Federal Railroad Administration regulated rail system.

It is essential that a disciplined procedure be implemented to control safety on the ROW in order to protect all personnel from the hazards of moving trolleys and energized traction power.

II. RESPONSIBILITIES

MATA Trolley and all Roadway Workers share the responsibility for ensuring that ROW safety is provided and that proper ROW safety procedures are followed when Roadway Workers are in the ROW under hazardous conditions.

MATA Trolley shall provide ROW safety training.

All MATA Trolley employees, contractor employees, and subcontractor employees must attend annual ROW safety training to be allowed to work on or near the ROW when trolleys are operating or power to the overhead contact system is applied. Subcontractors must also comply with all MATA Trolley requirements, including all safety and security requirements. MATA Trolley personnel will verify conformance on an ongoing basis.



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	2 of 9

All employees will follow all procedures pertinent to performing work on or about the ROW at all times, and report and resolve all safety hazards appropriately and properly. No one may work on or about the ROW in violation of any MATA Trolley rule or procedure or in a way that would create an unacceptable hazard or hazards.

Supervisors and work crew leaders are responsible for ensuring full compliance with these safety requirements.

The Safety and Security Officer Rail ("SSOR") is responsible for ensuring that training is provided as needed to contractors and employees, and to verify conformance with all requirements of this procedure are met.

Operators must comply with all RWP provisions of the MATA Trolley Rulebook and this SOP.

Per the MATA Trolley Rulebook, the Radio Control Center ("RCC")/Trolley Supervisor is responsible for monitoring, dispatching, controlling and managing all radio communications and facilitating communication between MATA Trolley Operators, Supervisors, Maintenance personnel, management, contractors, first responders, and other personnel as needed.

III. PROCEDURE

1. Definitions

- a. **Right-of-Way ("ROW")** – an area within 15 feet of the centerline of any track.
- b. **Work Crew Leader ("WCL")** – the supervisor in charge of the work crew.
- c. **Roadway Worker** – any qualified MATA Trolley employee or contractor whose duties require working within the ROW.
- d. **Fouling the Track** – any person or object (excluding fixed trolley infrastructure, i.e. stations, OCS poles, etc.) within 4 feet of the outside rail of the nearest track.
- e. **Overhead Contact System ("OCS")** – energized traction power.

2. Access

All work on the MATA Trolley ROW shall start with a Track Access Permit Request (SOP 200-014) or Right-of-Way Work Request (SOP 204-002).

Blue Flag Protection per SOP 200-001, "Restrictive Indicators," shall be used as appropriate for ROW work that must prevent the movement of trolleys. It is prohibited for employees and contractors to enter a blue flag area without authorization as defined by SOP 200-001.



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	3 of 9

Red Tag Permits are required for all work within 10 feet of the OCS, except for "minor work or inspections" not requiring Track Access Permits according to SOP 200-014.

ROW Authorization is granted only by permit issued by MATA Trolley. Red Tag Permits are also issued by MATA Trolley.

In any case, no contractor, employee, or equipment is allowed to enter the ROW portion of the MATA Trolley System for the purposes of working in the system without notifying and being governed by the RCC/Supervisor.

Access to the general/public vehicular and/or pedestrian ROW also requires obtaining all necessary permits and/or permission to perform work pursuant to the current versions of the Manual on Uniform Traffic Control Manual ("MUTCD"), City of Memphis Division of Engineering Design and Review Policy Manual, and the City of Memphis Division of Engineering Design Standard Construction Specifications.

3. Training

- a. ROW Safety Training – ROW Safety Training is required to prevent accidents and injuries that result from rail vehicles and other machinery striking Roadway Workers. All workers that have the potential of being in the ROW to complete their job duties must have successfully completed ROW safety training and carry a valid ROW Safety Identification Card at all times if trolleys are operating or OCS power is applied. All ROW Safety Identification Cards will expire in one year from the date of issue. The MATA Trolley ROW Safety Course must be taken annually to receive a new card. All workers should be trained on how to work next to motor vehicle traffic in a way that minimizes their vulnerability. The ROW Safety Course will address requirements, definitions, safety, responsibilities, the OCS, WCLs, job safety briefings, working on fouled track, and key contacts.
- b. Flagger Training – All flaggers must be trained, certified in flagging, and have their certification card with them at all times while performing flagging activities. Flagger training is provided or licensed by the American Traffic Safety Services Association (ATSSA), National Safety Council (NSC), and Tennessee Transportation Assistance Program (TTAP) meets this requirement. The MATA Trolley will accept flagger training programs developed and conducted by construction industry associations, consultant organizations, and contractors if they have an established, written program that meets all MUTCD requirements and TDOT policies. Flaggers should receive a Flagger Handbook, to keep on their person at all times while performing flagging duties.
- c. Temporary Traffic Control ("TTC") – Workers having specific TTC responsibilities affecting traffic in the public ROW should be trained in TTC techniques, device usage and placement, which must comply with the MUTCD. TTC training is provided or licensed by the ATSSA. The MATA Trolley will accept TTC training programs developed and conducted by construction industry associations, consultant



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	4 of 9

organizations, and contractors if they have an established, written program that meets all MUTCD requirements and TDOT policies.

- d. All employees, including those in the Maintenance Department, must be fully trained in this SOP prior to being qualified to work on the MATA Trolley ROW, with the exception of customer service personnel providing information to customers wholly within the station perimeters.

4. Safety Equipment/PPE

All personnel, including flaggers, must wear personal protective equipment (PPE) which may include, an American National Standards Institute ("ANSI") rated high-visibility safety clothing (vest, shirt, or jacket), hardhat, ANSI-rated work boots, safety glasses with side shields, as well as have a training certification card whenever working on or within the MATA Trolley ROW. PPE requirements can be modified or waived for certain job duties. Exceptions must be made and approved by the Safety and Security Officer Rail ("SSOR") in writing prior to the task being performed (e.g., station cleaners, public outreach, security personnel).

Flaggers must wear safety apparel meeting the requirements of the International Safety Equipment Association (ISEA) "American National Standard for High-Visibility Safety Apparel" and labeled as meeting ANSI 107-2010 standard performance for Class 3 risk exposure.

No cellular phones or other personal electronic devices are allowed to be used on the ROW at any time, unless required for the work task, such as communication between flagger stations.

5. Roadway Work

All Roadway Workers must take the following actions PRIOR to entering the ROW:

- a. Using the appropriate procedure 204-002, obtain a permit to establish work limits in the MATA Trolley ROW for activities including but not limited to the following:
 - ROW Work Request (SOP 204-002);
 - Restrictive Indicators (SOP 200-001)
- b. Notify the RCC/Supervisor via radio or telephone before entering or working within the MATA Trolley ROW, and provide the following information:
 - State the ROW work permit number (if required)
 - Identify yourself and the number of people in your group
 - Identify location of work



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	5 of 9

- State estimated duration of work to be performed
- c. Conduct a ROW Job Safety Briefing. The WCL must conduct and document a Job Safety Briefing with ALL employees working in that area (and flaggers, if used) prior to entering within work limits. Briefings must be documented with worker signatures and briefing contents. Job safety briefings will include:
 - Name of the WCL;
 - Name of the flagger(s), if required;
 - Names and signatures of all workers authorized to work within the work limits;
 - Work limits identification;
 - Time limits of track work that was authorized;
 - Tracks that will be considered "fouled," if any;
 - Means by which the WCL will warn workers to clear track when a trolley is coming (whistle, horn, signals, etc.);
 - Designated place of safety where workers clear to let trolleys pass; and
 - Documentation using the appropriate form per SOP 204-002, Attachment 1.
- d. Conduct Follow-Up ROW Job Briefings under the following conditions:
 - Working conditions change;
 - Other workers enter within work limits;
 - ROW safety requirements are changed or extended; or
 - Any other safety-critical work-related change occurs.

All Job Briefings must be documented using SOP 204-002, Attachment 1.

6. All Roadway Workers have the following responsibilities:
 - a. Follow all MATA Trolley ROW safety rules and procedures;
 - b. Ensure ROW Safety is in place and the RCC/Supervisor are notified before entering the ROW;
 - c. Exercise a good faith right to refuse any directive that violates ROW rules and procedures. Good faith challenges require that the WCL immediately contact the SSOR to make a decision on the challenge. The SSOR will ensure that any good faith challenge is properly documented, including the basis for the challenge and their decision as to the validity of the challenge. The SSOR's decision as to the good faith challenge, safety of the work, and the work limits, is final.



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	6 of 9

- d. Notify the WCL if any person directs any employee to violate ROW Safety Rules and Procedures.
- e. Remain attentive to their location in the traffic and work environment as follows:
 - Wear the appropriate PPE
 - Not use phones or personal electronic devices in the ROW
 - Expect trolleys to run in either direction, on any track, at any time
 - Be alert and cautious of hazards presented by the OCS, the trolley, and automobile traffic
 - Never step in the automobile ROW without looking
 - Walk in designated crosswalks or designated service walkways when at all possible
 - Remain in the clear when a trolley is approaching
- f. Avoid fouling a track except when necessary to perform work duties. When fouling the track the Road Worker shall act as follows:
 - Never step, stand, sit or walk on any part of the track unless necessary in the performance of duty.
 - Stop and look in both directions before crossing tracks.
 - If trolleys are present, leave 10 feet when crossing in front of or behind them.
 - Always step over rail. Never step on rail.
 - Stay clear of switches and all other rail equipment; never step or stand on track switches; watch for moving switch points. Switches may move at any time.

7. Flaggers will follow the following procedures:

- a. Flaggers shall remain alert, standing, facing oncoming traffic.
- b. Flaggers shall stand in a highly visible location but never directly in the path of an approaching vehicle
- c. Flagger stations shall be located such that approaching road users will have sufficient distance to stop at an intended stopping point.

Flagger stations should be located such that an errant vehicle has additional space to stop without entering the workspace. The flagger should identify an escape route that can be used to avoid being struck by an errant vehicle.

Except in emergency situations, flagger stations shall be preceded by an advance warning sign or signs. Except in emergency situations, flagger stations shall be illuminated at night.



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	7 of 9

- d. The flagger shall stand alone, never permitting a group of workers to congregate around the flagger station. Vehicles and equipment shall not be allowed around the flagger station, which can interfere with the visibility of the flagger to approaching trolleys or motorists.
 - e. All flagger stations shall be in communication with each other and the WCL via electronic communication equipment (2-way radios, cellular phones with direct connection, etc.).
 - f. Flaggers will use the hand signaling methods described in MUTCD Section 6E. Hand-Signaling Control (Attachment A).
 - g. To stop trolleys or road users, the flagger shall face vehicle operators and aim the STOP paddle face toward the vehicle in a stationary position with the arm extended horizontally away from the body. The free arm shall be held with the palm of the hand above shoulder level toward approaching vehicles.
 - h. To alert or slow trolleys or traffic, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body. For added emphasis, the flagger may raise and lower the free hand with the palm down.
 - i. To direct stopped trolleys or road users to proceed, the flagger shall face vehicle operators and aim the SLOW paddle face toward operators in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for operators to proceed.
 - j. Flaggers shall follow, and be permitted to follow, the appropriate guidance and techniques provided in training and their Flagger Handbook.
8. When a trolley approaches work limits:
- a. Trolleys MUST sound their gong when approaching Roadway Workers that are on or close to the track.
 - b. Roadway Workers must stop all work and clear the ROW.
 - c. All Roadway Workers will move to a location where they are clear of approaching trolleys, face the approaching trolley, and ensure the trolley Operator can see them. Workers must step off of ladders.
 - d. Roadway Workers must not step onto the adjacent track or roadway unless no other safe area exists (no clearance zone) and look both ways before stepping onto an adjacent track or roadway.
 - e. The flagger must take the following actions when a trolley approaches:
 - The flagger is responsible for warning the WCL and other Roadway Workers of an approaching trolley.



Standard Operating Procedure

Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	8 of 9

- The flagger will signal the trolley Operator to come to a stop well in advance of work limits.
- At no time are two trolleys allowed to pass on each side of Roadway Workers at the same time. The flagger will flag both trolleys to a stop and give a signal to proceed to one trolley at a time.
- The flagger will check to ensure personnel are in a safe area and equipment is clear of the tracks. The flagger will then allow the trolley Operator to proceed.
- The flagger will alert the WCL when it is safe to resume work after the trolley passes.

9. Temporary Traffic Control

- a. All work in the public ROW affecting other road traffic or pedestrians requires a permit from the MATA Trolley and City of Memphis Division of Engineering Design.
- b. TTC must comply with MUTCD Part 6, City of Memphis Division of Engineering Design and Review Policy Manual and the City of Memphis Division of Engineering Design Standard Construction Specifications.
- c. Traffic control plans are required for the execution of traffic control and maintenance of traffic within work limits.
- d. Traffic control plans shall include temporary signage that provides warnings of upcoming construction, and temporary pavement markings to redirect traffic. In addition to vehicular traffic, the traffic control plans shall include provisions for pedestrian and bicycle traffic during construction.
- e. Plans shall also include any necessary lane closures, detours and/or street and sidewalk closures required to construct the trolley
- f. The time and duration of street and lane closure shall be provided. Access to driveways, business, and residences shall be maintained and only interrupted for short durations when required, provided with sufficient notice provided to businesses and residents.
- g. Traffic control plans may be based on typical applications found MUTCD Part 6 and the City of Memphis Division of Engineering Design and Review Policy Manual.
- h. Advance warning signs shall be removed or covered when they do not apply.
- i. Traffic control plans shall be approved by the City of Memphis and MATA Director of Trolley Operations and Maintenance.

IV. ATTACHMENTS

Attachment A: "Use of Hand Signaling Devices by Flagger"

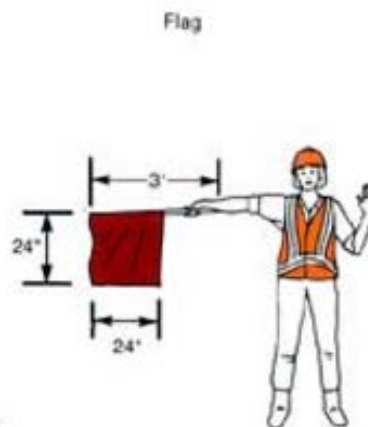
Title:	Roadway Worker Protection ("RWP") in Mixed-Use Auto Traffic
SOP #:	204-000
Version:	3
Date Issued:	10-01-2018
Page:	9 of 9

Attachment A: Use of Hand Signaling Devices by Flagger

PREFERRED METHOD



EMERGENCY USE ONLY



To Stop Traffic



Traffic Proceed



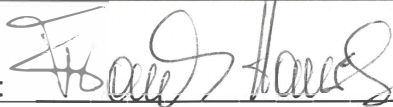


To Alert and Slow Traffic



APPENDIX F: MATA TRACK ACCESS PERMITS

Standard Operating Procedure

Title: Track Access Permits
SOP #: 200-014
Version: 4
Date: 10-01-2018
Page: 1 of 6

Prepared By:		<u>10/01/18</u>
	Frank Hauser, Director of Trolley Operations and Maintenance, MATA Trolley	Date
Concurrence:		<u>10-1-18</u>
	Mark Young, Safety and Security Officer Rail, MATA Trolley	Date
Approved By:		<u>10/1/2018</u>
	Alvin Pearson, Chief Operations Officer, MATA	Date

I. PURPOSE

To establish the requirements for requesting a Track Access Permit to access the MATA Trolley right-of-way ("ROW") for construction, repairs, inspections, and maintenance activities within 15 ft. of the centerline of any track, including work performed with the potential of encroaching the 15 ft. of centerline on any track. This also applies for the areas above and below the tracks. In addition, if work needs to be performed within 10 ft. of the MATA Trolley overhead contact system ("OCS"), the OCS must be de-energized and a Red Tag Permit must be requested.

All work conducted in the MATA Trolley ROW must also comply with the policies and procedures established by MATA Trolley SOPs 204-000, "Roadway Worker Protection," and 204-002, "ROW Work Request."

This policy does not apply to MATA internal emergency repairs, nor to MATA Trolley employees or contractors performing minor work or inspections at the direction of MATA Trolley.

II. DEFINITIONS

1. "Permittee" refers to the person or company applying for or receiving a permit to perform work within the MATA Trolley ROW under the terms and conditions of this SOP. The term includes:
 - any wholesale or retail electric utility, gas utility, telecommunications company, cable company, water utility, storm water utility, or wastewater utility, regardless of whether the public service provider is publicly or privately owned or required to operate within the MATA Trolley system pursuant to City of Memphis Code of Ordinances;



Standard Operating Procedure

Title:	Track Access Permits
SOP #:	200-014
Version:	4
Date:	10-01-2018
Page:	2 of 6

- any officer, director, partner, manager, superintendent, or other authorized person exercising control over or on behalf of the Permittee; and
 - any contractor or subcontractor of the Permittee, for purposes of compliance with this SOP, as well as the traffic control, construction, and maintenance requirements of this SOP.
2. "Track Access Permits" apply to all Permittees requiring temporary use of the track and traffic lane while conducting authorized and lawful business within the MATA Trolley ROW. This includes delivery service providers requiring temporary use of the track and traffic lane while conducting authorized and lawful businesses within the MATA Trolley ROW.
 3. "Revenue Service Hours" shall mean published Trolley Revenue Service Hours on the MATA Website.
 4. "Non-Revenue Service Hours" shall mean all hours except Revenue Service Hours.
 5. "Minor work or inspection" refers to work performed with a duration of less than two (2) hours and not interfering with Trolley Operations.

III. RESPONSIBILITIES

It is the responsibility of Permittees to fill-out and submit the required forms (see **Attachment A**, "Track Access Permit Request" and, if applicable, **Attachment B**, "Red Tag Permit Request") to the Track Allocation Committee in a timely manner.

The MATA Track Allocation Committee is chaired by the Director of Trolley Operations and Maintenance and consists of at least one (1) representative each from the MATA Trolley Safety, Operations, and Infrastructure Departments.

The Track Allocation Committee will process all submitted forms to ensure there are no conflicts between requesting parties; and the committee will give special attention to dates, times, locations, scope of work, power status, on-track safety protection requirements, and access priority. Should a conflict arise, the Track Allocation Committee may deny a request based on operational priorities, construction priorities, schedule conflicts, or resources availability. The Track Allocation Committee should give access to the ROW during non-revenue service hours whenever possible. Permittee attendance at Track Allocation Committee meetings is mandatory to resolve conflicts, clarify scope of work, and set safety requirements for the scheduled work. If necessary, the Track Allocation Committee can also request a meeting with the Permittee on site.



Standard Operating Procedure

Title:	Track Access Permits
SOP #:	200-014
Version:	4
Date:	10-01-2018
Page:	3 of 6

IV. TRACK ACCESS PERMITTING SYSTEM

1. The Track Allocation Meetings are held as needed at the MATA Trolley Maintenance and Storage Facility (547 N. Main Street, Memphis, TN 38105) to review track access requests for the following week (Monday to Sunday). Except in special circumstances, track access will be coordinated a minimum of one week prior to beginning requested activities in the ROW.
2. Permittees must schedule and attend a Track Allocation Meeting for the week prior to the requested access period; permittees must also submit all required forms prior to that meeting.
3. Permittees will submit the completed "Track Access Permit Request" form (and, if applicable, the "Red Tag Permit Request" form) via e-mail (available upon request by phone at 901-577-2677), or in person at the Maintenance and Storage Facility. Blank forms are available in hard copy at the Maintenance and Storage Facility or electronically via email.
4. Permits are assigned permit numbers in sequential order at the Track Allocation meeting:
 - a. The format of the permit number is as follows: **YYMM-##**
 - For example, the first Access Permit Request of January 2018 would be **1801-01**, followed by **1801-02**, and etc.
 - b. If an Access Permit Request requires a Red Tag (for traction power removal), the permit number will be followed with an "-R" (i.e., **1801-03-R**, **1801-04-R**, etc.).
5. In addition to adding an "-R" to the permit number to indicate the need to remove traction power, the Permittee must include a "Red Tag Permit Request" form to the "Track Access Permit Request" form. The approved Red Tag Permit request will be forwarded internally to the Manager of Trolley Infrastructure or his/her designee.
6. Once reviewed by the Track Allocation Committee, approved or denied forms will be signed and a copy will be given to the Permittee by email, pickup, or in person at the Track Allocation Meeting.
7. Work cannot commence in the absence of a completed, approved, and signed Track Access Permit Request. A signed Track Access Permit must remain in the possession of the work party at the work site until the work has been completed and the ROW cleared of all permittee personnel and equipment. Persons who fail to show the Track Access Permit may be excluded from further work on the MATA Trolley system.



Standard Operating Procedure

Title:	Track Access Permits
SOP #:	200-014
Version:	4
Date:	10-01-2018
Page:	4 of 6

8. Prior to commencing work in the ROW, the Permittee must call the MATA Radio Control Center ("RCC")/Trolley Supervisor and wait for the arrival of a Supervisor at the work area. The Permittee (or designee) must identify a means of communications with the RCC/Supervisor prior to being granted access to the approved work limits.
9. After completion of the approved work, the Permittee or his designee must call the MATA RCC/Supervisor and wait for the arrival of a Supervisor at the work area. The Supervisor will ensure that the work area is clear of equipment and workers and ready to energize and/or resume normal operations.

V. ATTACHMENTS

Attachment A: "Track Access Permit Request Form"
Attachment B: "Red Tag Permit Request Form"



Standard Operating Procedure

Title: Track Access Permits
SOP #: 200-014
Version: 4
Date: 10-01-2018
Page: 5 of 6

Attachment A: "MATA Trolley Track Access Permit Request"



MATA TROLLEY ACCESS PERMIT REQUEST

SEPARATE Access Permit Request Forms must be submitted when accessing more than one work area per day.

ALL REQUESTS DUE A MINIMUM OF ONE WEEK PRIOR TO BEGINNING REQUESTED ACTIVITIES IN ROW

Note: Prior to commencing work, call in to RCC: 901-722-7134.

Meeting Date: _____	Company: _____
Time: _____	Assigned Rep: _____
Permit No. _____	Contact Phone: _____
	Contact Email/FAX: _____

DAY	DATE	HOURS		Work Area Limits (Tracks, Mileposts, Gates, Stations, etc.)	Track(s)	Pwr. Dwn. (Y/N)
		Start	Finish			
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						

Power Down (De-Energization) Required? YES ☐ NO ☐ (If yes proceed to Red Tag Request)

Flagger Required? YES ☐ NO ☐ Radio Required? YES ☐ NO ☐

DESCRIPTION OF WORK AND EQUIPMENT TO BE USED:

(To be completed by party requesting access)

Note: Prior commencing work, call in to RCC 901-722-7134

Permit Status: Approved: ☐ Not Approved: ☐

Authorized By: _____ Date: _____
Track Allocation Manager

Concur: _____ Date: _____
Safety Manager (or Designee)

Rev. 10/01/2018



Standard Operating Procedure

Title: Track Access Permits
SOP #: 200-014
Version: 4
Date: 10-01-2018
Page: 6 of 6

Attachment B: "Red Tag Permit Request"



RED TAG PERMIT REQUEST

PART I

SEPARATE Red Tag Permit Request Forms must be submitted for each work area requested per day.

ALL REQUESTS DUE A MINIMUM OF ONE WEEK PRIOR TO BEGINNING REQUESTED ACTIVITIES IN ROW

Meeting Date: _____	Company: _____			
Time: _____	Assigned Rep: _____			
Permit No. _____	Contact Phone: _____			
	Contact Email/FAX: _____			
DATE OF POWER DOWN: _____ DAY: _____				
WORK AREA LIMITS	START	FINISH	POWER SECTIONS DOWN	CREW SIZE
Entire Alignment	0000	0000		

DESCRIPTION OF WORK AND EQUIPMENT TO BE USED:

Authorized By: _____ Date: _____
Track Allocation Manager / Access Coordinator

PART II

MTI (or designee): _____
Print Name Signature

Date: _____ Location: _____

Equipment: _____ Time Off: _____ Time On: _____

Held By (Contractor Representative): _____
Print Name Signature

Released By (Contractor Representative): _____
Print Name Signature

Contractor has verified that the work-site within the limits covered by the permit has been inspected and all personnel and equipment are accounted for and clear of the ROW and Power Section.

MTI (or designee) has verified that the traction power system is clear of all equipment and personnel, has been returned to the an acceptable condition, and the Power Section is safe to re-energize.

Rev. 10/01/2018



ALL REQUESTS DUE A MINIMUM OF ONE WEEK PRIOR TO BEGINNING REQUESTED ACTIVITIES IN ROW

Contact Email/FAX: _____

46 | Page







RED TAG PERMIT REQUEST

PART I

SEPARATE Red Tag Permit Request Forms must be submitted for each work area requested per day.

ALL REQUESTS DUE A MINIMUM OF ONE WEEK PRIOR TO BEGINNING REQUESTED ACTIVITIES IN ROW

Meeting Date: _____	Company: _____			
Time: _____	Assigned Rep: _____			
Permit No. _____	Contact Phone: _____			
	Contact Email/FAX: _____			
DATE OF POWER DOWN: _____ DAY: _____				
WORK AREA LIMITS	START	FINISH	POWER SECTIONS DOWN	TRACK(S)
				
				

DESCRIPTION OF WORK AND EQUIPMENT TO BE USED:

--

Authorized By: _____ Date: _____
Track Allocation Manager / Access Coordinator

PART II

MTI (or designee): _____
Print Name Signature

Date: _____ Location: _____

Equipment: _____ Time Off: _____ Time On: _____

Held By (Contractor Representative): _____
Print Name Signature

Released By (Contractor Representative): _____
Print Name Signature

Contractor has verified that the work-site within the limits covered by the permit has been inspected and all personnel and equipment are accounted for and clear of the ROW and Power Section.

MTI (or designee) has verified that the traction power system is clear of all equipment and personnel, has been returned to the an acceptable condition, and the Power Section is safe to re-energize.

APPENDIX D: TDOT Application and Utility
Use and Occupancy Agreement



**Application and Utility
Use and Occupancy
Agreement**

Agreement No.	_____
State Route No.	_____
Project No.	_____
County	_____
Type of Surety	_____
Bond / Check No.	_____

Application is hereby made by Name:

_____ ("Applicant")

Address:

for permission to install and maintain the following described utility facilities on the right-of-way of
State Highway No. _____ in

_____ County, Tennessee,

Description:

At the following described location:

_____ :

GPS = Start N _____ W _____ , End N _____ W _____

Log Mile = Start _____ End _____

in accordance with the attached plans and subject to *RULES AND REGULATIONS FOR ACCOMMODATING UTILITIES WITHIN HIGHWAY RIGHTS-OF-WAY* hereto issued by the Tennessee Department of Transportation ("TDOT"), and made a part hereof by reference thereto, and particularly to those provisions shown on this agreement and any special provisions set forth herein.

Special Provisions:

A) Applicant is to deliver a **bond**, in a form acceptable to TDOT, in the sum of \$ _____ to guarantee installation of facilities consistent with provisions of this Agreement and maintenance of the State highway right-of-way for a period of _____ months after acceptance of the condition of the State highway right-of-way by an authorized representative of TDOT.

OR

B) An active, fully executed **General Agreement** is in effect for Applicant, dated:

This agreement is to be strictly construed and no work other than that specifically described above is authorized.

The applicant, in applying for this agreement, agrees to the following:

1. Applicant shall design, install and maintain its facilities in accordance with *RULES AND REGULATIONS FOR ACCOMMODATING UTILITIES WITHIN HIGHWAY RIGHTS-OF-WAY* hereto issued by TDOT.
2. Applicant, before commencing any work or installing any facilities, shall submit plans to TDOT's regional utility office showing the location, type, and scope of all work to be done or appliances to be installed in order that the Regional Utilities Coordinator may recommend approval of the proposed work.
3. Applicant is responsible for any damages caused by any negligence on its part, including but not limited to the improper placing of or failure to display construction signs, danger signs, and other required signing, and shall bear any expense proximately caused by its operation on the State highway right-of-way.

4. Applicant is responsible for identifying, surveying, and staking the State highway right-of-way boundary in the above-described work area, and for maintaining said staking for the duration of the installation of Applicant's facilities.
5. Applicant is responsible for acquiring all utility rights-of-way or easements outside the State highway right-of-way as may be needed to perform the installation and maintenance of its facilities, and is responsible for any damages caused by trespass or installation or maintenance of facilities outside the State highway right-of-way.
6. Applicant shall pay the salary and expenses of any inspector(s) that TDOT may see fit to place upon the work while such inspector(s) is/are assigned to this work. TDOT, before incurring any expenses expected to be charged to the Applicant, shall advise the Applicant in writing of this fact.
7. Applicant shall replace or repair any portion of the pavement, shoulders, bridges, private driveways or any part of said highway which may be disturbed or damaged. Replacements and repairs shall be made in accordance with the TDOT *Standard Specifications for Road and Bridge Construction* and any additional instructions which may be issued by TDOT. Applicant agrees that TDOT may accomplish further replacements or repairs if those made by the Applicant are not satisfactory, in which event the Applicant will reimburse TDOT for the cost of such other replacements or repairs. Except in cases of emergency, TDOT shall notify the Applicant of the nature and extent of such further replacements or repairs to be accomplished prior to undertaking the work.
8. If at any future time it should become necessary in the maintenance, construction, or reconstruction of said highway to have Applicant's facilities removed in order that said highway may be properly maintained, constructed or reconstructed, or in the event said facilities should, at any time, interfere with the use of said highway, the Applicant agrees, upon being requested so to do by TDOT, to remove said facilities as promptly as the magnitude of the work to be accomplished will permit, at its own expense and without cost to TDOT, unless any requested removal should be contrary to any law of the State. The relocation of the Applicant's facilities shall be accomplished in accordance with the provisions of Tennessee Code Annotated, Title 54, Chapter 5, Part 8, Relocation of Utilities. If the Applicant fails to remove and relocate its facilities promptly and timely in accordance with the plan and schedule approved, or as directed, by TDOT pursuant to these provisions, the Applicant understands and agrees that it shall be subject to any or all of the following remedies in accordance with T.C.A. § 54-5-854:
 - a. TDOT's contractor may undertake the highway construction project without liability to the Applicant for damages to the Applicant's facilities;
 - b. The Applicant shall be liable to TDOT's contractor for damages resulting from the failure, including without limitation the contractor's delay damages; and
 - c. The Applicant shall be liable for any civil penalty assessed by TDOT for each calendar day the Applicant fails to complete the relocation of its facilities within the required schedule.Neither the actions of TDOT nor those of its contractor after the Applicant's failure to remove and relocate its facilities in accordance with the required schedule shall constitute a waiver of any of these statutory remedies.
9. Applicant shall be responsible for any conflicts with other utilities or appurtenances that are on the highway right-of-way and shall notify the respective owner(s) of any conflicts and secure the owners permission for any alterations.
10. Applicant hereby indemnifies and holds harmless TDOT, its employees, officers and agents, from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Applicant, its employees, its contractors, or any person acting for or on its or their behalf in the performance any activities relating to this Agreement. Applicant shall be liable for the reasonable cost of attorneys for TDOT in the event such services are necessitated to enforce the terms of this Agreement or otherwise enforce the obligations of the Applicant to TDOT.

In the event of any such suit or claim, the Applicant shall give TDOT immediate notice thereof and shall provide all assistance required by TDOT in TDOT's defense. TDOT shall give the Applicant written notice of any such claim or suit, and the Applicant shall have full right and obligation to conduct its own defense thereof. Nothing contained herein shall be deemed to accord to the Applicant, through its attorney(s), the right to represent TDOT in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106.

11. TDOT does not grant the Applicant any right, title or claim on any State highway right-of-way, and in granting this permission to go upon the State highway right-of-way, TDOT does not in any way assume the maintenance of the Applicant's facility.
12. Applicant may be required by law to obtain one or more environmental permits prior to installing its facilities. Determining which permits are necessary and obtaining those permits are the sole responsibility of the Applicant. Contact information for the regulatory agencies is available from TDOT upon request. The activities of the Applicant in installing its facilities pursuant to this Agreement are not covered under any permit associated with TDOT construction activities.
13. Applicant agrees that if the total area of disturbed land associated with the installation of its facilities is planned to exceed, or does at any time actually exceed, one (1) acre, Applicant shall obtain coverage under a *National Pollutant Discharge Elimination System General Permit For Discharges Of Stormwater Associated With Construction Activities*.
14. Applicant agrees that during all phases of work permitted herein, it shall implement and maintain appropriate Erosion Prevention and Sediment Control measures, as described in the TDOT *Standard Specifications for Road and Bridge Construction* and/or the Tennessee Department of Environment and Conservation *Erosion and Sediment Control Handbook*.
15. The Utility agrees that it shall comply with all State and Federal laws, rules, regulations, and permit terms and conditions applicable to the installation and maintenance of the Applicant's facilities.
16. This agreement shall become void if work is not commenced within a year from the date of execution of this Agreement.

Applicant

By: _____

Signature

Date

Title

**State of Tennessee Department of
Transportation**

By: _____

Regional Utility Coordinator

Date

By: _____

Regional Engineering Director

Date

Pipeline Encroachments

The following information is required to accompany all plans for pipeline encroachments.

	Carrier Pipe	Casing Pipe
1. Contents to be handled	_____	_____
2. Outside Diameter	_____	_____
3. Pipe material	_____	_____
4. Pipe Specification and grade	_____	_____
5. Wall thickness	_____	_____
6. Design Pressure	_____	_____
7. Actual Working Pressure	_____	_____
8. Type of joint	_____	_____
9. Coating	_____	_____
10. Method of installation	_____	_____
11. Protection at end of casing	_____	_____
Both Ends _____ One end _____ Type _____		
12. Cover: Finished grade to top of casing or carrier _____		
Bottom of ditch or toe of slope to top of carrier to casing _____		

13. Cathodic protection _____		
14. Size and height of casing vent _____		
15. Distance from casing vent to edge of nearest traffic lane _____		

Underground Electric Encroachments

The following information is required to accompany all plans for underground electric or communications encroachments.

This information may be shown on the plan or by attachment thereto.

1. Type of facility _____
2. Type of conductor or cable _____
3. Size of conductor or cable _____
4. Type of duct or encasement _____
5. Minimum longitudinal cover _____
6. Minimum cover at crossing of travel way _____



Overhead Encroachments

The following information is required to accompany all plans for overhead power or communication encroachments.

This information may be shown on the plan or by attachment thereto.

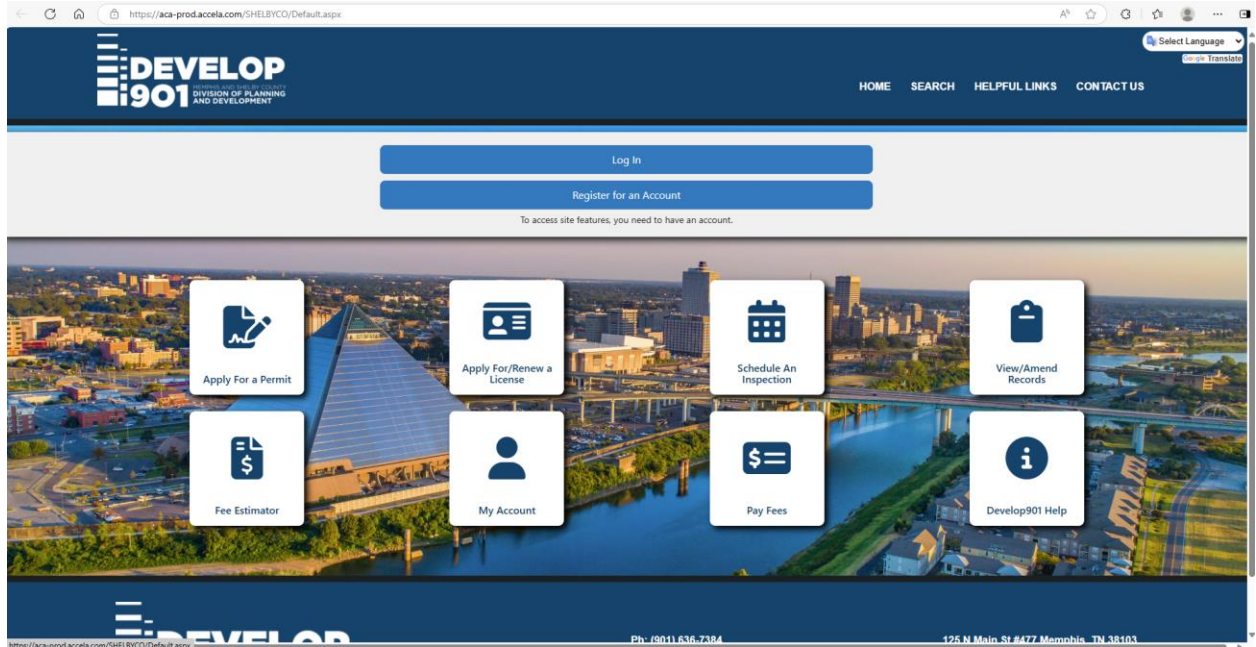
1. Type of facility _____
2. Type of conductor or cable _____
3. Size of conductor or cable _____
4. Poles - Height _____
Poles - Type _____
Poles - Class _____
5. Guys - Type _____
Guys - Size _____
6. Minimum vertical clearance @ point of crossings _____
7. Cross arm - Type _____
Cross arm - Size _____

APPENDIX H: How To: Request a Fiber Permit Through Accela

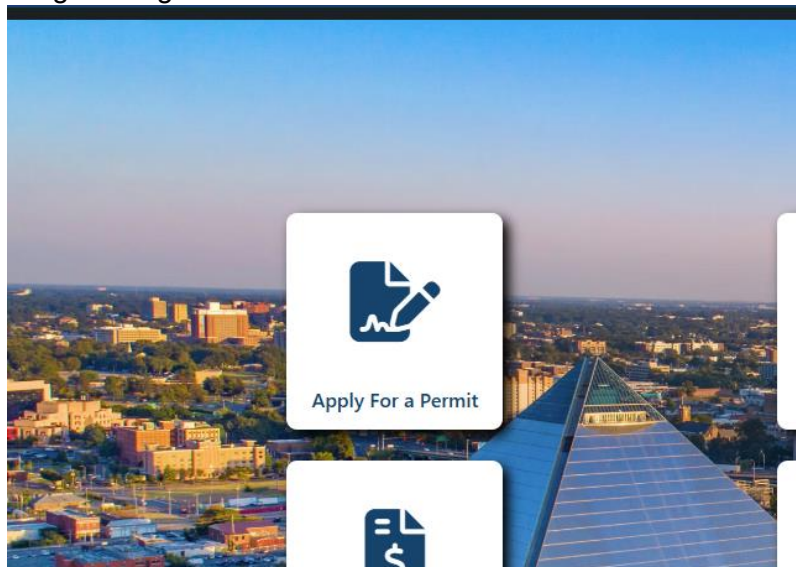
How To: Request a Fiber Permit Through Accela

Website: <http://aca-prod.accela.com/shelbyco>

- Visit the above website address and create an account for Accela:



- Once you have created an account log in
- Click on “Apply For a Permit” select “Apply from Application List, and then select “Engineering Permits”



Apply for a Permit



Apply Through
Application Wizard



Apply From Permit
List

Unsure where to start? Apply through the Application Wizard. Otherwise, find your application in the list.

For additional assistance with the application process, please contact the Develop901 Office at (901) 636-7384.

Apply for a Permit

Close

Building/Construction Enforcement Permits

Apply for permits for new construction, renovations, and repairs of both residential and commercial buildings.

Planning & Zoning Applications

Apply for approval of zoning changes, new developments, or adjustments to site plans.

Engineering Permits

Apply for permits related to sidewalks, street parking, curb cuts, and construction in public areas. This department handles permits concerning floodplain development, underground cables, dumpsters, and traffic control for your projects.

Memphis Fire Permits

Apply for permits related to fire safety systems and procedures. Reviewed by the Memphis Fire Department.

Licensing

Apply for or renew an Elevator, Sign, Short-term Rental, and Mobile Home Pad license. Register a contractor license.

Not sure? Refer to your [previous records](#) or use the [Application Wizard](#).

Home Planning & Zoning Applications Construction Enforcement Licenses for Contractors, Signs, Elevators & Short-term Rentals **Engineering Permits** Memphis Fire more

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to Develop901's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

[Continue Application >](#)

- Read the general disclaimer and accept the terms in order to move forward. After doing this, click "Continue application"
- Click the drop down arrow next to "Engineering - City of Memphis" in order to see a list of different types of permits you can apply for.

Home Planning & Zoning Applications Construction Enforcement Licenses for Contractors, Signs, Elevators & Short-term Rentals **Engineering Permits** Memphis Fire more ▾

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Click the arrow > to the left of "Engineering" to expand the list. Choose one of the available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▸ Engineering - City of Memphis

- ☐ ADA Curb Ramp
- ☐ Bagged Parking Permit
- ☐ Banner Review
- ☐ Curb Cut Permit
- ☐ Dumpster Permit
- ☒ Fiber Optic and Underground Cable Permit
- ☐ Floodplain Development Permit
- ☐ Food Establishment Grease Trap Application - Building
- ☐ Loading Zone Permit
- ☐ MLGW Right of Way
- ☐ Over-Dimension Permit
- ☐ Right of Way Permit
- ☐ Sidewalk Permit
- ☐ Smart Fiber Permit
- ☐ Special Parking Permit
- ☐ Traffic Control Permit
- ☐ Valet/Ramping Permit

▸ Engineering - Unincorporated Shelby County

- ☐ Driveway Permit
- ☐ Floodplain Development Permit (Unincorporated Shelby County)
- ☐ Right of Way Construction Permit

Continue Application »

- Select "Fiber Optic and Underground Cable Permit" and the "Continue Application"
- You will be taken to a page to create an application for your Right of Way permit. You can only request 1 permit at a time.

Step 1 – Instructions

- Here you will find a link to the Fiber Optic General Procedures. Please make sure to read these through and to familiarize yourself with them if you are not already familiar with this document. **Knowing the general procedures will help you from incurring fines in the future.**
- After familiarizing yourself with the General Procedures, click "Continue Application"
- *Note- at any point you can save your progress, close out of it, and resume the application later.

Step 2 – Contact Information

- We will need you to fill out 3 contacts.
 - 1: "Applicant" – **this is required** in order to move forward with your request. Please fill this out with your contact information. **All contacts listed as an applicant will receive the automated permit email with a copy of the approved permit once the permit is approved**
 - 2: Contractor – Point of Contact of the fiber vendor
 - 3: Subcontractor – Point of Contract for installer
- Click "Add New"

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1

[Select from Account](#)
[Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#)
[Save and resume later](#)

- Select the type of POC you are giving information for in the drop down menu.

Create an Application

Fiber Optic and Underground Cable Permit

- 1 Instructions
- 2 Contact Information
- 3 Application Information
- 4 Support Documentation
- 5 Review
- 6
- 7

Step 2: Contact Information > Contact Information

In this page, fill in information for all contacts related to this application.

Applicant: This information pertains to the person applying for the permit. It is important that you carefully and accurately communicate this information.

An Authorized Agent may submit this application on behalf of the applicant.

Licensed Professional: Depending on the scope of your project, you may need to list licensed professionals who will do the proposed work, including their contact information in this section as well.

For all licensed professionals listed here, please make sure the information is accurate and current.

Select Contact Type

* Type:

--Select--

[Continue](#)
[Discard Changes](#)

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1

[Select from Account](#)
[Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

* indicates a required field.

- Click "Continue"
- You will see the below window. Fill that out. Then scroll to the bottom and press "Continue"

Contact Information [X]

Preferred Channel:
--Select--

* First: Middle: * Last:

Name of Business:

* Address: Address Line 2:

Home Phone: Work Phone: * Mobile Phone:

* E-mail: Fax:

Zip:

▼ Contact Addresses

Add Additional Contact Address

Accela will save that contact in your account so you don't have to fill out this information by hand each time. Instead, you can just select the contact name for each Applicant, Contractor, and Subcontractor.

- Repeat the Contact Information steps for each: Applicant, Contractor (Vendor), and Subcontractor (Installer).
- After adding a Point of Contact for Applicant, Contractor (Vendor), and Subcontractor (Installer), click "Continue Application"

Step 3 – Application Information

- Below is a general explanation of what information we are looking for in each box.
 - Application Name: **(INSTALLER NAME)** requesting permit for **(VENDOR NAME)**
 - General Description: linear ft of install and type of install (example: 100ft of bore)
****if you are requesting a permit for the installation of JUST handholes, indicate that here.**
 - Route Name Identifier: Permit Name
 - Narrative Description of Entire Route: Typical Permit Description
 - Will street, curb, gutter, or sidewalk be impacted? Y or N. **** If you are in a franchised agreement you do not have to worry about the disclaimer that will pop up about a street cut permit. If you are non-franchised, they you**

will need to apply for a street cut permit through Accela along with this fiber optic permit request.

- Customer being served: customer who is receiving service (optional)

- **CUSTOM LISTS:**

The following Custom Lists are *required*

- Latitude Longitude
- Footage Information
- Installations
- Conduit Size

The following Custom Lists are *optional*

- Traffic Controls
- Utility Locate Numbers

- **LATITUDE LONGITUDE**

- Click “Add a Row”

- A window will pop up for you to add your GPS coordinates. After entering in coordinates, click “Submit”
- Every permit request should have 2 latitude longitude lines added.
 - One of the start of the bore/aerial placement/trench
 - One of the end of the bore/aerial placement/trench

- **FOOTAGE INFORMATION:**

- **REQUIRED.**
- This is where you will be adding your length & type of linear feet to be installed
- Click “add a row” under the heading “FOOTAGE INFORMATION”
- Select “Aerial Footage”, enter how many linear feet of aerial you are installing (enter “0” if none)
- Click submit
- Click “add a row.” Select “Directional Bore Footage”, enter how many linear feet of bore you are installing (enter “0” if none) Click submit.
- Click “add a row.” Select “Trench Footage”, enter how many linear feet of trench you are installing (enter “0” if none) Click submit.
- Click “add a row.” Select “Other Footage”. (This is used if you are requesting a permit for the installation of a handhole.) For footage, type in the NUMBER of handholes you are requesting for installation. (Handholes are billed for 5 linear ft per handhole.) In the “describe other” type in “Handhole placement.” (enter “0” if none). Click submit.

- **INSTALLATIONS:**

- **REQUIRED.**

- This is where you record your number of street crossings.
- Click “add a row”
- Type in your number of street crossings. (enter “0” if none)
- Click submit.
- CONDUIT SIZE
 - **REQUIRED.**
 - Click “add a row”
 - Enter size of the conduit. Recorded in inches.
 - Click submit.
- TRAFFIC CONTROLS
 - Entering traffic control information is optional.
 - If the City of Memphis normally calculates your traffic control fees, you may skip this portion
 - If your company normally calculates an estimation of your traffic control fees, here is where you can fill out that information
 - Remember the City will review the Traffic Control to ensure the correct fee for traffic controls is charged.
 - If you want to calculate your traffic control fees, click “Add a Row”

Custom Lists

TRAFFIC CONTROLS

Showing 1-1 of 1

Duration of Traffic Controls	Number of Bagged/ Displaced Parking Meter	Construction Dumpster Required	Special Permission Parking Required	Number of Lane Closures	Temporary Road/Alley Closure	Sidewalk Closure	Over-Dimensional Transport Required	Actions
5	0	No	No	1	No	Yes	No	

Add a Row **Edit Selected** **Delete Selected**

- A box will pop up that will allow you to fill out the traffic control information as normal.
- After filling out this information, click “Submit”
- UTILITY LOCATE NUMBERS
 - Optional.
 - Click “add a row”
 - Enter your utility locate number.
 - Click submit.

Step 4 – Support Documentation

- Please attach your company’s (the vendor’s) franchise agreement, aerial view of the drawing’s cable route, and construction drawings.
- Click “Add”

* indicates a required field.

Attachment

The following documents are required to be uploaded:

- Aerial Image (PDF Format)
- Construction Drawings
- Franchise Agreement

Additional documents may be required prior to approval.

The maximum file size allowed is 100 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
 Aerial Image (PDF Format), Construction Drawings, Franchise Agreement

Name	Type	Size	Latest Update	Action
No records found.				

- The following window will pop up. Click “Add” again and you will be taken to your files to select one.

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Construction En

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3

Application Information

6 P

> Support Document

support your applica

loaded:

approval.

ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mst;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

llowing types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

s, Franchise Agreement

File Upload

×

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n

are disallowed file types to upload.

Continue

Add

Remove All

- You can select multiple documents at a time to upload. Then click “Continue”
- Now, you will need to go in and label what each of these documents are

Aerial Image (PDF Format), Construction Drawings, Franchise Agreement

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Aerial Image (PDF Format) Remove

File: Aerial Overview of Cable Route.pdf 100%

*Description: Cable Route

spell check

*Type: Construction Drawings Remove

File: Construction Drawings.PDF 100%

*Description: Drawings

spell check

*Type: Franchise Agreement Remove

File: Franchise Agreement.pdf 100%

*Description: Vendor Franchise Agreement

spell check

Save Select from Account Add Remove All

Continue Application > Save and resume later

- There will be drop down menus for each document for you to choose what that file is. A description will be required, but you can either type N/A or just repeat what the document is “Cable Route” “Franchise Agreement” “Construction Drawings” etc.
- For ‘Franchise Agreement’ a copy of the most current Master PROW Agreement, an existing Franchise Agreement, or a empty placeholder document can be submitted. We will review internally afterwards
- Click “Save” at the bottom, and then “Continue Application”

Step 5 – Review

- Review all of the information to ensure that everything is correct. You have the opportunity at this time to go back and fix any mistakes.
- If everything looks good, click “Continue Application”

At this time, your application will be submitted to Accela/City of Memphis for review and the assessment of fees.

*****Any missing information will require additional information during the review process and delay the timeline for obtaining a permit. Ensure that the applicant fills out ALL of the necessary information for requesting a permit*****