

**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

## **UTILITY PERMIT APPLICATION PROCEDURES**

The purpose of the Utility Permit Application is to provide the appropriate forms and procedures needed for Upson County to protect its roadways and rights-of-way for the safety of its citizens and the traveling public.

A Utility Permit Application is required for:

- New utility facility or any changes/maintenance to existing facilities
- Special Case Utilities
- Installing facilities adjacent to right-of-way so as to require trimming or crossing over the right-of-way
- Installing or maintaining facilities adjacent to the right-of-way so as to require operating or construction clearance within the right-of-way or crossing over the right-of-way
- Excavating and boring within the roadbed structure
- Cutting of any paved surface

**Private road right-of-way** - The Upson County Road Department has no authority over private roadways. This permit procedure does not apply to **Private Roads**.

**State road/route right-of-way** - This permit procedure does not apply to **State roads/routes**. You will need to submit a permit request to the Georgia Department of Transportation's [Georgia Utilities Permitting System](#).

**Right-of-ways inside City Limit of Thomaston** – The Upson County Road Department has no authority over right-of-ways located inside the City of Thomaston. You will need to contact the City of Thomaston Public Works at **706-647-7144**.

**Right-of-ways inside City Limit of Yatesville** – The Upson County Road Department has no authority over right-of-ways located inside the City of Yatesville. You will need to contact the City of Yatesville at **706-472-3405**.

### Utility Permit Application Process

1. Review [Chapter 90 Article IV](#) of the Code of Upson County, Georgia pertaining to utility accommodations **PRIOR** to completing a utility permit application.
2. Complete the Upson County Utility Permit Application and refer to Attachment 1 Minimum Information Required for the list of additional required documents. All required documents and application must be emailed to [roadpermits@upsoncountyg.org](mailto:roadpermits@upsoncountyg.org).
3. Pay the \$50.00 Utility Permit Application fee. **Check or money order only.** NO CASH. Permit application will not be processed until fee is received.

4. A **separate permit application packet and fee** must be submitted **for each roadway/location site** that will be worked on. **Do not** group multiple roadways onto one permit application.
5. Once the Road Department receives the Utility Permit Application, supporting documents, and fee:
  - The Superintendent has **30 days** to review application packet. Please plan accordingly. He will contact applicant to discuss any questions or concerns.
  - Superintendent will discuss and provide any additional special requirements to Applicant prior to approving the permit.
6. Once reviewed and approved, the Road Department will:
  - E-mail the approved permit to the E-mail provided on the application.
  - E-mail a permit placard which needs to be displayed at the work site during the installation.
7. When all work has been completed, the Applicant must notify the Road Department by E-mail, [roadpermits@upsoncountyg.org](mailto:roadpermits@upsoncountyg.org), or by phone 706-647-2824 that work is completed.
  - Superintendent will inspect the county's road and/or right-of-way to ensure it has been returned to its original condition.
  - Superintendent will notify Applicant of any issues that must be corrected.

**UPSON COUNTY UTILITY PERMIT APPLICATION**

COMPANY NAME: \_\_\_\_\_  
Utility Company or Government Entity

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE or MOBILE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**24 HOUR CONTACT INFORMATION (required):** 24-hour contact person and at least one person on-site must be able to effectively communicate with Upson County.

NAME \_\_\_\_\_ PHONE No. \_\_\_\_\_ MOBILE No. \_\_\_\_\_

SUB-CONTRACTOR CONTACT if applicable:

Company: \_\_\_\_\_

24-Hour Emergency Contact: \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

\*\*\*\*\*  
**LOCATION:**  Aerial  Underground  Both Aerial and Underground Utilities in the County Right-Of-Way

**Type of Utility:**  Water  Waste Water  Power  Communications  Internet/Broadband  
 Gas  Other \_\_\_\_\_

**Work Activity:**  New  Maintenance  Increase in the Rated Capacity or Transmittant

**Work Location:** \_\_\_\_\_  
Must give Road/Street Name and Side, Distance & Direction from Nearest Intersection or Address Range.

**Work Dates:** BEGIN DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Blasting required:  YES  NO      Bores required?  YES  NO      Cutting required?  YES  NO

Explain reason for blasting/boring/cutting: \_\_\_\_\_

The utility facilities covered hereby shall be installed in accordance with the permit form & plans attached to and made part hereof. Applicant agrees to comply with the Upson County Utility Accommodation Ordinance, the current version of the [Georgia Dept. of Transportation's "Utility Accommodation Policy and Standards" \(UAPS\)](#), and all general provisions and special provisions shown on the reverse hereof, or attached hereto, during the installation, operation and maintenance of said utility facilities within the public right-of-way. Failure to comply may result in a stop-work order and/or request to remove facilities not in compliance. It is agreed by the applicant that Upson County, the Upson County Road Department and any officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property occurring as the proximate results of any of the work undertaken under the terms of this application and that all of said liability is hereby assumed by the Applicant. Applicant shall submit with this request the minimum information required for a utility permit application as shown on Attachment 1. The Upson County Road Department will contact Applicant to arrange a pre-permit conference, if necessary. "Applicant" as used in this permit, includes contractor(s), their subcontractor(s), agents and assigns.

**My signature below assures Upson County that I have read and agree with the above terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Engineer or Manager

**No work shall begin without prior 24-hour notification to the Road Department at 706-647-2824 between the hours of 7:00 am – 3:00 pm M-F. Notification should include permit number, project name, location, 24-hour contact name and phone number and any other pertinent information. VOICE MAIL is not proper notification.**

(FOR UTILITY PERMITTING SECTION ONLY)

Authorized by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT 1**  
**MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION**

Applicant is responsible for ensuring that all items listed below have been reviewed and checked off and/or are included in the utility permit application. Failure to follow and/or provide all minimum information will delay the processing and approval of the permit request.

Check off all that apply. ***Do not leave any field empty.*** Write in **N/A** for any fields that are not applicable to your permit application.

**I. APPLICATION FORM**

1. E-mail to [roadpermits@upsoncountyga.org](mailto:roadpermits@upsoncountyga.org) along with all required documents. Fax copies are not accepted.
2. Name, address and phone number of applicant (utility company or government entity)
3. If Sub-Contractor will be used – provide company name, and 24-hour emergency contact name and number.
4. Type of proposed utility
5. Work Location – road name and address, include English distance to closest intersecting road/street
6. Date
7. Work Dates – beginning date through ending date
8. Any special requirements: blasting, bores, or cutting
9. Signature and phone number of authorized representative
10. \$50.00 application fee upon submission. NO CASH. Check/Money Order only.

**II. SUPPORT DRAWINGS (All dimensions must be English units)**

**One copy 8 1/2" x 11"** construction drawings or aerial imagery (not final engineered drawings unless requested

A.  by Department will be accepted.

1. Dimensions of the roadway in English units
  - a. Right-of-way width
  - b. Pavement (indicate centerline)
  - c. Distance to curb and/or ditch
  - d. Show grass plot and sidewalk, if applicable
2. North arrow
3. Location of proposed installation showing distances to nearest intersecting road/street
4. Length, size, and type of utility
5. Note whether own forces or contractor will be used (indicate name of contractor and 24 hour contact phone)
6. Any ground altering effects that could affect the approval of this permit. Slope, Trees, etc.

**Additional Underground Information for Support Drawings – Section IIA.**

1. Distance of encroachment from edge of pavement or curb and right-of-way
2. 36" minimum depth of cover of facility on backslope and under ditches and shoulders
3. 48" minimum cover under roadway
4. Details, if attached to bridges or over drainage structures
5. Boring or tunnel (**drawing of detailed cross section**)
6. Size and method of repair for pavement cuts
7. Method of installation
8. Detailed explanation for any installation other than in back of right-of-way
9. Detailed distances for offset portions of installation
10. Location of fire hydrant, manholes, etc., including distance from pavement and right-of-way
11. **Letter of explanation as to why open cut is necessary rather than boring.**

**Additional Aerial Information for Support Drawings – Section IIA**

1. Distance from edge of pavement/curb for proposed poles and anchors
2. Overhead clearance for crossings at maximum sag
3. Location of temporary poles
4. Distance from edge of pavement/curb and right-of-way for existing poles when new conductors or cable are replaced or added
5. Indicate poles to be changed out or eliminated, if applicable

B.  Location sketch from Ga. DOT county map with site highlighted or circled (**one copy 8 1/2" x 11"**)

C.  Traffic Control Plan conforming with [U.S. DOT MUTCD](http://www.utsd.org) (**one copy 8 1/2" x 11"**)

**ATTACHMENT 1**  
**MINIMUM INFORMATION REQUIRED FOR A UTILITY PERMIT APPLICATION**

**III. SPECIAL ASSURANCE FORMS (*notarized*)**

- 1. Photos of right-of-way and adjacent properties.
- 2. **Applicant's Assurance Form**
- 3. **Contractor's Assurance Form** – Required if contractor is hired by private individual.

**IV. PROOF OF INSURANCE**

- 1. Proof that insurance company is licensed in the State of Georgia
- 2. Insurance certificate must state following insurance coverages. Refer to [Chapter 3 Georgia DOT Utility Accommodation Policy and Standards for minimum coverage requirements:](#)
  - a. Worker's Compensation
  - b. Employers' Liability Insurance
  - c. Commercial General Liability Insurance
  - d. Commercial Umbrella Liability Insurance

**V. COPY OF BOND – Required if installation is by or for an entity not registered with Georgia Secretary of State as a business or contractor.**

- 1. Proof that bonding company is licensed in the State of Georgia. Letter of Credit or Escrow Let
- 2. Payable to Upson County Board of Commissioner, 106 E. Lee St., Suite 110, Thomaston, GA 30286
- 3. Bond amount - \$5000.00 which covers all site locations. If bond is claimed on, a new bond will be required to cover remaining site locations.

**My signature below assures Upson County that I have read, understood, and provided all minimum information required for this utility permit application.**

**Note: A signed copy of this permit checklist and all required documents (i.e. support drawings, assurance form, insurance, etc.) must be submitted with the permit application.**

Signature: \_\_\_\_\_  
Supervising Engineer or Manager

Date: \_\_\_\_\_

**UPSON COUNTY RIGHT-OF-WAY REQUIREMENTS**

1. Qualifications
  - a. All utilities shall meet and maintain the qualifications as listed in the [2016 Georgia DOT Utility Accommodation and Policy Standards Manual \(UAPSM\)](#).
2. Requirements for Permits
  - a. Prior to using or occupying any part of the right-of-way, all Utilities, contractors, firms, or individuals are required to apply for and obtain written permission from the Upson County Road Department.
  - b. A **Utility Permit Application** packet will be required for the following prior to work beginning:
    - i. New utility facility, any changes or maintenance to existing facilities
    - ii. Special Case Utilities
    - iii. Installing facilities adjacent to right-of-way so as to require trimming on the right-of-way
    - iv. Installing or maintaining facilities adjacent to the right-of-way so as to require operating or construction clearance within the right-of-way
    - v. Excavating and boring within the roadbed structure or right-of-way
    - vi. Cutting of any paved surface
3. Permit Application and Approval Procedure:
  - a. The **Utility Permit Application** packet must be submitted to the Upson County Road Department by E-mail to [roadpermits@upsoncountyga.org](mailto:roadpermits@upsoncountyga.org).
  - b. Questions on the application process can be sent to [roadpermits@upsoncountyga.org](mailto:roadpermits@upsoncountyga.org), or you can contact Road Superintendent at 706-647-2824.
  - c. All information requested in the permit application packet must be complete, or if not applicable, use N/A.
  - d. Allow a **30-calendar day** turnaround from the date of receipt of the application request by the Department, unless circumstances demand otherwise.
  - e. Permit is valid for one (1) year from date of approval. All work must start within one year. An extension may be requested prior to expiration. After expiration, permit application request must be resubmitted.
  - f. Approval of permit does not constitute approval of design or construction layout and details for the proposed facilities. Applicant is responsible for compliance with all applicable governmental codes and regulations as well as designs and construction layouts that are safe for public use.
  - g. No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is Upson County responsible for any claim which may develop between the Applicant and any property owner concerning the use of the public right-of-way, public roadway, County easement, or any other County property.
  - h. This permit is a license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in holder.
  - i. Applicant is solely responsible for obtaining all necessary easement or permissions from abutting property owner.
4. Permit Application Fee
  - a. An application fee of **\$50.00** is required for each permit application. There will be no additional charge for the issuance of the permit. **The application fee must be received before a permit can be approved.**
  - b. A separate permit application request and fee must be submitted for each roadway/location site that will be worked on. **Do not** group multiple roadways onto one permit application.
5. Installation Details:
  - a. All work should be conducted in a workman-like manner and comply with the Utilities submitted plan sheets, the GDOT UAPSM, as well as additional applicable instructions provided by the Road Department below.
  - b. Prior to initiation of any work under this permit, Applicant must determine the location of any and all other installations for utilities upon, over or across the right-of-way and shall install, operate and maintain the facilities in such a manner as not to damage or interfere with the operation of its existing facilities. Applicant will be held responsible for damages to other utilities.
  - c. No open cuts in pavement will be permitted except by special permission from the Road Department Superintendent. If approved:

- i. **Minimum 8" GAB for Asphalt Surface** will be poured over the backfilled trench and will rest on undisturbed soil **Minimum Cut Back of 12" of Pavement on Each Side of Trench**.
  - ii. If the pavement is asphalt, the surface of the **8" GAB** will be **2"** below the surface of the abutting pavement. The **2"** section will be **Replaced with the Same Type Material as The Existing Surface**. The finished surface will be smooth and flush with abutting pavement. **Only One-Half of The Roadway is to Be Opened at One Time**.
  - iii. Applicant shall restripe all existing roadway marking as currently marked. Applicant shall restripe all existing roadway markings on side roads to the end of the new resurfaced section.
- d. Use of explosives within the public right-of-way, public roadway, County easement, or any other County property is prohibited unless approved by Road Superintendent.
- e. Directional boring is allowed; however, special care must be taken to assure that all lines remain uniform throughout project. Potholing at standard intervals is a preferred method of identifying existing utilities (unless mandated under certain circumstances). Any abandoned bore holes must be completely grouted.
- f. Right-of-way should be to grade before starting work. If not satisfactory, notify the developer or his representative.
- g. Tie-ins with major supply lines at project entrances must be stubbed in prior to entrance widening. After paving is complete, tie-in must be made along right-of-way with tie-in being made at the end of the widening project. No cuts will be allowed in new pavement at entrance, unless there is a major emergency leak or service disruption.
- h. Trenching will be done with a trenching machine or small bucket backhoe. Plowing will be allowed only on jobs where specifically authorized by the Upson County Road Department.
- i. All trenches opened each day must be backfilled to within 10 feet of end of trench and completed to 95 percent standard proctor, using necessary tamping or vibratory equipment.
- j. At completion of project, right-of-way must be restored to design line grade. If grassing or mulching has been done prior to start of utility installation, it must be restored to original condition. All restoration work should be completed within 24 hours of completion of installation.
- k. Applicant is responsible for maintaining reasonable access to public and private driveways during installation of its facilities and for restoration of public and private driveways to the owner's satisfaction.
- l. Any silt fence that must be removed to complete open cut must be reinstalled properly as soon as possible and no later than end of workday. Any silt fence damages by utility construction must be replaced with new fencing immediately.
- m. Deposited earth, mud rock and debris are prohibited on the roadway. Any earth, mud, rock or debris created by the installation must be cleared from the pavement and kept on site at all times. Silt transfer to storm drainage system must be prevented.
- n. All non-essential equipment must be removed from the work area during operating hours and all equipment shall be removed from the work area after operating hours.

6. Position of ALL Above and Below Ground Devices

- a. Underground piping lines or facilities, hereinafter referred to as underground installations, will be installed to have **at least 36" minimum cover on backslope and under ditches and shoulders**, and **at least 48" minimum under a paved surface**. Longitudinal installations are to be located on uniform alignment, preferably parallel to the roadway at, or adjacent to the right-of-way line and **no less than 3 feet beyond the slope, ditch, or curb lines**. Underground installations **are not to be located within the pavement or between the edge of pavement and the ditch or toe of front slope** except where no other practical alternative exists and special request for exception is submitted.
- b. The facility trench shall be backfilled carefully after the facility has been installed, in accordance with the standard practice for installing culverts and minor structures. In crossing roadways, the **backfill will be made in 6" layers and each layer firmly compacted**. Where roadway grass is disturbed, satisfactory replacement will be accomplished including adequate seeding of new grass.
- c. All transformers must be engineered and installed to go on property lines not occupied by water meters and with back of pad within one (1) foot of right-of-way line.
- d. Telephone and cable television pedestals that must be placed within one (1) foot of the right-of-way of new construction will require notification to the Upson County Road Department at time of engineering. Positioning must not obstruct or compromise other utility services.

7. Emergencies

- a. Emergency repairs do not require written approval prior to repair, but **verbal notification** is required within **24 hours to the Road Department at 706-647-2824** (voice message is acceptable) and a **written notification** of repairs is required **within 5 business days**.
  - i. Voice message must include – name of utility, location, type of utility repair, 24-hour contact number.
- b. Emergency repairs are defined as emergency replacement of:
  - i. Poles, wires, or other facilities damaged by accidents or natural causes such as wind or ice and when immediate repair is required to repair services, or in cases where there is an imminent threat to public health or safety.
  - ii. In event of an emergency repair requiring the blockage of one or more travel lanes, E-911 must be notified as soon as possible by telephone.

8. Notification of Work Schedule:

- a. No work shall be started without **24 hours prior notification** to the Road Department at **(706) 647-2824, between the hours of M-F 7:00 am – 3:00 pm**. Voice messages are not acceptable notification. Only exception are emergency repairs – See 7a for emergency notification requirements.
- b. Notification must include: permit #, location, 24-hour contact name & phone number. Applicant agrees that someone will be available at all times to respond to emergencies.

9. New Residential, Commercial, or Industrial Developments

- a. All utilities locating their facilities in new residential, commercial, and industrial developments shall install/locate their facilities pursuant to the Utility Accommodation Ordinance and Subdivision Regulation Ordinance of the Upson County Code of Ordinances, as they exist at the time of such location, in addition to all right-of-way installation requirements set by the Upson County Road Department.

**My signature below assures Upson County that I have read and understood the Upson County Right-of-Way Requirements. I also understand that additional requirements may be implemented by the Road Department after review of this utility permit application.**

**Note: A signed copy of this form must be submitted with the permit application.**

Signature: \_\_\_\_\_  
Supervising Engineer or Manager

Date: \_\_\_\_\_

**APPLICANT'S SPECIAL ASSURANCES FOR  
UTILITY CONTRACT WORK WITHIN UPSON COUNTY RIGHTS-OF-WAY**

Project Identification: \_\_\_\_\_ Permit # \_\_\_\_\_

Contract Identification/Location: \_\_\_\_\_

All work to be performed under this permit, whether performed by Applicant or by any contractor/sub-contractor, which is to be performed on Upson County's rights-of-way under control and permit of the Upson County Road Department ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit and the Upson County Utility Accommodation Ordinance (incorporating the Georgia Department of Transportation's Utility Accommodation Policy and Standards). The Department shall have the right to inspect the work and to require any action necessary to correct all deviations from said terms and conditions.

Applicant agrees to indemnify and hold harmless Upson County, its Board of Commissioners and its members, Upson County agencies, boards, departments and employees from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which may result from any injury to, or death of, any persons or from the loss of, or damages to property of any kind or nature, including the Upson County roadway ("roadway") and facilities or structures which now or may hereafter occupy the rights-of-way of the said roadway when such injury, death, loss or damages arise out of the construction, installation, maintenance, repair, removal, relocation, operation or use of the pole line, buried cable or conduit, pipeline, or miscellaneous use of the utility facility covered by the permit or out of miscellaneous operations authorized by the permit.

Applicant also agrees that Upson County and the Department shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its obligees in reliance on any pre-permit conference discussions, or as a result of the requirement(s) for compliance with the Department's standards and specifications or any corrective action which the Department may order in enforcement thereof. Applicant also agrees that Contractor and any and all sub-contractors must comply with all rules and regulations or the permit may be suspended, cancelled or revoked by a Stop-Work Order. Applicant also agrees to pay for any extraordinary inspections performed by Upson County personnel as deemed necessary by Upson County personnel to assure public safety, unless a specific agreement as to fees should supersede this agreement.

Applicant agrees that all limitations of liability as found in the State of Georgia Department of Transportation's Utility and Accommodation Policy and Standards shall also apply, and in the event of conflict, the least restrictive provision shall apply.

Signed, sealed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. .

\_\_\_\_\_  
Company

(seal)

\_\_\_\_\_  
Company's Authorized Representative

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**CONTRACTOR'S SPECIAL ASSURANCES FOR  
UTILITY CONTRACT WORK WITHIN UPSON COUNTY RIGHTS-OF-WAY**

Project Identification: \_\_\_\_\_ Permit # \_\_\_\_\_

Contract Identification/Location: \_\_\_\_\_

Contractor agrees that all work to be performed under this permit, whether performed by Contractor or any of its sub-contractors, which is to be performed on Upson County's rights-of-way under control and permit of the Upson County Road Department ("the Department"), shall be done in compliance with the terms and conditions of the Department's permit and the Upson County Utility Accommodation Ordinance (incorporating the Georgia Department of Transportation's Utility Accommodation Policy and Standards). The Department shall have the right to inspect the work and to require any action necessary to correct all deviations from said terms and conditions.

Contractor agrees to indemnify and hold harmless Upson County, its Board of Commissioners and its members, Upson County agencies, boards, departments and employees from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which may result from any injury to, or death of, any persons or from the loss of, or damages to property of any kind or nature, including the Upson County roadway ("roadway") and facilities or structures which now or may hereafter occupy the rights-of-way of the said roadway when such injury, death, loss or damages arise out of the construction, installation, maintenance, repair, removal, relocation, operation or use of the pole line, buried cable or conduit, pipeline, or miscellaneous use of the utility facility covered by the permit or out of miscellaneous operations authorized by the permit.

Contractor agrees that Upson County and the Department shall not be held liable for any extra expense or damages to the contractor, its subcontractors, or its obligees in reliance on any pre-permit conference discussions, or as a result of the requirement(s) for compliance with the Department's standards and specifications or any corrective action which the Department may order in enforcement thereof. Contractor also agrees that Contractor and any and all sub-contractors must comply with all rules and regulations or the permit may be suspended, cancelled or revoked by a Stop-Work Order. Contractor also agrees to pay for any extraordinary inspections performed by Upson County personnel as deemed necessary by Upson County personnel to assure public safety, unless a specific agreement as to fees should supersede this agreement.

Contractor agrees that all limitations of liability as found in the State of Georgia Department of Transportation's Utility and Accommodation Policy and Standards shall also apply, and in the event of conflict, the least restrictive provision shall apply.

Signed, sealed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. \_\_\_\_\_.

\_\_\_\_\_  
Contractor

(seal)

\_\_\_\_\_  
Contractor's Authorized Representative

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_