

## Manhole Installation Requirements

All manhole/handhole installations in the public way must be reviewed by the Department of Transportation's, Office of Underground Coordination. Manhole/handhole placements in the public way will be denied without written confirmation that existing structures in and adjacent to the immediate area, are at capacity.

All request shall consist of , but, not be limited to the following information:

1. Provide "As Built" drawings of all existing manhole structures owned by your agency in and adjacent to the immediate area of the proposed installation.
2. Provide an utility composite drawing showing all existing manhole/handholes in and adjacent to the immediate area of the proposed installation. *(Note: The utility composite drawing will not be required if existing utility information is shown on your "As Built" drawings)*
3. Provide written documentation/proof of utilization of existing structures in and adjacent to the immediate area of the proposed installation.

*Note: All photos must include location information for each manhole/handhole.*

4. Provide the number of ducts currently in use for structures in and adjacent to the immediate area of the proposed installation.
5. Provide the number of ducts not in use for structures in and adjacent to the immediate area of the proposed installation.
6. Are there any manholes which can be abandon in and adjacent to the immediate area of the proposed installation?
  - Yes: Identify each manhole which could be abandon.
  - No: Provide documentation that abandonment of any existing structure(s) in and adjacent to the immediate area of the proposed installation, are not possible.
7. Has an attempt been made to utilize existing ducts with other Telecommunications, Cable or Utility companies in the immediate area of the proposed manhole/handhole installation?
  - Yes: Provide a list of the agencies contacted for use of their existing ducts.
  - No: Contact other Telecommunications, Cable or Utility companies in the immediate area of the proposed manhole/handhole installation?
8. Was your agency denied access to other Telecommunications, Cable or Utility companies facilities in and adjacent to the immediate area of the proposed manhole/handhole installation?
  - Yes: Provide a copy (s) of the denial/rejection letters from each agency.
  - No: Provide copies of the Access and/or Lease Agreements from each agency authorizing access to their structures.

Completed forms and attachments must be submitted to the Office of Underground Coordination for review.