

Upson County Road Department
2440 Yatesville Hwy, Thomaston, GA 30286
Operating Hours: M-F 7:00 am – 3:00 pm
Office: 706-647-2824 Fax: 706-647-5614

DRIVEWAY PERMIT APPLICATION PROCEDURES

The purpose of the Driveway Permit Application is to ensure that driveway connections over the County's right-of-way are installed correctly for your safety and the safety of the traveling public.

A Driveway Permit Application is required for:

- Installation of a new driveway connection.
- Existing/Modifying driveway connection.
- Building Permit Application - Applies for both new or existing driveway connections.

Driveways accessing a private road - The Upson County Road Department has no authority over private roadways. If you are applying for a Building Permit, you will need to contact Building & Zoning at **706-647-1297** to discuss their requirements for **Private Roads**.

Driveways accessing a state road/route are submitted to the Georgia Department of Transportation. You will need to contact Georgia D.O.T. at **706-646-6100**.

Driveways inside City Limits of Thomaston – you will need to contact City of Thomaston Public Works **706-647-7144**.

Driveways inside City Limits of Yatesville – you will need to contact City of Yatesville **706-472-3405**.

Driveway Permit Application Process

1. Review [Chapter 70 Article IV](#) of the Code of Upson County, Georgia pertaining to access of driveways to public roads **PRIOR** to completing a driveway permit application.
2. Complete the Driveway Permit Application form at the end of this document and email it to roadpermits@upsoncountyga.org.
3. Once the Road Department receives the driveway permit application:

NEW DRIVEWAY CONNECTION

- The Asst. Road Superintendent (ARS) will contact applicant (within 24 to 48 hours) and conduct a pre-inspection of the site for the new driveway connection.
- ARS will provide installation requirements to Applicant including but not limited to:
 - Applicant is responsible for installing the driveway connection.

- Upson County Road Department **does not sell** culvert pipes or any other installation material to the public.
 - Culvert pipe (if required) must be corrugated galvanized metal or concrete. **Plastic will not be accepted.**
 - Pipe length and diameter shall be determined by the Upson County Road Department.
 - Water cannot be diverted to County right-of-way.
 - No head walls may be constructed onto the pipe.
 - All disturbed areas on the right-of-way shall be grassed.
 - The driveway shall be stabilized with a minimum of four (4) inches of stone.
 - All driveways should have a turnaround pad off the right-of-way to prevent backing into the road.
 - Advance warning signs are required while working on County right-of-way.
 - All work is to be completed within **ninety (90) days**. Should permit expire, applicant must submit a new permit application.
 - The applicant will provide the Road Department twenty-four (24) hour notice before work begins.
 - Additional requirements may be determined by the Upson County Road Department after pre-inspection.
- After driveway connection has been installed, the ARS must conduct a final inspection:
 - Applicant can email roadpermits@upsoncountyga.org or call 706-647-2824 to request a final inspection.
 - If driveway connection passes inspection, the ARS will approve the driveway permit and a copy of the approved permit will be sent to the email address provided by the Applicant.
 - If driveway connection fails, applicant has fifteen (15) days to correct and request a re-inspection by the ARS.

EXISTING DRIVEWAY CONNECTION

- The Asst. Road Superintendent (ARS) will contact applicant (within 24 to 48 hours) and conduct an inspection of the existing driveway connection to confirm it meets current county codes/ordinances.
- If existing driveway connection passes inspection, the ARS will approve the driveway permit and a copy of the approved permit will be sent to the email address provided by the Applicant.
- If existing driveway connection fails inspection, the ARS will advise applicant of what changes must be made to bring it up to current codes.
 - After driveway connection has been corrected, the ARS must conduct a final inspection.
 - ❖ Applicant can email roadpermits@upsoncountyga.org or call 706-647-2824 to request a final inspection.

MODIFYING EXISTING DRIVEWAY CONNECTION

- The Asst. Road Superintendent (ARS) will contact applicant (within 24 to 48 hours) and conduct a pre-inspection of the existing driveway connection and discuss the modifications Applicant wishes to make.
- The ARS will provide modification requirements to Applicant. The same installation requirements listed above for a new driveway connection will apply to modifying an existing driveway connection.
 - Any exceptions must be approved by ARS prior to completing modifications.
- After modifications are completed, the ARS must conduct a final inspection:
 - Applicant can email roadpermits@upsoncountyga.org or call 706-647-2824 to request a final inspection.
- If modifications pass inspection, the ARS will approve the driveway permit and a copy of the approved permit will be sent to the email address provided by the Applicant.
- If modifications fail, applicant has fifteen (15) days to correct and request a re-inspection by the ARS.

BUILDING PERMIT APPLICATION

- Before a building permit can be issued, Upson County Building & Zoning requires that any new or existing driveway connection be permitted and approved by the Road Department.
- All permit requirements listed above for a New Driveway Connection or Existing Driveway Connection must be met before the Road Department will sign approval on a driveway permit that is needed in order to obtain a building permit.
- Applicant is responsible for submitting their approved driveway permit to the Building & Zoning office after receiving it from the Road Department.

If you have questions, you may contact the Road Department at roadpermits@upsoncountyga.org or 706-647-2824.



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2440 Yatesville Hwy.
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roadpermits@upsoncountyga.org



Driveway Permit

Applicant / Owner

Applicant's Name: _____ Phone: _____
Applicant's Address: _____ E-mail: _____
Address/City/State/Zip

Complete Sub-Contractor Contact information if work is to be contracted out.

Contractor's Name: _____ 24 Hour Contact Name: _____
Contractor's Address: _____ 24 Hour Phone: _____
Address/City/State/Zip

Driveway Information

This permit application is for the following driveway type: (Check the type that applies)

☐ New Driveway Connection ☐ Existing Driveway – No Modification ☐ Existing Driveway – With Modification

Site Address: _____
Name of road or address where driveway connection is located or will be installed.

Additional Notes or comments about the driveway connection:

Special Requirements for installation

- | | |
|---|---|
| 1) Pipe shall be corrugated galvanized metal or concrete. NO PLASTIC pipes allowed. | 7) All driveways should have a turnaround pad off the right-of-way to prevent backing into the road |
| 2) Pipe length and diameter shall be determined by the Upson County Road Dept. | 8) Advance warning signs are required while working in the County right-of-way |
| 3) Water may not be diverted to the County right-of-way | 9) All work is to be completed within ninety (90) days |
| 4) No head walls may be constructed onto the pipe | 10) The applicant will provide Road Dept. twenty-four (24) hours notice before work begins. |
| 5) All disturbed areas on the right-of-way shall be grassed | 11) All other requirements shall be determined by the Upson County Road Dept. |
| 6) The driveway shall be stabilized with a minimum of four (4) inches of stone | 12) Other requirements: _____ |

By signing this request, I agree to construct or have this driveway connection constructed in accordance with all Upson County requirements including Ch. 70, Article IV, of the Upson County Code of Ordinance. I also agree that I will be responsible for maintenance of this driveway, including any pipe, surface course and slopes.

Signature: _____

Date: _____

OFFICE USE ONLY

It is hereby certified that the above driveway installation/modification or existing use at the site address listed conforms with all applicable provisions of the Code of Upson County, Georgia, including but not limited to Ch. 70, Article IV, and with any Special Requirements imposed by the Upson County Road Department.

Approved by: _____ Date: _____
Upson County Road Department