Guidelines for Site Plan Permit Application Submittal

NOVA District (Fairfax) Permits
www.virginiadot.org/business/fairfax-permits-main.asp
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4975 Alliance Drive, Ste. 1N300
Fairfax, Virginia 22030
May, 2013

These Guidelines are for the exclusive use of NOVA District (Fairfax/Arlington) Permits.

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Guidelines for Site Plan Permits

Engineering Drawings/Plans

1. Include one complete copy of the approved plans showing the proposed work stamped "Entrance Correct" by Fairfax County for SP, SD, and PI. For MSP and RGP print out from Fairfax County showing approval. Arlington County and City Plans (Alexandria, Fairfax, Falls Church) complete signature block on plan cover sheet.
2. Attach a vicinity map (size 8 ½ x 11) 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. 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.
4. Show a typical section for 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.
    a. Recommend that the CADD drawing be separated into a different layer to indicate only the utilities that are in the right of way and those that will be in the newly dedicated right of way.
    b. This may be accomplished by numbering the pages with alphabetical delineation.
    c. Clearly highlight those utilities that must be relocated.
8. The plan must show dimensions.
9. Indicate the length and type of any utilities proposed for installation.
10. All utility 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 needs to be submitted for any proposed bridge attachment detailing how the utility will be attached.

Permit Application

1. Permit must be in owner's name.
2. Permit application must list the name, address, tax identification number, phone number, emergency 24-hour number for the owner and owner's email address. No agent's 24-hour numbers. The information for the contractor can be provided separately.
3. State the beginning date of construction and end date of construction in the work description.
4. See Administrative Code 24VAC30 for fees.
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 applicant job number is to be filled in using @ and the site plan number to follow.
8. The permit application should list the route number and street name of the main road where the work is being performed.
9. 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.
10. The owner must sign the permit application, provide a business card and his title should be included.
11. The permit description must verbally describe all the work in the right of way only.
12. Form must be original.

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, and the VDOT surety information on the website. See this document for VDOT's deviation from the County's comprehensive unit price schedule.
5. Add 30% contingency to total estimate.

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/mapscript/default.htm)
    c. MicroStation Plt to tiff converter (http://www.tgsoft.ch/English/PLT2TIF.HTM)
    d. Request tiff files from your reproduction company

GIS Data Disk

1. See information sheets in this document.

NOVA District (Fairfax) Permits
Guidelines for Site Plan Permits

Attachments to Application

1. Must submit a construction schedule, including start and ending date of project, and schedule of all work of significance.
2. Erosion & Sediment Control Certification (Form LUP-ESCCC)
3. Special Notice of Permittee Liability (Form LUP-SP) must be signed by the permittee and attached to the permit application.
4. Work Zone Certification (Form LUP-WZTCC)
5. Surety bond in the form of bond; letter of credit or cash (must be cashier's or certified check).
6. Fee, see Administrative Code 24VAC30.
7. Federal Form W-9 for return of cash surety (if applicable). Cash surety must be certified or cashier's check.
8. GIS CD
9. TIFF Files of plans
10. PDF files
    a. Permit Application with original signature
    b. Construction Schedule
    c. LUP-ESCCC with original signature
    d. LUP-WZTCC with original signature
    e. LUP-SP with original signature
    f. Surety bond or letter of credit (if applicable)
    g. Other documents pertinent to the site plan

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.

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

NOVA District (Fairfax) Permits
Guidelines for Site Plan Permits

NOVA District
Fairfax/Arlington

Surety Fees				
Minimum Surety	$	10,000.00	EA	
Construction/Commercial Entrance	$	10,000.00	EA	
Driveway Entrance	$	10,000.00	EA	CG-9B/D or PE-1
Sewer/Water Connection	$	10,000.00	EA	
Open cut for utility	$	10,000.00	EA	
Miscellaneous Utility	$	10,000.00	EA	Gas, Electric, Fiber, etc.
Utility Locate	$	4,000.00	EA	Requires 4' x 4' patch
Curb/Gutter	$	500.00	EA	In 10 foot units
5'W Concrete Sidewalk	$	650.00	EA	In 10 foot units
12' W Asphalt Pavement - Surface	$	45.00	LF	(= 1.33 SY X 1.5" D)
12' W Asphalt Pavement - Intermediate	$	70.00	LF	(= 1.33 SY X 3" D)
12' W Asphalt Pavement - Base	$	140.00	LF	(= 1.33 SY X 6" D)
12' W Asphalt Pavement - Mill	$	20.00	LF	(= 1.33 SY X 1.5" D)
Pavement Marking	$	500.00	EA	plus $25.00 per LF for 12'W
Traffic Signs (ie STOP, YIELD, etc)	$	200.00	EA	
Traffic Control – Fixed	$	5,000.00	EA	
Traffic Control – Mobile	$	1,000.00	Day	
Concrete Barrier Service	$	25.00	LF	
Handicap Ramps	$	2,000.00	EA	CG-12A, B, or C
Pedestrian X-walk signals	$	2,000.00	EA	Per corner on intersection
Painted X-walk	$	700.00	EA	Per 2 lane crossing
Bus Shelter	$	7,000.00	EA	
Street Lights – Single	$	5,000.00	EA	For first light
Street Lights - Multiple	$	3,000.00	EA	For each additional light
Guardrail	$	500.00	EA	In 25 foot units
Guardrail Terminal	$	1,800.00	EA	
ManHole (up to 8' deep)	$	3,000.00	EA	5' dia with up to 48" pipe w/invert
ManHole (over 8' deep)	$	5,000.00	EA	5' dia with up to 48" pipe w/invert
Drop Inlet	$	1,000.00	EA	Add to MH cost
Yard Drain	$	500.00	EA	Add to MH cost
Underdrain	$	120.00	EA	In 10 foot units
Monitoring Wells	$	10,000.00	EA	
Test Holes	$	10,000.00	EA	Plus $1000.00 for each additional
Retaining Walls	$	3,000.00	EA	In 10 foot units
Traffic Signals	$	75,000.00	Per Leg	New installation or major mod.
Traffic Signals	$	300,000.00	4 Legs	New Installation or major mod.
Traffic Signals	$	50,000.00	Per Leg	Minor Modification
Hand Holes	$	2,500.00	EA	
Utility Relocate	$	25,000.00	EA	For first 100 LF + $200.00 each additional ft
Utility Pole Relocate	$	10,000.00	EA	

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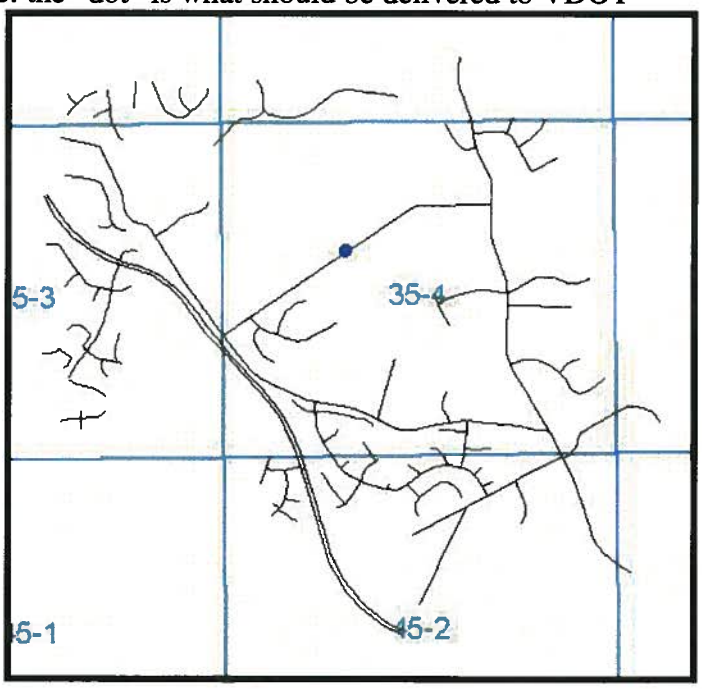
Guidelines for Site Plan Permits

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 the plan/drawing sheets.**
   b) Media type: CD 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



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Guidelines for Site Plan Permits

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

- Load the data into CAD/GIS software
- Find the work location
- Draw the point
- Save that point in one of the formats specified above and send it in on a CD with the Permit Application.
- Label the CD with the name of file and the file extension such as .DXF, .SHP etc.

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 your work locations. Other useful layers are included on this CD including Tax Map Grids. The data format is an ESRI "coverage" and requires Arcview, ArcExplorer or other software which can read a "coverage". Visit http://www.esri.com/software/arcexplorer/index.html for a no cost current and/or advanced version of ArcExplorer. Versions 2.0 or 3.1 are recommended.

If CAD software is used, convert the street data into a DXF, DWG, or something similar that a CAD program can read. Many converters exist in the GIS/CAD marketplace, such as Blue Marble Geographics' "GeoTranslator" (www.bluemarblegeo.com). Some may be found on CAD user websites and forums as well. Some AutoCAD versions can convert data as well.

See VDOT's web page http://www.virginiadot.org/business/fairfax-permits-main.asp for more downloads. 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.