



Department of Public Works
 15038 Service Lane Culpeper, VA 22701
 Phone: 540-825-0285
pwpermits@culpeperva.gov
www.culpeperva.gov

APPLICATION TO WORK WITHIN Town RIGHT-OF-WAY			
DATE:		OFFICIAL USE ONLY PERMIT NO.:	
LOCATION OF WORK			
Project Name:			
Street Address/Location of Project:			
Primary Onsite/Emergency Contact Name:	Phone:	Start Date:	Anticipated Duration Valid for 90 days from approval
CHECK ALL APPLICABLE: Test Pitting Driveway Mod. Sewer Lateral Connection Water Connection Asphalt Cut/Repair Storm Water Connection Above Ground Utility Work Underground Utility Work Other _____			
REQUESTS: Street Closure Yes No DETOUR required? Yes No *IF "yes" attach detour plan Lane Closure Yes No HOW MANY lanes will need to be closed? _____ Sidewalk Closure Yes No			
PROPOSED ROW WORK			
Description of work:		Traffic Management Plan: Site Specific MOT Plan and/or Detour Plan (Please attach) OR VDOT MOT -VWAPM Standard: (Attach copy)	
UTILITY/ PROPERTY OWNER'S INFORMATION		LICENSED CONTRACTOR INFORMATION	
Full Name (First/Last)		Company Name	
Address		Address	
City	Zip	City	Zip
Email Address	Phone	Email Address	Phone
Signature of Property Owner:		Signature of Applicant:	

OFFICIAL USE ONLY

Police Department: Approved by: _____ Date: _____

Light & Power: Approved by: _____ Date: _____

Treasurer/Finance: Approved by: _____ Date: _____

Public Works: Approved by: _____ Date: _____

Town Engineer: Approved by: _____ Date: _____

Town Manager: Signature: _____ Date: _____

RIGHT-OF-WAY / EASEMENT PERMIT PACKAGE

PRIOR TO START OF ANY WORK – CALL

Miss Utility: 800-552-7001
Public Works Department: 540-825-0285
Police Dispatcher: 540-727-3430

E911/Dispatch **must be notified** prior to the start of any work in the traveled portion of the roadway or before any lane or street closure.

Allowable Working Hours for Arterial and Collector Roads:

Monday – Thursday 8:30 AM – 3:00 PM
Friday 8:30 AM – 1:00 PM

Arterials:

Rte. 3, Rte. 15, Rte. 29 NB/SB, Rte. 229, Rte. 522 & Ira Hoffman

Collectors:

Sunset Ln., Laurel St., East St., West St., Blue Ridge Ave., Old Brandy Rd., Old Rixeyville Rd., Belle Ave., CJB, Nalles Mill, Braggs Corner, Virginia Ave., & Laurel St. Ext.

Any extensions of time or deviations from the schedule must receive approval from the Director of Public Works or their designee. Work is not permitted on weekends or holidays unless specifically authorized by the Town or in the event of an emergency.

Key Information Regarding the Permit

1. Permit must be obtained prior to start of any work and shall be kept at the construction site.
2. Permit is valid for 90 days from approval.
3. A permit fee of \$100 shall be paid at the time permit is submitted. If a permit is not issued, a refund will be made.
4. No later than two weeks before the expiration, for a fee of \$25, the permit may be extended an additional 60 days thereafter, upon written reason for extension.
5. Upon completion of work, call the Department of Public Works at 540-825-0285 for final inspection. Applicant must bring permit to this inspection.
6. At the Town Engineer's discretion, a bond, cash bond or letter of credit may be required; depending on the type of work being done. Some utility companies may post a yearly bond or letter of credit. The Town Engineer will determine the amount of any bond or letter of credit.
7. If any work under a permit fails to meet Town and County of Culpeper standards as well as VDOT specifications and standards, no further permits will be issued until work has been corrected.

SPECIAL PROVISIONS IN CONNECTION WITH THE CONSTRUCTION PERMIT

1. All work done under this permit on the right-of-way or easements, in all respects, including location, alignment, elevation and grade; manner of performing the work; restoration of conditions, etc., shall be subject to Department of Public Works directions and shall be performed to the satisfaction of the Department, in conformance with the applicable Virginia Department of Transportation specifications and standards.
2. **The Contractor shall be responsible for all damages to existing underground utilities occasioned by his operations.** The Contractor shall satisfy as to their correct locations by means of exploratory test pits and information from utility owners. Any Town of Culpeper water or shallow sanitary pipe crossings on test pits must be inspected by Town of Culpeper Inspection staff prior to backfill.
3. **The Department of Public Works reserves the right to stop the work at any time for unsatisfactory compliance to the terms of the permit, and the Department may, at its discretion, complete any of the work covered in the permit at the permittee's expense,** including that work which is necessary to restore shoulders, ditches and drainage structures to their original condition.
4. This permit is revocable at the pleasure of the Department, and permittee may be required to move, alter, change or remove from the road right-of-way in a satisfactory manner any installations made on the right-of-way under this permit.
5. **Streets are not to be blocked or closed without written permission of the Town Manager.** All traffic control shall be in accordance with the Virginia Work Area Protection Manual, current edition. Signs, in accordance with the specifications of the Virginia Manual of Uniform Traffic Control Devices, are to be located as directed by the Street Superintendent or his representative. Where one-way traffic is permitted to be maintained, it shall be flagged at all times. At all times, traffic shall be properly protected by adequate lights, barricades, signs, and properly certified flagmen, when needed. Contractors must provide proof of flagging certification.
6. Long open trenches will not be permitted. Trenches on vehicular traffic ways and sidewalk areas are to be backfilled before the end of the day.
7. (A). All backfilling of trenches shall be in layers of not greater thickness than six inches and shall be made to a minimum of 95% theoretical density, at optimum moisture content, in accordance with VDOT Highway Road and Bridge Specifications Pavement Design. On pavement cuts, the pavement shall be replaced per Town Regulations; the material used must conform to highway specifications. Compaction shall be by either pneumatic tampers or other approved method(s). Compaction by water will not be permitted. **The permittee will be held responsible for any depression greater than ¼" that occurs within three years of completion of patching. Correction shall consist of milling and replacing 1.5" of surface course mix (SM).**
(B). Backfilling of trenches shall be compacted in horizontal layers of not more than 6 inches and shall be compacted to **95 percent compaction and, 100% of standard proctor required on top 12" of subgrade.** On pavement and shoulder area, only VDOT 21-A aggregate may be used to backfill trenches from sub grade level to a depth of 3 feet. From 3 feet depth and below, the excavated material may be used if found suitable or satisfactory by the Inspector. A proctor may be required.
8. Whenever pavement is permitted to be cut, not over one-half street width shall be disturbed at one time; on crossings, the first opening shall be completely restored to a satisfactory travelable condition before the second half can be opened. Where the pavement is disturbed, or deemed weakened, it shall be restored or replaced in manner as directed by and to the satisfaction of the Department of Public Works.
9. Each pavement cut shall be covered with a temporary or permanent patch the same day the excavation is made. No steel plates will be allowed between November 1 and April 1. If working between April 2 and October 31 and using steel plates, they must be placed in accordance with VDOT standards and specifications and have prior approval from Director of Public Works or appointee.
10. The asphalt base (BM-25 designed at 3% laboratory air void) having a thickness of 6 inches minimum or match the existing base thickness, shall be placed over the sub-base and match the elevation of the existing pavement base layer. A surface asphalt concrete course (SM-9.5) of a minimum of 1.5" inches shall be placed on

top of the base) covering the trench width and extending 25 feet on each side. The permittee must schedule with the Field Engineer for the limits of the pavement overlay.

11. The street is to be maintained at all times in a clean, mud- and dust-free condition. No excavated material is to be placed on the pavement without written permission of the Department of Public Works. When so permitted, the pavement shall be satisfactorily cleaned by an approved method. No cleated equipment is to be used on the pavement.

12. It is the duty of the Department of Public Works to keep and maintain all roads in a safe, travelable condition at all times; for them to be able to do this, they must have the cooperation of the permittee and all concerned. The permittee must understand that, in case it is found practicable and necessary to do so, the Street Division Superintendent or Director of Public Works has the authority to suspend the work.

13. Road drainage is not to be blocked. The shoulders, ditches, roadside and drainage facilities, as well as the pavement, shall be kept in condition satisfactory to the Department of Public Works. A smooth grade shall be maintained from the centerline of existing road to proposed curb and gutter to preclude the forming of false gutters and/or the ponding of any water on the roadway.

14. Road and street connections and private entrances are to be kept in satisfactory condition. Entrances are not to be blocked, and ample provisions must be made for safe ingress and egress to adjacent property at all times. Where entrances are disturbed, they shall be restored to the satisfaction of the Department of Public Works.

15. It is the responsibility of the permittee to notify any business or homeowners whose entrance are obstructed by work being done 24 hours prior to the commencement of construction. This is to include notification of any parking places to be obstructed by construction operations.

16. All roadway crossings are to be made as nearly as possible at right angles to centerline of the road. Wherever possible, pipe lines must be jacked, driven, or otherwise pushed under the roadway or a portion thereof, especially on concrete or other hard surface roadways, in order to eliminate as far as possible the cutting of the pavement

17. Inspection hours are Monday – Friday, 7:30 AM – 4:00 PM, except on Town holidays. Should any inspector be required after hours, on weekends, holidays, etc., the Town will require reimbursement by the contractor. Inspections require a minimum of 48 hours' notice. This time is billable to the permit holder. Lack of the required notice will result in non-approval of weekend or holiday work hours.

18. The permittee shall have corrected immediately any situation that may arise as a result of these installations that the inspector deems hazardous to the traveling public, even though it may not be specifically covered in the permit.

19. All damaged sidewalks and/or curb and gutter are to be removed to the nearest joint and replaced.

20. No trees or shrubs are to be cut or trimmed unless approved. Where the landscape is disturbed on the Town right-of-way, it shall be replaced with a minimum of 2 inches of topsoil and reseeded. Tree roots over 3 inches in diameter are to be clean-cut with an axe or saw. Particular attention should be given not to splinter the roots next to the tree. Wherever possible, tunneling through or under roots should prevail over cutting of anchor roots.

21. The permittee assumes full responsibility for all damages that occur due to work performed under this permit, including responsibility to the owner for any and all damages to any other installations already in place as a result of work covered by this permit.

22. Prior to any excavation near signalized intersections, it is the responsibility of the permittee to notify the Director of Light and Power at 540-825-8165.

23. It is the responsibility of the permittee to schedule LEO support for any traffic control within a signalized intersection where the situation requires LEO assistance as per the Virginia Work Area Protection Manual.

24. Permittee acceptance and use of this permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control and associated construction standards to be employed.

25. In the event that any underground utility line is damaged by the permittee during the course of work under this permit, all work must cease until the damage is repaired by the appropriate utility. Signs shall be in accordance with the specifications of the Virginia Manual of Uniform Traffic Control Devices. The signs are to be located as directed by the Street Superintendent or his representative. Traffic is to be protected at all times by adequate lights, barricades and construction signs.

NOTICE – FLAGGING CERTIFICATION REQUIREMENTS

All persons who flag traffic on Town right-of-ways shall be certified in accordance with the VDOT Flagger Certification Program, the American Traffic Safety Services Association Flagger Certification Program or any other VDOT approved flagger program.

The Certification Card must be carried by flaggers and shown when requested by Town or VDOT inspectors. The flagger shall have his/her legible certification card with them at all times while performing flagging activities. Flaggers shall be able to communicate to the traveling public in English while performing their job duty as a flagger.

RESTORATION IMPROVEMENTS

Sec. 21-317.

1. Any person who damages, disturbs or destroys any pavement, sidewalks, curbs, gutters, or any other portions of sidewalks or public ways shall promptly restore and replace them at that person's own expense and in accordance with the Facilities Standards Manual adopted under Town Code section 22-7 including daily, cold weather, and permanent restoration and replacement.
2. For every longitudinal cut within the travel lanes of improved streets, the person responsible shall restore and replace the full width of the travel lane(s) affected by the cut with a minimum length of restoration of fifty (50) feet, or to the reasonable satisfaction of the town engineer.
3. For all damage, disturbance, or destruction of travel lanes of improved streets other than longitudinal cuts, the party responsible shall restore and replace the width of the entire travel lane(s) affected for a distance of twenty-five (25) feet of pavement on either side of the area affected, or to the reasonable satisfaction of the town engineer. This includes any damage or disturbance due to potholing for boring observations.
4. For damage, disturbance, or destruction of pavement, sidewalks, curbs, gutters or other portions of sidewalks or public ways other than as described in subsections (b) or (c) of this section, the person responsible shall restore or replace the affected improvements to the reasonable satisfaction of the town manager or town engineer.
5. The person responsible for restoration and replacement under this section shall maintain, repair and keep in good condition all portions of public ways or other public areas restored or replaced for a period of two (2) years following such restoration or replacement.

(Ord. No. O-2019-003, § 2, 5-14-19)

RIGHT-OF-WAY PERMIT SUBMISSION REQUIREMENTS

The following items must be submitted along with the above application for it to be considered for acceptance and review. Failure to include any of the required items will result in the application being deemed incomplete.

- A. Tentative schedule of Work -Must include Project Name, Name of Applicant, start and anticipated completion date.
- B. MOT Details- Any deviations from the submitted MOT must be resubmitted and approved by Town Manager.
- C. Detailed sketch of area of proposed work.

Signature below is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control and associated construction standards to be employed.

Signature

Date