



BALDWIN COUNTY COMMISSION

POLICY #9.8	
Subject	County Right-of-Way Utility Construction
Date Adopted	September 17, 2024 or TBD
Agenda Item	TBD
Obsolete Versions	All policies regarding this subject prior to the date adopted on this document. <i>Original adoption / previous revisions:</i> •09/06/1994, Minutes Bk. 15, Pg. 121-122; 08/03/2004, Minutes Bk. 36, Pg. 18; 12/21/2004, Minutes Bk. 37, Pg. 104; 02/19/2008, Minutes Pg. 26

POLICY STATEMENT

This policy provides the procedure and guidelines for the submittal and processing of a Utility Permit between Baldwin County and a corporation so they may install utilities on County right-of-way. The County Engineer or Assistant County Engineer (“County Engineer”) will approve/deny utility permits. The Baldwin County Highway Department Utility Manual outlines the general practices and procedures needed to accomplish utility construction within county rights-of-way.

A. PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. The Utility provider shall complete a Utility Permit Application and submit an original copy to the Baldwin County Highway Department - Utility Division.
2. Upon submittal of the application, Highway Staff will review the permit application for compliance with the Baldwin County Utility Manual.
3. Utility Inspectors will then review the permit request in the field and video current site conditions.
4. The permit application will then be approved by the Utility Inspector, Permit Division Manager and the County Engineer if deemed meeting the requirements of the Utility Manual.

5. If approved by the County Engineer, a copy of the Utility Permit with all exhibits will be sent to applicant.
6. Typically, the Utility Permit shall be valid for not more than a twelve (12) month period. However, longer periods may be approved as recommended by the County Engineer.

B. EXCEPTION TO POLICY

Exceptions may be granted by a majority vote of the Baldwin County Commission. Exceptions do not constitute as new policy or establish precedence but will be granted on a case-by-case basis and will only apply to the specific matter before the Commission at that time.

ATTACHMENTS

N/A