

## PERMIT PROCESS FOR TRAFFIC SIGNAL CONSTRUCTION

---

1. **Land Use Permit Application:** Following items submitted to VDOT Permits Office (for each signal):
  - Land Use Permit application (LUP-A) form
  - Land Use Permit Special Provisions (LUP-SPG)
  - Permit processing fee: \$1,100
  - Four (4) copies of VDOT approved Traffic Signal Plan. Note: Signal plans are only valid for 18 months from date of approval. Plans with expired approvals must be resubmitted for review. Field conditions such as intersection configuration, geometry, and pavement width must match existing conditions shown on the signal design plan. If any of these conditions have changed since the plan approval date, or any other type of change deemed necessary by the Department that would impact operation and safety, for example, conforming to new or updated practices, standards, policies, etc. that have been issued since the plan approval date, the plan must be updated and resubmitted for review.
  - Engineer's signed and sealed cost estimate of work within VDOT right-of-way (ROW). Permits office will determine the surety amount based on this and other information
  - Surety requirement: Forms of surety include cash bond, surety bond (LUP-SB) or letter of credit (LUP-LC)
  - Additional guidance can be found on the "Permit Application Requirements for Site Plans" checklist. It can be requested from Permits office, if not already provided.
  - When above items are approved and the surety is provided, a VDOT Permit Number will be issued. A limited permit for soil borings for completing geotechnical analysis and foundation design can also be approved, if requested by the applicant.
2. **Signal Submissions Package:** The submission must reference the VDOT Permit Number. Permits Office will forward this to NOVA District Office for review by Traffic Engineering, and other support sections. Signal Submissions package will **only be accepted in electronic format** submitted to Permits Office and must include the following:
  - Pole and mast arm shop drawings. **Note:** When using pre-approved mast arms and poles shop drawing submittals are not required.
  - Foundation design. This should include all calculations, analysis and data, including Soils tests report, and the base reactions from the superstructure analysis. If foundation design is already approved during the design stage, then it does not need to be sent for approval to NOVA District office.
  - Approved signal plan.
  - When all items noted above are approved, the package will be returned to the applicant marked as "REVIEW COMPLETE". A permit for signal construction is then approved/issued.
3. **Communication Circuit:** The permittee shall contact VDOT'S Northern Region Operations Communications Group at [NOVATFOCOMM@VDOT.VIRGINIA.GOV](mailto:NOVATFOCOMM@VDOT.VIRGINIA.GOV) Ninety (90) days prior to the start of the traffic signal construction to identify the designated communication platform and to initiate the broadband circuit ordering process.

**NOTE: TRAFFIC SIGNALS SHALL NOT BE PLACED INTO OPERATION UNTIL THE COMMUNICATION CIRCUIT HAS BEEN COMPLETED AND CONFIRMED OPERATIONAL.**

4. **Signal Timing Plans:** The project is responsible for submitting traffic signal timing data needed for coordination no more than six (6) months prior to project completion and no less than sixty (60) days prior to the activation of the traffic signal. Signal Operations section request the latest data for the implementation and have enough time to review. In addition, the approved timings are valid for 6 months only, and should reflect the current operation condition as they will be implemented in the field at that time; This includes eight (8) time –of –day timing plans to reflect cycle lengths necessary to accommodate changes in traffic patterns for periods including A.M. peak, Mid-day, P.M. peak, off peak and weekends (Week-Am, Sat peak, Sun peak and Week-PM). These timing plans are to be submitted to the VDOT Permits section for review and approval by the NRO Signal Operations section to be provided in an electronic file format compatible with the Synchro program used by VDOT.

**NOTE: THE TRAFFIC SIGNAL SHALL NOT BE ACTIVATED UNTIL THE TIMING PLANS ARE ACCEPTED/APPROVED.**

5. **Fabrication Plant Inspection:** Fabrication Quality Assurance (QA) plant inspections shall be performed by a third party inspection firm by a current AWS Certified Welding Inspector (CWI, or SCWI).

QA inspection shall include:

- Verification of QC inspection processes and oversight of materials components
- All MTRs are obtained and reviewed for conformance with the VDOT specifications
- Welders are qualified for the position, process, thickness, consumable and base metal
- Welding procedures (WPS) qualified in accordance with the Code
- All NDT required by VDOT is performed, reviewed and found acceptable
- Material fit-up meets the tolerances listed in the Code
- Daily in-process monitoring is performed by QC and spot-checked by the QA inspector
- Final condition of the fabricated components including 100% final visual inspection (VT)

The third party CWI inspector shall verify that materials were fabricated in compliance with VDOT and contract specifications and the AWS Code by stamping inspected components as well as delivery tickets prior to shipment. Permittee/Signal contractor shall sustain any costs associated with inspections and copies of inspection reports provided to the VDOT Permit Office prior to permit completion and bond release.

6. **Start of work:** Permittee shall notify Permits Office in writing five working days prior to start of any signal construction activity. Maintenance and repair of the traffic signal, once construction has started, is the sole responsibility of the permittee until the signal is accepted into the VDOT Traffic Signal System. **Permits Office to be contacted requesting all lane closures by Wednesday of the week prior to lane closures. Signal submission packages must be VDOT approved prior to the commencement of any work on the poles or foundations.**
7. **Foundation Inspection:** Prior to pouring concrete, the foundation must be inspected and certified by an independent inspector provided by the developer. Prior to acceptance of the signal, an installation certification provided by a Professional Engineer, with Virginia license, shall be provided to the Permits Office. The certification must include a statement indicating that the rebar and concrete is as prescribed on the approved foundation design. It shall also state the foundation has been installed in accordance with the approved plans and VDOT standards and specifications.
8. **Electrical Service Inspection:** Written request to Permits Office for electrical service inspection ten (10) working days in advance of inspection. **The request must include the permit number, route number, the intersection of the signal, power company work request number or work order number, and power company contact information/email address.**
9. **Communication Inspection:** Written request to Permits Office for communication infrastructure inspection five (5) working days in advance of the inspection. The request must include the permit number, route number and the intersection of the traffic signal.
10. **Structural Inspection:** Written request submitted to Permits Office for the scheduling of Structural Inspection by NOVA Structures & Bridge Section. Note: Signed and completed structural inspection punch list form must be returned to Permits Office prior to the scheduling of any further signal inspections.
11. **Pre-Turn-On Inspection:** Prior to full color activation, Permittee shall submit a written request to Permits Office ten (10) working days in advance for the scheduling of Pre-Turn on Inspection. **Request must include the permit number, route number and intersection of signal. No signal will be placed into flashing operation until it is 100% complete including all improvements such as but not limited to road construction, pavement markings and signs.**
- No signal will be activated (Flashing or full color) without VDOT approval.
  - A minimum of 72 hours flashing operation is to precede any full color operation.
  - Signals will not be placed into full operation on Mondays, Fridays, holidays or days preceding or following holidays.

12. **Post Turn-On Monitoring:** Signal operation must be field monitored by the applicant, engineer, the signal contractor, or a qualified designee for minimum of two peak periods. Any observed issues requiring corrective measures must be consulted with VDOT signal operations prior to making field changes.
13. **Final Signal Inspection:** After 30 days of continuous and error free full color operation, Permittee shall submit written request to Permits Office for the scheduling of final signal inspections by NROIC signal inspection personnel.
14. **Signal Acceptance:** After notification from NROIC inspector of VDOT acceptance, and final signoff by the permit inspector the Land Use Permit will be completed and surety released.
15. **Electric Account Transfer:** After VDOT acceptance of signal, permittee shall provide a copy of most current billing statement with the account number to the Permits Office for the transferring of the account from permittee to VDOT.

**VDOT Points of Contact**

**Manassas Permits Contact: Dave Heironimus, 703-366-1915 [David.Heironimus@VDOT.Virginia.gov](mailto:David.Heironimus@VDOT.Virginia.gov)**

**Fairfax Permits Contact: Mike Kroskie, 703-259-2788 [Michael.Kroskie@VDOT.Virginia.gov](mailto:Michael.Kroskie@VDOT.Virginia.gov)**

**Leesburg Permits Office: 703-737-2007**