



Department of Public Works  
Office of Transportation  
Permit Information Center for Streetcar Track Access

**Track Access/Allocation Notification Guidelines**  
**(Minimum Requirements)**

**15-business days:**

For work resulting in removing any of its streetcar facility structures (e.g. shelters, boards/kiosks and streetcar stop signs).

**10-business days:**

For work resulting in line deactivation or track right-of-way (ROW) access to the Atlanta Streetcar. (Personnel or equipment working within 10 feet of the Overhead Contact System (OCS) requires a line deactivation which is subject to billing & limited to non-operational hours. Track ROW access is subject to approval by the Director of Safety, Security, and Training. Lane and road closures are subject to approval by the Office of Transportation. See below and page 2 for more info & possible longer notification requirements).

**5-business days:**

For work resulting in a partial lane or road closure on which the Atlanta Streetcar operates without requesting line deactivation to its Overhead Contact System (OCS), access to its right-of-way or a shutdown to its track operation.

**Notification Guidelines for Atlanta Streetcar Overhead & Track Impacts**

Department of Public Works (DPW) requires 10-business days notice for work resulting in the deactivation of the Streetcar's Overhead Contact System (OCS) &/or access to the track Right-of-Way (ROW). Please complete a **Streetcar OCS Deactivation Request Form &/or Streetcar Track Access Work Request Form**. OCS deactivation requests are subject to approval & required for any work involving equipment and personnel coming to within 10 feet of the OCS. All periods of OCS deactivation must be conducted during the streetcar's non-operational hours. Track access is subject to approval for work that is to be done within the ROW (area within 10 feet from either direction of the center of track). This work may occur during some hours of operation so long as specific safety guidelines are met and the work remains 10 feet or greater from the OCS and does not continuously protrude into the streetcar's Envelope of Operation (area within 5 feet from either direction of the center of track). ROW access for a partial lane closure is subject to DPW approval prior to notifying Atlanta Streetcar staff of the intent to work within the ROW.

DPW, at its discretion, may expedite an OCS deactivation request however, a reasonable amount of time (determined by the Office of Transportation) will be necessary for its review and approval. Deactivation of OCS is subject to being charged and billed out by the Office of Transportation. Again, any work within the ROW is subject to Office of Transportation approval prior to notifying Atlanta Streetcar Management.

At least 5-business days notice must be given for any work resulting in a closure of a road on which the Streetcar operates that does not require deactivating the OCS, accessing its ROW or otherwise shutting its operation down. During the road closure, at least one Uniformed Police Officer must always be present at affected Streetcar crossing locations to ensure the Streetcar is allowed through when it's scheduled to without delay.



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*Special Conditions:* Work that is to occur (1) continuously within the envelope of operation, (2) anytime within 10 feet of the OCS or (3) extensively underneath any portion of track slab will require a shutdown of operations if it cannot be limited to non-operational hours or deemed safe to maintain daily operations. Trenching beneath the track slab will be limited to a 4-foot wide area supported by a standard trench box, anything greater will require engineered shoring and all work is subject to being reviewed and approved by Department of Public Works (and/or Department of Watershed Management) officials and engineers. Attendance at a pre-construction meeting prior to starting a project may be required and if so, **could increase the notification minimum** of the intent to work to no less than **15-business days** prior to the anticipated starting date of the project. All work is subject to DPW approval prior to notifying Atlanta Streetcar Management of the intent to work. Please complete a Streetcar Shutdown Request Form for major projects requiring a cessation of operation.



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*NOTE: Normal procedures for obtaining a City of Atlanta DPW Street Use Permit apply and must be completed & approved before a project or routine maintenance can proceed. Any exceptions made to the streetcar construction notification guidelines must be the result of extreme emergency repair work and the dispatched response to it officially classified as such. If such work occurs outside normal business hours, call 404-546-5785 otherwise notify the Director of Safety, Security and Training.*