Guidelines For Single Lot Permit Application Submittal

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

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Guidelines for Single Lot Permits

Definition of Single Lot Permits

- A single lot permit is used for home owners who are applying to VDOT to construct an entrance from state right of way to their property. Must install Fairfax County Standard: a CG-9D, or a DE-5
- A single lot permit is used for a home owner who wishes to place a second driveway, provided that driveway has the required sight distance, and that the driveway does not conflict with an opposing intersection. Must install Fairfax County Standard: a CG-9D, or a DE-5
- A single lot permit is used for a home owner who wishes to widen an existing driveway, or modify that driveway. NOTE: No brick pavers in the VDOT right of way.
- When applying for an entrance to the property, the home owner may wish to require the contractor to ascertain the VDOT permit to install a sanitary sewer line and/or a water line. The home owner is to be aware that any pavement settlement as a result of these installations is the responsibility of the home owner for a period of three years, or the contractor, if the contractor installs the line. See the guidelines for Single Lot Sanitary Sewer and Water Line connections for further information.

Permit Application

1. Permit must be in the property owner's name.
2. The surety must be posted by the property owner.
3. The owner block must be completed and the owner must sign the application. An email address is required as part of the contact information.
4. A 24-hour phone number is required.
5. The agent information should not be completed unless they are posting the bond.
6. The owner must sign page 1 of the Special Provisions (LUP-SP) and attach <u>only</u> page 1 to the permit application.
7. If applicable, the owner must sign LUP-WZTCC.
8. VDOT Erosion & Sediment Control Contractor Certification signed form is required.
9. The route number and name of the state road that the proposed work is on must be provided. The route numbers and names of the intersecting state roads that the work site lies between are also required.
    a. Route numbers may be found posted on the VDOT street at the intersection. The route number is located above the STOP sign
10. The work description should list all proposed work, along with the address of the work site.

Automated Permit Application System (APAS)

1. An APAS CD is required when the application package is submitted by a contractor, developer, or permit runner.

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Electronic Plans

1. Include one CD with electronic grading plan in TIFF format. May be obtained from the engineer of record.
2. OR – Submit a PDF file on a CD of the plan sheet, which may be obtained from a printing or copy company.

Plans

1. Include one complete copy of a grading plan or plat showing all of the proposed work. Existing conditions and structures should be identified as existing. Utilities that will be installed under separate permits should be noted as such.
2. Dimensions and type of proposed driveway(s) and lengths of any proposed utility connections should be labeled on the plans.
3. All streets must be labeled with the street name and route number.

Administrative Fee

1. A non-refundable application fee of $100.00 plus any additive fee is charged for each permit application.

Surety

1. A surety for the proposed work is required with the permit package. When all proposed work is completed and approved by a VDOT Permits Field Engineer, the surety amount posted will be released.
2. To determine the surety amount for a given project, a set of plans must be brought to the permits office for review.
3. The surety may be posted: (1) with a certified check made out to "Treasurer of Virginia;" (2) by obtaining a bond from a bonding company; (3) or by obtaining a letter of credit from a bank. Refund checks take six to eight weeks to process after the permit is released. Note the wording on these forms may not be changed.
4. Cash sureties can only be posted by the property owner (permittee); an agent may post a bond or letter of credit.
5. A completed and signed IRS Form W-9 is required for a cash surety.

Surety Amounts for Common Work Items

1. Any work in the right of way (minimum $10,000)
2. Install or widen a driveway entrance ($10,000)
3. Relocate a driveway entrance ($20,000)
4. Construction access (minimum $10,000)
5. Connect sanitary sewer and water in the pavement (minimum $20,000)
6. Pavement Open Cuts ($10,000)

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 any VDOT pavement. Open cut requests are not covered under permit approval.
3. The project will be shut down for a period of at least 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

Applications for Additional Driveway Entrances

1. If the additional driveway entrance does not meet current sight distance requirements, the permit will not be approved since there is existing access to the property.
2. We do not grant property owners more than 2 entrances per property.