Cover Sheet

*This page is to be completed by the Utilities Lead. If the proposed attachment is associated with a highway project, the Utilities Lead will be the DUE/DUC (Division) or Utilities Unit Engineer. Requests from the Division should be forwarded to the appropriate Regional Utilities Engineer (East/West) with their input provided on Page 2 (Division Recommendation & Rationale). If this request is not associated with a highway project, it should be forwarded to the State Encroachment Engineer. This cover sheet should accompany all documentation provided by the Utility Owner and be sent by the Utility Lead to all reviewing parties (Utilities Unit, Division, Structures Management Unit).*

Provide a brief description of the utility facility requesting to attach to the structure.

|  |  |  |  |
| --- | --- | --- | --- |
| Utility Owner | Utility Type | Size | Material |
|  |  |  |  |

Utility Owner Contact:

|  |  |
| --- | --- |
| Individual Name |  |
| Phone Number |  |
| Email Address |  |

Location:

|  |  |  |  |
| --- | --- | --- | --- |
| Structure Number | Route Number(s) | County | Division |
|  |  |  |  |

If this request is associated with a highway construction project, provide the following:

|  |  |
| --- | --- |
| TIP |  |
| WBS |  |

If there are **existing utilities** attached to an **existing structure**, list all of them below (regardless of whether they are owned by the entity associated with this specific request).

|  |  |  |  |
| --- | --- | --- | --- |
| Utility Owner | Utility Type | Size | Material |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If more than one utility is requesting to attach to a **proposed structure**, list the additional ones below. Each utility will need its own approval, but an acknowledgement that other utilities are interested in attaching will assist the reviewers.

|  |  |  |  |
| --- | --- | --- | --- |
| Utility Owner | Utility Type | Size | Material |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*The Utilities Unit and Division should provide recommendations and then the Utilities Lead will forward the review package to the Structures Management Unit.* ***The Utilities Lead should involve the Utilities Unit Head prior to distribution to SMU.*** *See Guidance at the end of this document for required documentation. The Division can designate their reviewer. The reviewer for SMU should be the Regional Field Operations Manager. Reviewer signatures are not required until the final routing of the document for signatures by all.*

Utilities Unit Recommendation & Rationale:

|  |  |
| --- | --- |
| Reviewer Name:  | Signature: |
| Comments: |

Division Recommendation & Rationale:

|  |  |
| --- | --- |
| Reviewer Name: | Signature: |
| Comments: |

Structures Management Unit Recommendation & Rationale:

|  |  |
| --- | --- |
| Reviewer Name: | Signature: |
| Comments: |

Final Determination

*When all parties have completed their review, the Regional Utilities Engineer or State Encroachment Engineer will complete this page and route for signatures. The Utility Owner should only be routed if the request is approved.*

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Signature | Concurrence |
| NCDOT Structures Management Unit Head |  |  | [ ]  Yes[ ]  No |
| NCDOT Division Representative (DE/ DCE) |  |  | [ ]  Yes[ ]  No |

NCDOT State Utilities Manager Final Approval:

Name:

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

[ ] Approved. [ ] Denied.

Note: Approval of the Structure Attachment Request Form does not authorize the installation of any attachment to the bridge. The standard approval agreement must still be obtained (URA, Encroachment, UCA, U&O). A copy of this form (where preliminary approval to attach has been granted) should be included when submitting that agreement for approval.

The Utility Owner will provide their inspection reports for the attached utility and send it to NCDOT Division Bridge Maintenance and Central Structures Unit.

Guidance

All requests to attach to an NCDOT Structure should be submitted to the Utilities Unit. **The Utilities Unit will set up an initial meeting to discuss the proposed attachment with SMU and the Division. This meeting can happen before a complete Structure Attachment Request package has been submitted by the utility owner.** The Utilities Unit will handle the routing of the package for review and approval signatures. When the proposed attachment is associated with an NCDOT highway project, a final version of this document should be stored on the project’s Connect/SharePoint site.

If the request is part of an installation associated with an NCDOT project, the request should be made as soon as possible in the utility coordination process (PDN Stage 2UT1).

The request should include all information required from the Utilities Accommodation Manual ([link](https://connect.ncdot.gov/municipalities/Utilities/Pages/UtilitiesManuals.aspx)). The following sections contain information about requirements for consideration of the request.

* 2.8 Miscellaneous Special or Unique Considerations
* 3.5.1 Utilities Attached to Structure

The Utility Owner must provide the following information for consideration. Ensure this information is made available to all parties involved in the review of this request. Regardless of where the request is originated, staff from the local Division, Utilities Unit, and Structures Management Unit should all be included.

* Justification Letter from the Utility Owner
	+ In addition to any UAM requirements, this letter must
		- Document how often the utility will be inspected and maintained by the owner
		- Describe how it will be inspected and maintained in the future, acknowledging any special traffic control measures that may be required, including traffic control plans.
* Preliminary layouts/designs for alternative installation and routing
	+ Bore & Jack, Horizontal Directional Drill, etc
	+ Routing of the utility through alternative easements or rights of way
* Preliminary sketch for the proposed attachment scenario
	+ For pressurized pipe attachments, this shall include functional valves outside of the structure but within an appropriate distance of it to isolate the contents of the pipe on the structure. There should not be any service connections or branches between these valves.
* Information regarding the utility in the general area indicating whether the utility is a one-way feed or the system has redundancy. This may include a copy of the utility’s system map.
* A **geotechnical report** and analysis of the soil conditions relative to any alternative installation methods. This may be furnished by NCDOT and supplied to the Utility Owner if available at the time of the request.
* A sealed engineering report
	+ This will typically only be required if the attachment is proposed to an existing NCDOT structure.

**NCDOT and the Utility Owner will need to identify responsibilities regarding installation and maintenance of the hanger attachment system in the specific situation and document it.**

SMU should store a copy of the complete, signed Structure Attachment Request package if approved. This information will be linked to the specific structure.

**DocuSign Routing Procedure**

* The signing order should be set in DocuSign so that the reviewers all sign at the same time and assigned #1.
* The SMU Head and Division Rep should go next and assigned #2.
* The Utilities Unit Head shall be the last to sign and assigned #3.