



## Guidelines for Road Use Authorization

Virginia Department of Transportation  
Attn: Arlington/Fairfax Permits Section  
4975 Alliance Drive, Suite 1N-300  
Fairfax, Virginia 22030

Telephone: (703) 259-1773

[NOVAFairfaxPermits@VDOT.Virginia.gov](mailto:NOVAFairfaxPermits@VDOT.Virginia.gov)

Web page: [www.VirginiaDOT.org/business/fairfax-permits-main](http://www.VirginiaDOT.org/business/fairfax-permits-main)

### Information:

Applicants wishing to secure authorization for roadway use shall complete the attached forms. This is a two-step authorization process: The applicant fills out page 2 and delivers pages 2 and 12 to the Fairfax County Police Station having jurisdiction over the affected roads at least 45 calendar days prior to the scheduled date of the event. A self addressed stamped envelope must accompany the application packet. County police addresses and phone numbers are attached.

The Fairfax County Police will authorize the application by filling out page 12 and return pages 2 and 12 to the applicant in the self addressed stamped envelope. Lastly, signed originals of all forms and documentation are submitted to VDOT.

All conditions and provisions specified by the Fairfax County Police Department and Fairfax County Fire and Rescue shall be strictly followed. Should the event be cancelled or postponed, the event organizers shall notify the police contact designated on the second page of the application.

If your Road Use Permit application is not approved by VDOT, comments will be provided by VDOT, and then VDOT and Fairfax County Police will work with applicant(s), if requested, to investigate alternatives.

### Application:

1. The application shall include a street map detailing the proposed location of the event, and indicating any proposed road closures.
2. The application package must also include the following forms:  
Application for Road Use Authorization  
LUP-SPG (Land Use Permit Special Provisions – Notice of Permittee Liability)
3. The completed application package, with Fairfax County Police Department approval shall be submitted to VDOT at the above address at least 30 calendar days prior to the scheduled date of the event.

### Requirements for Applicant:

1. There shall be no authorizations for any limited access highways (i.e. Interstates and Routes 7100, 7900, and sections of Route 28, 29, and 50) or primary routes (those numbered 1-599), nor four lane divided highways or roadways where the posted speed limit is 45 mph or greater.
2. If trails are available along proposed routes for hike, bike, and run events then trails shall be used, not roadways.
3. Road closures on four-lane divided roadways shall not be longer than 15 minutes. Variable message signs shall be posted two weeks prior to event to advise the traveling public.
4. Requests to close a street for a block party shall include the addresses and signatures of all persons affected by the road closure.
5. Prior year's approval of annual events does not guarantee approval of this year's event.
6. The sponsoring group or event organizer shall provide public notification (newspaper, public service announcement, etc.) prior to commencement of the scheduled event.

# Application For Road Use Authorization

Please Print Clearly or Type

Date of Application: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Inclement Weather Date: \_\_\_\_\_  
Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_  
Sponsored By: \_\_\_\_\_

Applicant:

Tax ID# \_\_\_\_\_

Name \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ Home # \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

State reason for event and necessity for utilizing the roadway. (Use additional pages if needed.)

\_\_\_\_\_

List state maintained roadways to be used. Attach a map of the routes.

\_\_\_\_\_

\_\_\_\_\_

### Certification by Applicant:

I have read and shall comply with the attached guidelines for Road Use Authorization.

Signature \_\_\_\_\_

<b>For VDOT USE Only:</b>	
Signature _____	Date _____
Name/Title _____	
Additional Comments: _____	
_____	



**LAND USE PERMIT  
LUP-SPG  
Special Provisions – General**

March 10, 2016

**Permittee Agreement for Land Use Permit Issuance**

**I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit:**

**Type or Print Clearly**

**Applicant Name:** \_\_\_\_\_

**Applicant Federal Tax ID No. / Driver's License No.:** \_\_\_\_\_

**Applicant / Property Owner Signature:** \_\_\_\_\_

**Agent / Contractor Signature:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**District:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Route Number:** \_\_\_\_\_

**VDOT Land Use Permit Required by Law**

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in §33.2-210 of the Code of Virginia.

**Application Requirements**

Application shall be made for VDOT land use permits through the local district permit office where the activity is to take place.

Application forms and general information regarding VDOT land use permitting can be obtained by contacting the central office permit manager or at the following VDOT web site: [http://www.virginiadot.org/business/bu-landUsePermits.asp](http://www.virginiadot.org/business/business/bu-landUsePermits.asp)

The applicant shall provide a notarized affidavit indicating compliance with the registration and notification requirements outlined in § 2.2-1151.1 of the Code of Virginia.

### **Permit Fees**

The land use permit application shall include a check or cash in an amount determined by the district administrator's designee based on the schedule found in 24VAC30-151-710 of the Land Use Permit Regulations.

### **Surety Requirement**

A performance surety in the amount determined by the district administrator's designee is required to restore the right-of-way in the event of damage or default. This surety may be in the form of cash, check or surety bond LUP-SB.

### **Cash Surety Refund**

By signing this document, I hereby acknowledge the following:

- 1) Should I owe the Internal Revenue Service or the Commonwealth of Virginia, I may not receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit unless the amount owed is less than the amount of cash guarantee provided.
- 2) That failure to satisfactorily complete the work authorized under the auspices of a land use permit may also result in the forfeiture of the cash guarantee provided.
- 3) That I must provide an executed copy of the Commonwealth of Virginia's Substitute Form W-9 to receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit.

### **Insurance Requirements (excluding County, Town or City)**

The permittee or their agent shall secure and maintain insurance to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a land use permit and from the operation of the permitted activity up to one million dollars (\$ 1,000,000) each occurrence to protect the Board members and the Department's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Board, the Department, or the Commonwealth in event of suit. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the land use permit.

Any of the following provisions that may apply, shall apply:

### **General Requirements**

- 1) Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed. All applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.
- 2) The permittee assumes full responsibility for any and all (downstream flooding, erosion, siltation, etc.) damages that may occur as a result of the work performed under this permit. Furthermore, the Department will in no way be responsible for any damage to the facility being placed as a result of future maintenance or construction activities performed by the Department.

- 3) The permittee agrees to move, remove, alter, or change any installation that interferes with the ultimate construction of the highway in alignment or grade at no cost to the Department unless otherwise stipulated and agreed to by the Department.
- 4) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 5) Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under the auspices of a land use permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 6) It shall be the permittee's responsibility to obtain any and all necessary permits that may be required by any other government agencies, i.e., U.S. Army Corp. of Engineers, Department of Environmental Quality, Department of Conservation and Recreation, etc.
- 7) A copy of the VDOT land use permit shall be maintained at the work site and made readily available for inspection when requested by authorized VDOT personnel.
- 8) The permittee shall notify the local district permit office at least 48 hours prior to commencement of any work requiring inspection and/or testing as stipulated in VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition). Failure to carry out this requirement may result in permit revocation.
- 9) The permittee or their agent must contact the VDOT Customer Service Center at 1-800-367-7623 a minimum of 48 hours prior to initiating any planned excavation within 1,000 feet of a signalized intersection and/or near VDOT ITS infrastructure. Excavation activities may proceed only after the VDOT regional utility location agent has notified the permittee that the utility marking has been completed. Additional information can be found at: [http://www.virginiadot.org/business/resources/IIM/TE383 Request for Marking VDOT Utility Location.pdf](http://www.virginiadot.org/business/resources/IIM/TE383%20Request%20for%20Marking%20VDOT%20Utility%20Location.pdf)  
 Alternately, within all localities in the Northern Virginia Construction District, including the Counties of Arlington, Fairfax, Loudoun & Prince William, the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, and the Towns of Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna, and on Interstate 95 in the counties of Stafford, Spotsylvania and Caroline, the permittee may request VDOT regional utility marking at: <http://www.vdotutilitymarking.virginia.gov>  
 Failure to carry out this requirement may result in permit revocation.
- 10) The permittee shall to notify "Miss Utility" (or each operator of an underground utility where no notification center exists) of any planned excavation within state maintained right-of-way. This notification must be provided at least 48 hours (excluding weekends and holidays) in advance of commencing with any planned excavation within state maintained right-of-way. Failure to carry out this requirement may result in permit revocation.
- 11) It is the duty of the district administrator's designee to keep all roads maintained in a safe and travelable condition at all times. Therefore, any permit may be denied, revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
- 12) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees and themselves. VDOT reserves the right to stop work at anytime due to safety problems and/or non-compliance with the terms of the permit. The Department may, at its discretion, complete any of the work covered in the permit or restore the right-of-way to the department's standards and invoice the permittee for the actual cost of such work. The permittee may be required to move, alter, change or remove from state maintained right-of-way, in a satisfactory manner, any installation made under this permit.

- 13) All work authorized under the auspices of a VDOT land use permit shall be subject to VDOT's direction and be in accordance with VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition).
- 14) Design changes, specified material changes and/or field changes from the approved plans shall be submitted to the appropriate district administrator's designee for review and approval prior to proceeding with the proposed changes. This submittal shall include written justification, supplemental documentation and/or engineering calculations that support the requested changes.
- 15) The permittee shall meet or exceed the existing pavement design and typical section when constructing pavement widening adjacent to an existing state maintained roadway. The proposed pavement design and typical section shall be approved by the district administrator's designee prior to commencing with any work within state maintained right-of-way. All pavement widening shall be in accordance with VDOT's Road and Bridge Standard 303.02.
- 16) Within the limits of a VDOT construction project it is the responsibility of the permit applicant to obtain the contractor's consent in writing prior to permit issuance. Information regarding current and/or planned VDOT construction and maintenance activities can be obtained at: <http://www.virginiaroads.org/>.

#### **Traffic Control and Safety**

- 1) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors. Any permit may be revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
- 2) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.
- 3) A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout of any standard Typical Traffic Control (TTC) layouts outlined in the Virginia Work Area Protection Manual.
- 4) All traffic control plans shall be prepared by a person verified by VDOT in Advanced Work Zone Traffic Control.
- 5) All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers. Flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the Virginia Work Area Protection Manual. All flaggers must have their certification card in their possession when performing flagging operations within state maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities.
- 6) Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
- 7) The permittee shall be exempt from the requirements of Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14 if the authorized activity is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
- 8) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.

- 9) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 10) During authorized activities, the permittee shall furnish all necessary signs, flag persons and other devices to provide for the protection of traffic and workers in accordance with the Virginia Work Area Protection Manual or as directed by the district administrator's designee.
- 11) All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- 12) All lane or shoulder closures on highways in the Northern Virginia construction district classified as arterial or collector routes must be authorized, documented in writing or by electronic communication by the VDOT Transportation Operations Center (NRO/TOC).
- 13) The permittee shall notify the following appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to the installation of a lane closure or shoulder closure on non-limited access primary routes and within 30 minutes of removing the lane or shoulder closure:
  - Eastern Region (757) 424-9920: All localities within the Hampton Roads construction district excluding Greenville County and Sussex County
  - Northern Virginia (703) 877-3401: All localities within the NOVA construction district including Spotsylvania County and Stafford County
  - Central Region (804) 796-4520: All localities within the Richmond construction district including Greenville County and Sussex County. All localities within the Fredericksburg district excluding Spotsylvania County and Stafford County
  - SW Region (540) 375-0170: All localities within the Salem, Bristol, and Lynchburg construction districts
  - NW Region (540) 332-9500: All localities within the Staunton and Culpeper construction districts

#### **Authorized Hours and Days of Work**

Normal hours for work under the authority of a VDOT land use permit are from 9:00 a.m. to 3:30 p.m. for all highways classified as arterial or collector. All highways classified as local roads will have unrestricted work hours and days.

The district administrator's designee may establish alternate time restrictions in normal working hours for single use permits.

The central office permit manager may establish alternate time restrictions in normal working hours for district-wide permits.

The classifications for all state maintained highways can be found at the following link: [http://www.virginiadot.org/projects/txn\\_class/maps.asp](http://www.virginiadot.org/projects/txn_class/maps.asp)

#### **Emergency Repair**

In the event of an emergency situation that requires immediate action to protect persons or property, work may proceed within the right-of-way without authorization from the district administrator's designee; however, the utility owner must contact the VDOT Emergency Operations Center as soon as reasonably possible but no later than 48 hours after the end of the emergency situation.

The utility owner must apply for a separate land use permit from the local district permit office for any emergency work performed on state maintained right-of-way when the following actions are proposed:

- Stopping or impeding highway travel in excess of 15 minutes, or,
- Accessing facilities within limited access right-of-way, or,
- Cutting the highway pavement or shoulders.

The district administrator's designee shall determine the applicable permit fee for emergency repair permits.

### **Holiday Restrictions**

Permitted non-emergency work will not be allowed on arterial and collector highway classifications from noon on the preceding weekday through the following state observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the observed holiday falls on a Monday, the permit will not be valid from noon on the preceding Friday through noon on Tuesday.

### **Excavation**

All excavation within state maintained rights-of-way shall comply with OSHA Technical Manual, Chapter 2, Title Excavation: Hazard Recognition in Trenching and Shoring. A professional engineer shall certify all shoring and/or trench boxes.

No excavated material is to be placed or tracked on the pavement without written permission from the District Administrator's designee. When so authorized, the pavement shall be satisfactorily cleaned by a VDOT approved method. No cleated (track-mounted) equipment is to be used on the pavement without properly protecting the pavement from damage.

### **Trenchless Construction**

Site specific geotechnical sub-surface investigation reports, compiled in accordance with the provisions of VDOT Materials Division Manual of Instructions, shall be submitted to the district administrator's designee if the following trenchless installation(s) are proposed:

- The proposed pipe diameter is 24-inches or greater, and;
- The proposed pipe cover is less than 3 times the pipe diameter, and;
- The AADT of roadway is greater than 25,000, or;
- The proposed pipe diameter is 60-inches or greater, or;
- Any situation where there is a significant risk identified.

### **Inspection and Restoration**

- 1) Inspection and testing of all backfill and pavement sections shall be performed in accordance with all applicable sections of VDOT's Road and Bridge Specifications (current edition).
- 2) If during or before construction it is deemed necessary for the local district permit office to assign an inspector to the project, the permittee shall pay the Department an additional inspection fee in an amount that will cover the salary, expense allowance, and mileage allowance for the inspection(s) assigned by the Department for handling work covered by this permit. Said inspection fee shall be paid promptly each month on invoices rendered by the Department.
- 3) It shall be the decision of the district administrator's designee whether to assign an inspector to monitor the placement of all backfill and pavement restoration activities.
- 4) The absence of a VDOT inspector does not in any way relieve the permittee of their responsibility to perform the work in accordance with the approved plans, provisions of the attached permit, VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition).
- 5) The permittee shall be responsible for any settlement of all backfill or pavement restoration necessitated by authorized excavation activities for a period of two (2) years after the completion date of permit, and for the continuing maintenance of the facilities placed within the highway right-of-way. A one (1) year restoration warranty period may be considered, provided the permittee adheres to the following criteria:



- The permittee retains the services of a professional engineer (or certified technician under the direction of the professional engineer) to observe the placement of all backfill and pavement restoration.
  - The professional engineer (or certified technician under the direction of the professional engineer) performs any required inspection and testing in accordance with all applicable sections of VDOT's Road and Bridge Specifications.
  - The professional engineer submits all testing reports for review and approval, and provides written certification that all restoration procedures have been completed in accordance with all applicable sections of VDOT's Road and Bridge Specifications prior to completion of the work authorized by the permit.
- 6) Whenever existing pavement is permitted to be cut, not over one-half of the roadway width shall be disturbed at one time and the first open cut trench section shall be satisfactorily restored to allow for the passage of traffic prior to the second half of the roadway surface can be disturbed.
  - 7) All crossing of existing pavement shall be bored, pushed or jacked an appropriate distance from the edge-of-pavement so as not to impede the normal flow of traffic or damage the existing pavement section. Existing pavement shall not be cut unless approved by the district administrator's designee and then only if justifiable circumstances prevail or proof is shown that a thorough attempt has been made to push, bore or jack.
  - 8) Authorized daily trench excavation within pavement sections shall not exceed 500 feet in length.
  - 9) Pavement restoration shall be in accordance with the VDOT LUP-OC Pavement Open Cut Special Provisions. This document can also be found at: <http://www.virginiadot.org/business/business/landUsePermits.asp>
  - 10) Where the pavement is disturbed or deemed weakened in its entirety or such portions as deemed desirable by the Department, the pavement shall be restored or replaced in a manner that is satisfactory to the district administrator's designee.

### **Environmental**

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification §107.16, all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any land use permit application that involves utility and/or commercial right of way improvement. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
- 2) The permittee is responsible for pursuing and obtaining any and all environmental permits which may be required to pursue the proposed activity prior to any work beginning within state maintained right-of-way.
- 3) In the event hazardous materials or underground storage tanks are encountered within state maintained right-of-way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and other responsible parties, i.e., the local fire department, emergency services, Department of Environmental Quality, etc. The permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state maintained right-of-way. The permittee shall provide evidence of such compliance to the local district permit office prior to recommencement of permitted activities.

- 4) In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local district permit office.
- 5) Roadway drainage shall not be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the permittee to insure against siltation of adjacent properties, streams, etc., in accordance with VDOT's current standards or as prescribed by the Department's Environmental Manual and the district administrator's designee.

### **Entrances**

- 1) VDOT's authority to regulate highway entrances is provided in §, §33.2-240, and §33.2-241 of the Code of Virginia and its authority to make regulations concerning the use of highways generally is provided in §33.2-210 of the Code of Virginia. Regulations regarding entrances are set forth in VDOT's regulations promulgated pursuant to §33.2-245 of the Code of Virginia.
- 2) The permittee shall be responsible for the design and installation of a private entrance under the auspices of a VDOT land use permit however the permittee may request that VDOT forces install the private entrance at the permittee's expense.
- 3) Street connections, private entrances, and construction entrances shall be kept in satisfactory condition during all activities authorized under the auspices of a VDOT land use permit. Entrances shall not be blocked. Ample provisions must be made to provide safe ingress and egress to adjacent properties at all times. Entrances that are disturbed shall be restored to the satisfaction of the property owner and the district administrator's designee.

### **Utilities**

- 1) Prior to any excavation, the permittee shall comply with the terms of Title 56, Chapter 10.3 of the Underground Utility Damage Prevention Act and §56-265.14 through §56-265.20 of the Code of Virginia. This permit does not grant permission to grade on or near property of others, or, adjust or disturb in anyway existing utility poles or underground facilities within the permitted area. Permission to do so must be obtained from the impacted utility company and any expense involved shall be borne by the permittee. Any conflicts with existing utility facilities must be resolved between the permittee and the utility owner(s) involved.
- 2) All underground utility installations within limited access right-of-way shall have a minimum of 36 inches of cover. All underground utilities within non-limited access right-of-way will require a minimum of 36 inches of cover, except underground cables that provide telecommunications service shall be at a minimum of 30 inches of cover.

- 3) Where feasible, all aboveground installations (such as fire hydrants, telephone pedestals, markers, etc.) shall be located adjacent to the outside edge of the right-of-way line and in accordance with minimum clear zone requirements. All manhole covers, valve box, etc., shall be installed two inches below existing ground line and shall conform to existing contours.
- 4) No poles, guys, anchors, etc., are to be placed on state maintained right-of-way unless authorized under the auspices of a VDOT land use permit. At no time will any such facilities be allowed between the ditch line and the traveled roadway.
- 5) All overhead installations crossing non-limited access highways shall provide a minimum of 18 feet of vertical clearance or at a minimum height as established by the National Electric Safety Code, whichever is greater. All overhead utility installations within limited access right-of-way shall maintain a minimum of 21 feet of vertical clearance. The vertical clearance for all new overhead parallel installations within non-limited access rights-of-way shall be in compliance with standards as specified in the National Electric Safety Code.

#### **Final Inspection and Completion of Permit**

Upon completion of the work covered by this permit all disturbed areas outside of the roadway prism shall be restored to their original condition as found prior to starting such work.

Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan and compliance with all governing bodies involved in the total completion of work on state maintained right-of-way.

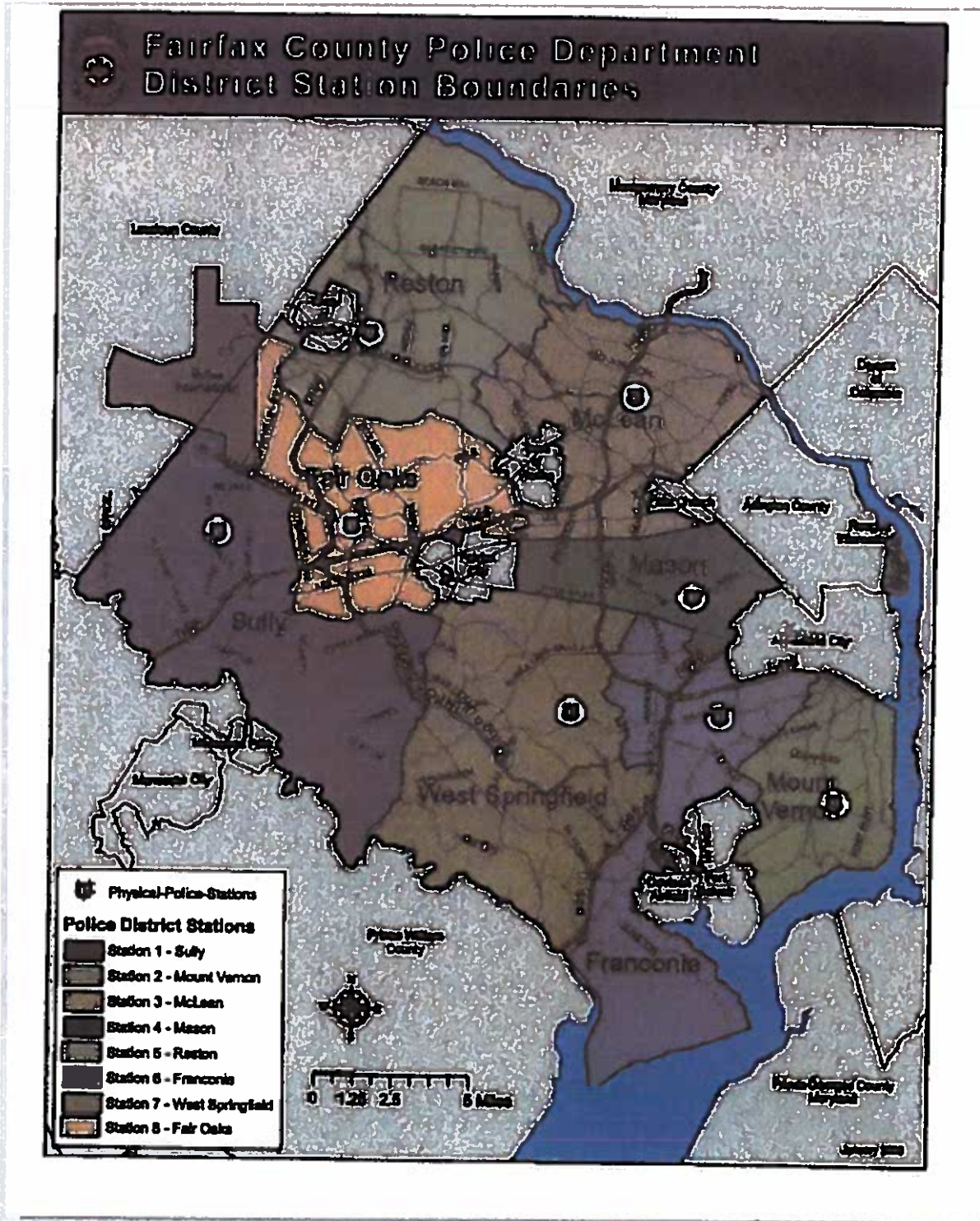
Upon completion of the work under permit, the permittee shall provide notification, documented in writing or electronic communication, to the district administrator's designee requesting final inspection. This request shall include the permit number, county name, route number and name of the party or parties to whom the permit was issued. The district administrator's designee shall promptly schedule an inspection of the work covered under the permit and advise the permittee of any necessary corrections.

#### **Permit Revocation**

At the discretion of the district administrator's designee, a land use permit may be revoked upon written finding that the permittee was not in compliance with all requirements contained herein and/or violated the terms of the permit, or any state and local laws and ordinances regulating activities within the right-of-way.

#### **Permittee Notice**

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager and affirmation from the Land Use Permit Regulations.



# Fairfax County Police Department

## Contact Information

<b><u>District Station</u></b>	<b><u>Address</u></b>	<b><u>Phone Number</u></b>
Fair Oaks	12300 Lee-Jackson Mem. Hwy. Fairfax, VA 22033	703-280-0550
Franconia	6121 Franconia Rd. Franconia, VA 22310	703-922-0889
Mason	6507 Columbia Pike Annandale, VA 22003	703-256-8035
McLean	1437 Balls Hill Rd. McLean, VA 22101	703-556-7750
Mount Vernon	2511 Parkers Lane Alexandria, VA 22306	703-360-8400
Reston	1200 Bowman Towne Dr. Reston, VA 22090	703-478-0904
West Springfield	6140 Rolling Rd. Springfield, VA 22152	703-644-7377
Sully	4900 Stonecroft Blvd. Chantilly, VA 20151	703-814-7000

**For Fairfax County Police Use Only**

cc: Supervisor's Office

Date Received: \_\_\_\_\_

By: \_\_\_\_\_  
Name Station/Div.

Number of Police Officers Assigned: \_\_\_\_\_

Special Equipment Needs:

Item and Location:	Furnished By:
_____	_____
_____	_____
_____	_____

Changes Made in Route/Location: \_\_\_\_\_  
\_\_\_\_\_

(Attach map detailing new route/location and show placement of barricades, cones, flares, and officers, if necessary)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Print Name/Title Station/Div. \_\_\_\_\_

Reviewers Phone: \_\_\_\_\_ Reviewers Email: \_\_\_\_\_

If disapproved, state reason: \_\_\_\_\_  
\_\_\_\_\_

**Return completed form to Applicant and copy to Supervisors Office.**

**Fairfax County Fire and Rescue Notification Certification**

I certify that 14 days prior to the scheduled day of the event a copy of this authorization will be forwarded to the Fairfax County Fire and Rescue.

Signature of applicant \_\_\_\_\_

Fairfax County Fire and Rescue  
4100 Chain Bridge Road  
Fairfax, VA. 22030  
Phone (703) 246-3994, FAX (703) 273-4830.