



September 20, 2016

Dear Utility Provider:

This letter is to inform you that the City of Sandy Springs has revised its Utility Policy. The changes are outlined below and are to go into effect October 10, 2016.

Public Notification Requirements:

Applicant shall notify the property owners adjacent to permitted utility work no less than seventy-two (72) hours in advance of work commencing. Notification shall be placed in a non-destructive method on the front door of each dwelling, office building, or place of business.

Notice shall contain the following information:

- *Dates of activity (start and end),*
- *Description of activity,*
- *Utility performing work,*
- *Twenty-four (24) hour contact name and phone numbers for utility and contractor, and*
- *Permit number.*

If the project includes more than five hundred (500) feet of underground work, applicant must provide roadside signage at each end of the work zone. Signage will be a minimum of thirty (30) inches wide by thirty-six (36) inches tall with the above information legibly depicted.

Pre-Construction Requirement:

For work requiring the installation of more than five hundred (500) feet of underground work or a total road closure, a pre-construction meeting is required. This meeting will occur no less than seventy-two (72) hours in advance of beginning construction and requires, at a minimum, a contractor representative and utility representative.

Your cooperation in implementing these changes is crucial to continued success in providing utility services in the City of Sandy Springs. If you have any questions, please contact Donald Kahn, Field Services Unit Manager, at 770-206-2574 or dkahn@sandyspringsga.gov.

Sincerely,

John F. McDonough
City Manager