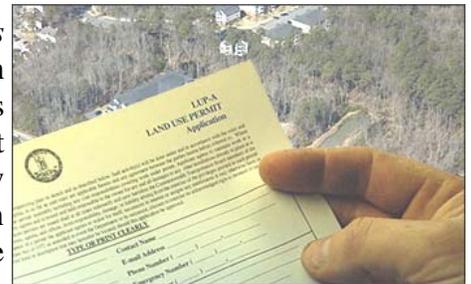


Need an Entrance?

Land Use Permits for Private Entrances

Current *Virginia Department of Transportation Access Management Regulations* define private entrances as an entrance that serves up to two private residences and is for the exclusive use of the occupant(s). The current regulations also define private entrances as other low trip generation uses (10 trips per day or less) such as an agricultural operation's access points to fields (not the agricultural operation's main entrance) or entrances to civil and communication infrastructure facilities such as cell towers, pump stations, water towers, and storm water management basins.



All costs associated with the placement of a private entrance access onto state maintained highways shall be borne by the property owner and must be installed under the auspices of a VDOT Land Use Permit.

The following is required to process your request to install a private entrance. Please complete this information and submit it to the Hampton Roads District Office, Department of Land Development:

- Completed VDOT Land Use Permit application (Form LUP-A)
- Completed Work Zone Traffic Control Verification (Form LUP-WZTCV)
- Completed Erosion and Sediment Control Contractor Certification (Form LUP-ESCCC)
- A check in the amount of \$100 made payable to the Virginia Department of Transportation for the permit application fee.
- A surety in the amount of \$500 to defray potential repair costs associated with an incorrectly installed pipe. Surety can be in the form of a check made payable to the Virginia Department of Transportation, a Letter of Credit (Form LUP-LC), or a bond (Form LUP-SB). The surety will be returned or released upon satisfactory completion of the work.
- A copy of the property plat clearly indicating the desired entrance location. If a plat is not available, please provide a detailed sketch showing this information.
- Clear directions to the property and a street address for the property (if available) and tax map number. If necessary, identify the location with the placement of a name sign, visible from the road.

Land Use Permits for Private Entrances (cont.)

The applicant must also place two (2) 3-foot tall stakes flagged with surveying ribbon, at the desired driveway location for site inspection by VDOT personnel. Entrance culverts are not to be installed closer than five (5) feet of a property corner to facilitate routine maintenance of the roadside ditch line between private entrances. Entrance culverts installed for shared use private entrances, as mandated by local ordinance or by private agreement, should split the common lot line of the two adjoining lots that are to utilize the private entrance. A copy of the locality requirements or the private shared access agreement shall be provided upon request.

Upon receipt of the information outlined above, a VDOT representative will visit the site to determine the required pipe size and verify sight distance requirements. The property owner will then receive notification from the District indicating the approved pipe diameter and other requirements.

A copy of the Land Use Permit will be mailed to the applicant. This permit should be kept on-site at all times and be available for review by VDOT personnel upon request. Please retain this copy for your records and/or county permitting requirements. You must notify the District office when requesting a final inspection of the permitted activity.

Applications should be mailed or faxed to:

VDOT - Hampton Roads District
1700 N. Main Street
Suffolk, VA 23434
Attn: Land Development

Fax#: 757-925-6039

For more information about Land Use Permits (including links to all forms), please visit:

<http://www.virginiadot.org/business/bu-landUsePermits.asp>

or call: 1-800-FOR-ROAD





APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. 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 offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistant Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

TYPE OR PRINT CLEARLY

Driver's license or Tax ID number _____ Owner Name _____ Address _____ City _____ State _____ Zip Code _____	Contact Name _____ E-mail Address _____ Phone Number (_____) _____ - _____ Emergency Number (_____) _____ - _____ Fax Number (_____) _____ - _____
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Driver's license or Tax ID number _____ Agent Name _____ Address _____ City _____ State _____ Zip Code _____	Contact Name _____ E-mail Address _____ Phone Number (_____) _____ - _____ Emergency Number (_____) _____ - _____ Fax Number (_____) _____ - _____
---	---

Permit Term Requested _____ **Fees Enclosed \$** _____ **Check Number** _____ **Coupon Number(s)** _____
Money Order _____ **Other** _____ **Estimated cost of work to be performed on VDOT Right of Way \$** _____

Surety Information: Surety Company Name _____ Amount of Surety \$ _____ Obligation Amount \$ _____ Check # _____ Bond # _____ ILC # _____ <input type="checkbox"/> Corporate Surety <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Waived	The Surety posted by Owner () or Agent () Surety Refunds paid to Owner () or Agent()
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Applicant has provided proof of the following requirements in accordance as defined in Code of Virginia section 2.2-1151.1.

(1) The utility company has registered as an operator with the appropriate notification center.

(2) Attached is a notarized affidavit, that the utility owner has notified the commercial and residential developer, owner of commercial or multifamily real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made.

Request Permission: To perform the following activity(s)

_____ as per attached plans.

Location: Tax Map Number _____ Applicant Job No. _____

Geographically in County / Town / City of _____ On Highway Route and /or Name _____

Between Route _____ St. Name _____ Latitude _____ Longitude _____

And Route _____ St. Name _____ Latitude _____ Longitude _____

[] IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH THIS PROJECT, COVERED BY ACCOUNT RECEIVABLE NUMBER.

Signature of applicant _____ **Title** _____ **Date** _____

Signature of agent _____ **Title** _____ **Date** _____

All applicable items on this form must be completed before your request can be considered. Recheck information furnished to avoid delay. Prepayment Required - make Remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged of CHECK _____ COUPON _____ M.O. _____

In The Amount of \$ _____

Permit Fee \$ _____ Cash Surety \$ _____ VDOT Reference Number _____

Signed _____ VDOT.

Instructions for completing the LUP-A form

Block #1 – Applicant/Owner Information

- Driver's license or Tax ID number: If a private owner is completing this permit, please use the driver's license number; Businesses use the Tax ID number.
- All of the other blocks are self explanatory.

Block #2 – Agent/Contractor

- Complete all information as explained for Block #1.

Block #3 – Permit Term, Fees, and Estimated Cost

- Permit Term: System default is 180 days. We will use system default if term is not specified.
 - *For events please note the permit will expire the day after the date of the event unless otherwise requested.*
- Fees Enclosed: Self-explanatory
- Estimated Cost...: This amount should be the cost of the work in the "Right of Way".

Block #4 – Surety Information

- If the Surety is being issued by a third party, please put the name of that company on this line.
- If the Surety is being covered by a private owner, please include your Social Security Number (SSN) on this line. **NOTE: Our finance department uses the SSN when processing the Surety return for private owner who post the Surety with their own funds.**
- In the [*INSET BOX*]: Please indicate who (owner or agent) posted the Surety on the first line, and who (owner or agent) will receive the refund on the second line.

Request Permission:

- Provide a detailed explanation of the work; including the address (if available).

Location:

- Tax Map Number: If known.
- Applicant Job No.: Put down your companies reference number.
- **Minimum entries to complete in this section:** "County/Town/City of"; "Highway Route and/or Name" (putting in both numbers will help the inspector to locate the site) "Between Route" St. Name "And" St. Name.

NOTE: At the VERY LEAST, we need street names.

- **Signature of applicant:** Self-Explanatory.
 - *Exception: if a signed letter from the applicant/owner is provided to this office, the agent's signature can be accepted.*
- **Signature of agent:** Self-Explanatory.



Commonwealth of Virginia
Transportation
3/2010

LUP-ESCCC Department of
LAND USE PERMIT
Special Provision

VDOT Erosion & Sediment Control Contractor Certification

In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification § 107.14 (a), Special Provision 107D, all contractors performing regulated land disturbing activities within VDOT right-of-way must have an employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia (as defined in § 10.1-2101 of the Code of 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.

NON-COMPLIANCE MAY RESULT IN PERMIT SUSPENSION &/OR A STOP WORK ORDER

<p>Applicant/Project Name: _____</p> <p>Contractor: _____</p> <p>Route Number: _____ County: _____ Residency: _____</p>
--

I, _____, state that I have successfully completed the VDOT Erosion & Sediment Control Contractor Certification training and will provide evidence of this certification upon request from VDOT personnel. I will 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.

_____ *Work on this project involves less than 2,500 square feet or 10,000 square feet of land disturbance activities, whichever is applicable, and therefore is exempt from this regulation.*

Signature *Date*

THIS DOCUMENT MUST ACCOMPANY THE VDOT LAND USE PERMIT APPLICATION

NOTE: Training for the VDOT Erosion & Sediment Control Contractor Certification can be obtained through the Virginia Transportation Construction Alliance at: <http://www.vtca.org>



VDOT Work Zone Traffic Control Certification Verification

In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, beginning July 1, 2009, 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 verified by VDOT in Basic Work Zone Traffic Control. A person verified by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision during work zone adjustments or changes to traffic control due to field conditions. These persons must have their verification card with them while on the project site.

NON-COMPLIANCE MAY RESULT IN PERMIT SUSPENSION &/OR A STOP WORK ORDER

Applicant: _____
Project Name: _____
Route Number: _____ County: _____ Residency: _____

I, _____, state that I will have at least one (1) person that is verified by VDOT in Basic Work Zone Traffic Control who will be responsible for the placement, maintenance and removal of work zone traffic control devices within the project limits in compliance with the permit requirements and conditions, the approved plans, specifications, the Virginia Work Area Protection Manual and the Manual of Uniform Traffic Control Devices. A person verified by VDOT in Intermediate Work Zone Traffic Control will be on-site to provide supervision during work zone adjustments or changes to traffic control due to field conditions. These persons will provide evidence of these verifications upon request from VDOT personnel.

_____ *The requested activity does not involve the installation, maintenance and removal of work zone traffic control devices and therefore is exempt from this requirement.*

Signature

Date

THIS DOCUMENT MUST ACCOMPANY THE VDOT LAND USE PERMIT APPLICATION

Private Entrances (Existing State Highways)

1. Curb and Gutter Private Entrances

Standard entrance gutter (Std. CG-9D; other options are CG-9A or CG-9B) shall be used with Std. CG-6 or CG-7 curb and gutter. A special design entrance gutter shall be submitted for approval when roll top curb is used.

2. Ditch Section Private Entrances

All private entrances shall be designed to serve no more than two individual lots. All private entrances shall be designed and constructed as shown in Figure 4-1. Entrance radius shall be 20' minimum. All entrance pipe culverts will be sized to accommodate the run-off expected from a 10-year frequency storm.

All private entrance grades shall start back of the shoulder line. If drainage is necessary, the ditch line may be moved back to provide 9 inches minimum cover over pipe. Entrances shall be at least 12' wide and shall be tied smoothly into the roadway surface. The entrance surface can be crusher run aggregate (gravel), asphalt, concrete, etc. and shall extend from the edge of the roadway to the right-of-way line.

Alternate methods for placing pipe culverts under the entrance (cut/fill details) are presented in the PE-1 design standard illustration in the VDOT Road and Bridge Standards, Section 600. The PE-1 standard is available on the VDOT web site at <http://www.extranet.vdot.state.va.us/LocDes/Electronic%20Pubs/2008Standards/CSection600.pdf>

3. Private Entrance Grades

In the interest of assuring an adequate, convenient, and safe access to public roads, VDOT recommends the grades along private entrances not exceed 10%.

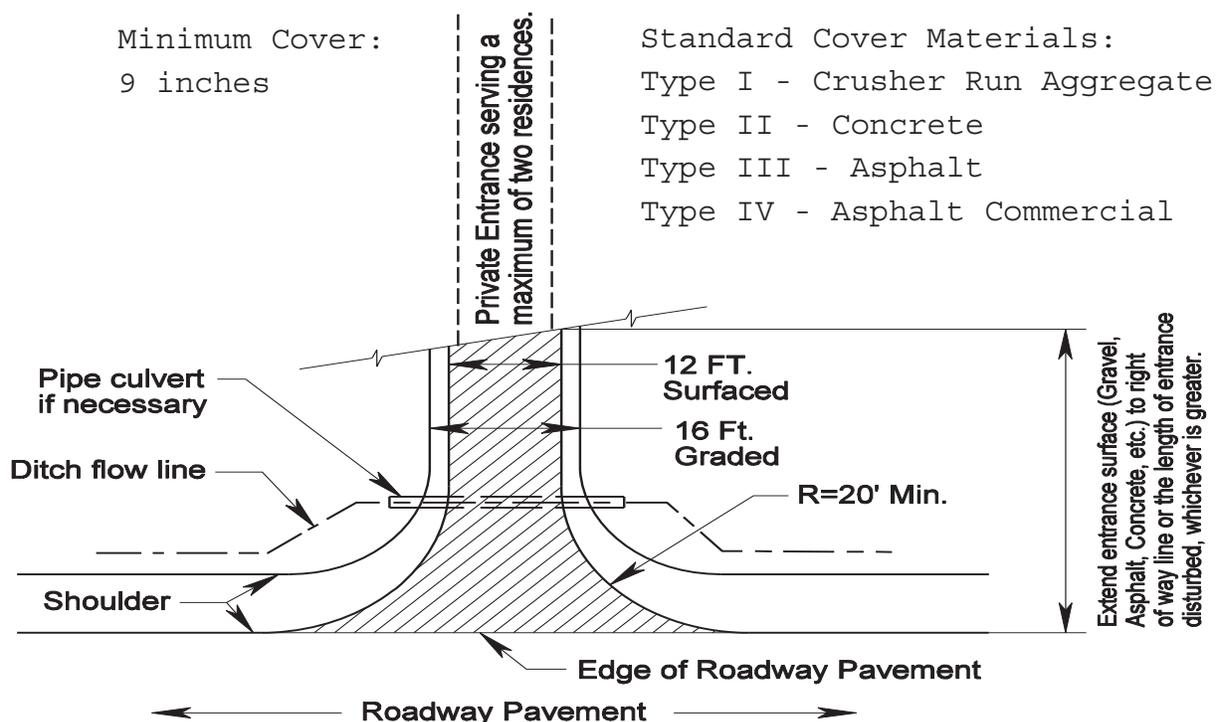


FIGURE 4-1 PRIVATE ENTRANCE DETAIL