

# Guidelines for Site Plan Permit Application Submittal

NOVA District (Fairfax) Permits  
[www.VirginiaDOT.org/business/fairfax-permits-main.asp](http://www.VirginiaDOT.org/business/fairfax-permits-main.asp)  
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These Guidelines are for the exclusive use of NOVA District (Fairfax) Permits.

**NOVA District (Fairfax) Permits  
Guidelines for Site Plan Permits**

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## **NOVA District (Fairfax) Permits Guidelines for Site Plan Permits**

### **Plans**

1. Include one complete copies of the plans showing the proposed work stamped “Entrance Correct” by Fairfax County.
2. Attach a vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work.
3. Plan legend showing the symbols used on the plans, and the color-coding used to mark the plan. It should include items such as right-of-way line, proposed underground utilities, etc. The plans should be color-coded to show the proposed work, and the right-of-way line should be marked in yellow and labeled. Show and label the edge of pavement or curb and gutter. For color coding guidelines, see page 4 attached.
4. A typical section showing each type of installation, such as aerial or underground, and the minimum depth or height requirement for the work.
5. For underground road crossings the typical section should show the type of roadway, such as curb and gutter or ditch line. The minimum depth of underground lines is from lowest point of the roadway. For a ditch line road, this is generally the bottom of the ditch.
6. All streets must be labeled with the street name and route number. This includes all cross streets.
7. Include all items that may interfere with the proposed placement of the work. This should include, but not be limited to sidewalk, utility poles, traffic signals, landscaping, sewer line, existing utilities, etc. The plan should show distances.
8. Indicate the length and type of any utilities proposed for installation.
9. All utility crossings are to be perpendicular to the roadway for both aerial and underground installations.
10. Any proposed work in the vicinity of a bridge or box culvert shall include a typical section showing the distance from all features of the structure, including footers.
11. A detailed plan needs to be submitted for any proposed bridge attachment detailing how the utility will be attached.

### **Electronic Plans**

1. Include one CD with electronic site plan file in TIFF format
2. Files overall dimension should be 23 inches by 35 inches.
3. File must be a "**Group 4**" Tiff formatted file. Group 4 is a compression type within the Tiff family. It is the most powerful compression algorithm.
4. There are four viable options available for the creation of Group 4 Tiffs that we can recommend. For information on any option other than reproduction please visit the websites listed below:
  - a. Equorum (<http://www.equorum.com>)
  - b. Mapscript (<http://www.corporatemontage.com/products/mapsript/default.htm>)
  - c. MicroStation Plt to tif converter (<http://www.tgsoft.ch/English/PLT2TIF.HTM>)
  - d. Request tif files from your reproduction company

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**Attachments to Application**

1. Must submit a construction schedule, including start and ending date of project, and schedule of all work of significance.
2. Name of certified E&S person who will be on site and certification number must be attached.
3. Page 5 of the Special Notice of Permittee Liability rev. March 2004 (MP-63) must be signed by the permittee and attached to the permit application.

**Pavement Open Cuts**

1. Must obtain VDOT authorization prior to cutting on any VDOT pavement.
2. The project will be shut down for a period of five (5) working days if any unauthorized cuts are made in pavement.

**Permit Application**

1. Computer Diskette: Must be submitted with each permit application. See page 3 of this document labeled Permit Data Upload, for further instructions.
2. Permit must be in owner's name.
3. Permit application should list the name, address, tax identification number, phone number, and emergency 24-hour number for the owner. No agent's 24-hour numbers. The information for the contractor can be provided on a separate sheet of paper.
4. A GANTT chart is required showing schedule of work, beginning and ending times. Any revisions must be forwarded to this office. You are expected to stay on schedule.
5. The permit fee will be a flat \$40.00 fee plus the salary of the inspector and cost of his vehicle to be charged against an accounts receivable number.
6. List name of bonding company, amount of bond, bond number (listed in Account #), and the amount of the obligation for work covered under this permit.
7. List all of the tax map numbers that cover the work being performed. The first tax map page listed should match the route number, which is listed on the permit for the main route.
8. The applicant job number is to be filled in using @ and the site plan number to follow.
9. The permit application should list the route number and street name of the main road where the work is being performed.
10. The between routes and street names should be listed for the nearest state maintained road to the beginning and ending of work on the main road.
11. The owner must sign the permit application, provide a business card and his title should be included.
12. The permit description must be specific. It needs to include the length and type of each variety of installations, and the total amount of each item being installed. For example: Install 3,456' of curb and gutter, 245' of 8" water main, 2667' pavement, 10 test holes, and 5 CG-12's.

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### **Surety**

1. A surety for the proposed work is to be submitted with the permit package. The surety must be for the amount of all the proposed work to be performed within VDOT right of way, including all utility relocations.
2. The surety must be posted by the property owner (permittee).
3. The surety will not be released until the work has been completed and all work approved by a VDOT Permits Field Engineer.
4. Surety amounts are based on Fairfax County's current comprehensive fee schedule.
5. Attached is a calculation sheet that is to be used to determine the amount of the surety.

### **Account Receivable Numbers**

1. Permits for work will be subject to having an account receivable number set up to charge the Field Engineers time and vehicle. The permit will not be released until all of the charges have been paid.

### **Permit Data Disk**

1. The file containing permit application data for upload to the VDOT Land Use Permit System (LUPS) are to be submitted on 3½" floppy diskettes with a batch/application number clearly written on the floppy diskette.
2. The only limit on the number of records on that diskette is based upon the capacity of the diskette. Each record represents one permit application.
3. The data file should be created using the Automated Permit Application System. An installation disk and guidelines for this program can be obtained from the Fairfax Permits office. Only one installation disk will be provided per company.
4. Data is validated on input and records failing the validation will be listed on an error report. Rejected records (permit applications) will need to be resubmitted on another diskette for a future data upload.
5. Records accepted will be assigned a permit number and added to the VDOT system.
6. If a record is accepted and added to the Land Use Permit System this does not constitute permit approval. Permit approvals are granted after VDOT review.
7. VDOT will specify what forms or signatures are required to be submitted with the upload diskette.

### **GIS Data Disk**

1. See information sheets, pages 5 thru 8 attached.

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**Colors for Marking Site Plans**

Yellow: Right-of-Way Line

Red: Street Tie-ins  
Commercial Entrances  
Private Entrances  
Test Holes

Orange: Storm Sewer and Structures  
Sanitary Sewer and Structures

Green: Concrete  
Curb and Gutter  
Median  
CG-12 (Handicap Ramps)  
Trail

Brown: Pavement Construction  
Rebuilding and/or Overlay

Blue: Water Lines  
Call Attention to Notes

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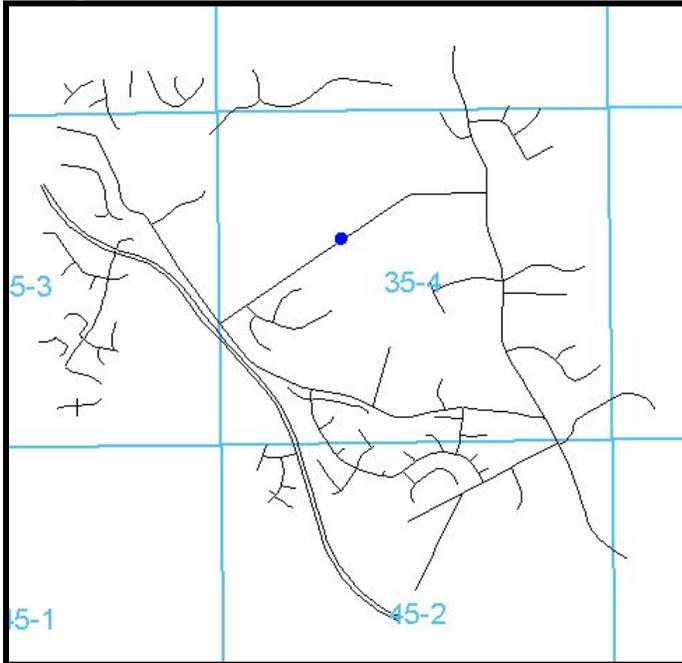
**GIS POINT FILE for Site Plan Permit Submissions**

**METHOD 1 – POINT FILE**

**1. GIS REQUIREMENT:**

- a) Submit a GIS or CAD file showing the proposed work location. This is a “single point drawing” indicating the location of your project. **Note: It is not a digital version of your plan/drawing sheets.**
- b) Media type: 3.5” floppy or CD-ROM in Windows format
- c) File Types:
  - ESRI shapefile (**preferred**). Include the SHP, DBF, and SHX files.
  - DXF
  - Microstation DGN
  - DWG files of *Release 14 or lower*
- d) All files must be referenced to:
  - Virginia State Plane Coordinate System (not Latitude/Longitude)
  - North Zone
  - Datum: NAD1983
  - Units: U.S. Survey Feet

Example: the “dot” is what should be delivered to VDOT



**How to meet this GIS Requirement:**

It is easiest to meet the requirement described in Method 1 by drawing your point over top of street data which is already geo-referenced to the specified coordinate system.

- Load the data into your CAD/GIS software
- Find your work location
- Draw your point

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- Save that point in one of the formats specified above and send it in on a diskette with your Permit Application.
- Label your diskette with the name of your file and the file extension such as .TXT, .DXF, .SHP etc

You can obtain this street data from the Fairfax County GIS Office for \$75 (<http://www.co.fairfax.va.us/maps/cd.htm>). This data contains street names (as attributes) which makes it easy to find your work locations. Other useful layers are included on this disk including Tax Map Grids. The data format is an ESRI “coverage” and requires Arcview, ArcExplorer or other software which can read a “coverage”. **Note:** A copy of ArcExplorer is provided with this data CD. More current and advanced versions of ArcExplorer are available for free at <http://www.esri.com/software/arcexplorer/index.html>. Versions 2.0 or 3.1 are recommended.

If you use CAD software, you will need to convert the street data into a DXF, DWG, or something similar that your CAD program can read. Many converters exist in the GIS/CAD marketplace, such as Blue Marble Geographics’ “GeoTranslator” (~\$400, [www.bluemarblegeo.com](http://www.bluemarblegeo.com)). You may find some on CAD user websites and forums as well. Some AutoCAD versions can convert data as well.

VDOT also has road data available for download at <http://www.virginiadot.org/business/fairfax-permits-main.asp>. One disadvantage to using these data is that only Route Numbers are shown, not Street Names as in the data described above. An advantage is that this data is already in DXF format, eliminating the need for a conversion program for CAD software.



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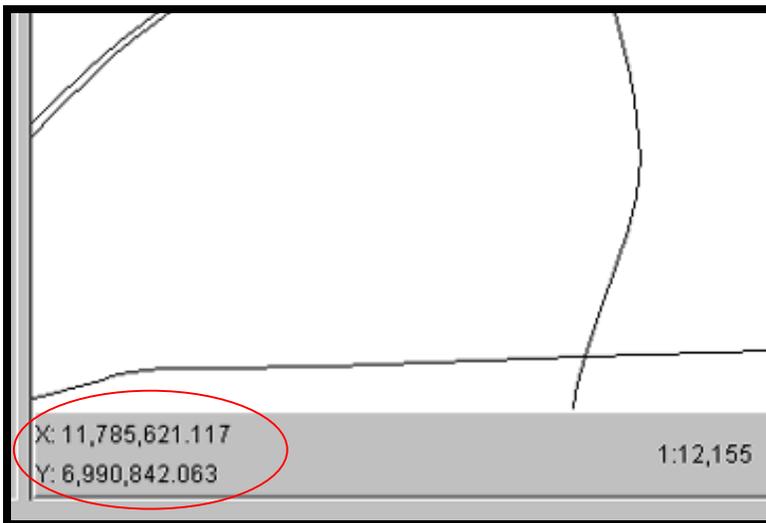
**For those without CAD or surveying software**, or other ways of obtaining the coordinates, the following method may be used as well. It involves using free GIS software and either VDOT Road Data or Fairfax County GIS data (both described in Method 1 above).

Download **ArcExplorer 2.0** or **3.1** from [www.esri.com/software/arcexplorer/index.html](http://www.esri.com/software/arcexplorer/index.html). This is a free GIS software that will allow you to view GIS data such as the VDOT Roads, and obtain coordinates for any point location. You won't be able to create or edit data with this software, but you can view data and obtain the coordinate information necessary for creating the text files (Method 2) for submission to Fairfax Permits.

It can take some time to get familiar and comfortable working with ArcExplorer or Arcview in order to display the streets, route labels, and coordinates as desired by using the various menu options and scale factors. A complete Help section is available.

### How to meet this GIS Requirement:

- Open ArcExplorer
- Load the street layer
- Zoom to your work location
- Read the coordinates from ArcExplorer
- Type the coordinates into Notepad as specified
- Save to disk and send to VDOT with application



**Read coordinates from ArcExplorer and type them into Notepad.**