

Guidelines for Utility Permit Application Submittal

NOVA District (Fairfax) Permits
www.VirginiaDOT.org/business/fairfax-permits-main.asp
Email: NOVAFairfaxPermits@VDOT.Virginia.gov

14685 Avion Parkway
Chantilly, Virginia 20151
(703) 383-2888
Fax: (703) 383-2843
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These Guidelines are for the exclusive use of NOVA District (Fairfax/Arlington) Permits.

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Plans

1. One copy of the engineering drawings showing the proposed work.
2. If the work includes more than one VDOT roadway, attach a vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work.
3. All engineering drawings require
 - a. Dimensions
 - b. North arrow
 - c. Plan legend showing the symbols used on the drawings.
4. Color the engineering drawings marking the right-of-way line, proposed overhead and/or underground utilities, and any other proposed work. The edge of pavement or curb and gutter must be shown on the plans.
 - a. Color engineering drawings as follows:

i. Right of way line	yellow
ii. Electric	red
iii. Communications	orange
iv. Gas	yellow
v. Water	blue
vi. Sanitary & Storm Sewer	green
5. A typical section showing each type of installation, such as aerial or underground, and the minimum depth or height requirement for the work.
6. 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.
7. All streets must be labeled with the street name and route number. This includes all cross streets.
8. Include all in-place infrastructures that may interfere with the proposed placement of the work. This should include, but not limited to sidewalk, utility poles, traffic signals, landscaping, sewer line, existing utilities, etc.
9. Show the length and type of any utilities proposed for installation.
10. All road crossings are to be perpendicular to the roadway for both aerial and underground installations.
11. 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.
12. A detailed plan is required for any proposed bridge attachment showing how the utility will be attached.

Pavement Open Cuts

1. Permittee is responsible for any pavement settlement for a period of three (3) years after completion of the permit.
2. The permittee must obtain VDOT authorization prior to cutting on any VDOT pavement. Open cut requests are not covered under permit approval.
3. The project will be shut down for a period of five (5) working days if any unauthorized cuts are made in pavement.
4. Further details can be found on the website www.virginiadot.org/business/fairfax-permits-main.asp.

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Permit Application Package Assembly

Paper Files: Place the following in a letter size, straight cut manila folder:

1. Engineering drawing(s)
2. Signed permit application (application may be printed using APAS)
3. Signed VDOT Erosion & Sediment Control Contractor Certification Form
4. Signed Page 1 of the Special Provisions (LUP-SP (NOVA))
5. Work Zone Certification LUP-WZ

Digital Files: Include on the CD:

1. APAS
2. GIS
3. PDF files of all engineering drawings
4. PDF file of signed application
5. PDF file of signed VDOT E&S Control Certification
6. PDF file of signed Special Provisions LUP-SP(NOVA)
7. PDF file of Work Zone Certification LUP-WZ

Permit Application

1. APAS CD must be submitted with each permit application. See Page #4 of this document for further instructions.
2. Permit must be in utility company name.
3. Permit application must include name, address, tax identification number, phone number, and emergency 24-hour number for the utility company.
4. The permit fee is \$100 plus additive fees as detailed in 24VAC30-151-710, effective March 17, 2010.
5. 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.
6. 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.
7. The permit application should list the route number and street name of the main road where the work is being performed.
8. 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.
9. The permit description must be specific. Include the length and type of each variety of installations, and the total amount of each item being installed. For example: Install 400' of 4" PVC gas main, 5 test holes.

Account Receivable Numbers

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1. Permits are 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.

Surety

1. A continuous surety for all utilities is required. .

Utility Surety Amounts

Underground Lines

Minimum: \$5,000.00 for up to 3,000 feet.
Additional \$10.00 per foot for each foot over 3,000 feet.

Overhead Lines

Minimum: \$5,000.00 for up to 4,000 feet.
Additional \$50.00 per 200 foot increments over 4,000 feet

Permit Data Upload (APAS)

1. The data file should be created using the Automated Permit Application System. An installation CD and guidelines for this program can be obtained from the Fairfax Permits office. Only one installation CD will be provided per company.
2. The file containing permit application data for upload to the VDOT Land Use Permit System (LUPS) are to be submitted on a CD with a batch/application number clearly written on the CD.
2. The only limit on the number of records on that CD is based upon the capacity of the CD. Each record represents one permit application.
3. Data is validated on input and records failing the validation will be listed on an error report.
4. Rejected records (permit applications) will need to be resubmitted on another CD 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 CD.

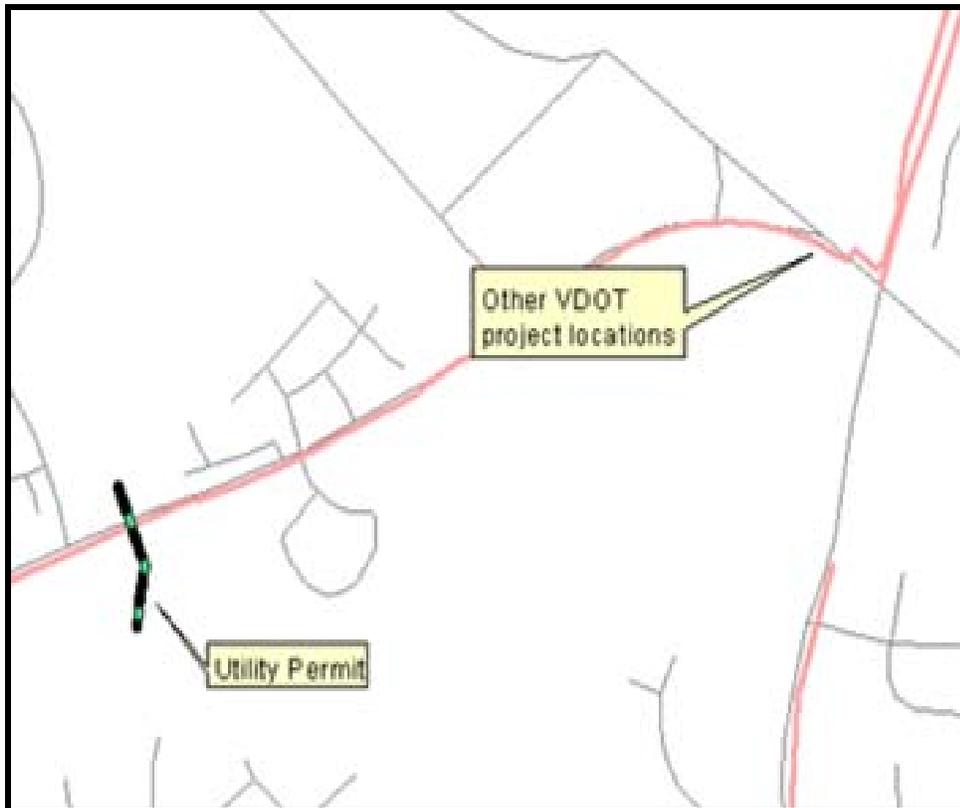
**NOVA District (Fairfax/Arlington) Permits
Guidelines for Utility Permits**

GIS LINE FILE for Utility Permit Submissions

1. GIS REQUIREMENT:

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

Example: the thick, green & black line is an example of what should be delivered to VDOT; your proposed work location is then compared with other VDOT activities in the area.



NOVA District (Fairfax/Arlington) Permits Guidelines for Utility Permits

2. HOW TO MEET THIS GIS REQUIREMENT:

It is easiest to meet the requirement by drawing the line over top of street data which is already **geo-referenced** to the specified coordinate system. Either CAD or GIS software can be used for this process, however there are some data format issues to resolve for CAD use.

The basic steps are:

- Load the street data into your CAD/GIS software (see below for description of street data)
- Zoom to your work location
- Draw your line
- Save that line in one of the formats specified in Section 1 and send it in on a CD with the Permit Application.
- Label the CD with the name of your file and the file extension such as .DXF, .SHP etc.

3. STREET DATA

Street data is available from two sources: Fairfax County GIS Division and VDOT's NOVA GIS Section.

Fairfax County GIS Office (<http://www.co.fairfax.va.us/maps/cd.htm>) has street data. This data contains street names (as attributes) which makes it easy to find work locations. Other useful layers are included on this disk including Tax Map Grids. The data format is an ESRI "coverage" or "shape file" and requires Arc View, AutoCAD Map or other software which can read these formats. Some CAD programs can also read these formats. **Note:** No viewing software is provided with this data CD. Free versions of Arc Explorer can be downloaded from (<http://www.esri.com/software/arcexplorer/index.html>). Arc Explorer can "view" data but does not allow data editing, creation or data conversion, so another program will still be necessary for export.

If CAD software is used convert the street data into a DXF, DWG or something similar that the CAD program can read (if it cannot read the native shape file or coverage). Many converters exist in the GIS/CAD marketplace. Some may be found on CAD user websites and forums. Many AutoCAD and Micro Station programs can also do conversions.

Road data is available for download at <http://www.virginiadot.org/business/fairfax-permits-main.asp>. 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.