

Town of Vienna
Right of Way Permit
Revised – September 26, 2018

Permit to perform work within the Town's Right of Way.

Application: _____

Permit: _____

This form must be filled out completely for the permit to be issued.

APPLICANT INFORMATION

Full Name _____

Address _____

Email _____

Business Phone _____ Cell Phone _____ Fax Number _____

PROJECT DESCRIPTION

Project Address: _____

_____ and _____

Between (Streets): _____

Project Description: _____

FEES / BONDS

Work in Right of Way (Linear Feet) = _____

Fee = \$ _____ Bond = \$ _____ Total = \$ _____

Base fee is \$45.00 plus \$20.00 for first 100' and \$5.00 for each additional 100'
Bond is \$5,000.00 which is refundable at your request two years after completion of work or approved occupancy.

The Town reserves the right to require a bond amount based on the latest Fairfax County Unit Price List.

CERTIFICATE OF LIABILITY

A certificate of liability for at least \$500,000 must be provided to obtain approval of the permit.

DOCUMENTATION

When applying for the permit the applicant must include a sketch to scale of the work to be performed unless this application is associated with a plan set for a larger, approved project. Applicant must also provide a Traffic Management Plan in accordance with the latest Virginia Work Area Protection Manual and a copy of the latest VDOT Asphalt Pavement Restoration Detail for Open Cut Utility Installations.

SPECIAL PROVISIONS

PERMITTEE SIGNATURE: _____

DATE: _____

DEPT OF PUBLIC WORKS, TOWN OF VIENNA: _____

DATE: _____

EXPIRATION DATE: _____

PERMIT PROVISIONS

1. This permit shall be governed by provision stated in this permit, the MUTCD, and the Virginia Work Area Protection Manual.
2. The applicant must obtain separate permits for each location of work to be performed within the right of way on each project.
3. This Right of Way Permit shall be accompanied by the appropriate temporary traffic control from the MUTCD and is for single lane closure only. Approval of the Right of Way Permit does not give the applicant permission for full road closure. If it is determined that the road must be closed the applicant shall submit a Traffic Management Plan (TMP) and Sequence of Construction (SOC) if appropriate for review and approval by the Department of Public Works.
4. The Permit shall be on site at all times while work is in progress.

GENERAL PROVISIONS

1. Road drainage is not to be blocked. The shoulders, ditches, roadside, vegetation, signs and drainage facilities, as well as the pavement, shall be restored to the satisfaction of the Department of Public Works.
2. Road and street connections and private entrances are to be kept in satisfactory condition and repaired or replaced as required. Entrances are not to be blocked, and ample provision must be made for safe ingress and egress to adjacent property at all times.
3. Traffic is not to be blocked or re-routed without special written permission of the Department of Public Works. Where one-way traffic is permitted, traffic shall be at all times properly protected by adequate lights, barricades, signs, and flaggers. No one-way traffic is permitted after working hours. Detours shall require prior approval of the Department of Public Works. Contractors shall provide all barricades, signing and traffic control for detours.
4. Any damage to town owned utilities shall be corrected immediately and the applicant is liable for any costs incurred by the town as a result of the damage.
5. The Department of Public Works reserves the right to stop work at any time if the terms of the permit are not satisfactorily complied with; and the Department may, at its discretion, complete any of the work covered in the permit, at the expense of the permittee.
6. This permit is revocable at the discretion of the Department of Public Works and permittee may be required to move, alter, change or remove from the road right of way in a satisfactory manner any installation made on the right of way under this permit.
7. The permittee shall immediately have corrected any situation which may arise as a result of the installations that the inspection or engineer deems hazardous to the traveling public, even though it may not be specifically covered in the permit or manual.
8. The permittee assumes full responsibility for all damages that occur due to work performed under this permit.
9. The replacement of all sidewalk, curb and gutter, driveway entrances, valley gutters, pipe and structures shall be performed according to the Town of Vienna's Public Infrastructure Manual.
10. The Permittee shall see that dusty conditions are kept to a minimum, either by the addition of water or calcium chloride.
11. The issuance of this permit will not relieve the permittee from any requirements to obtain other permissions from any government or private entity.
12. Emergency permits will be granted for conditions which need immediate attention that may result in death or injury to persons or property. The permittee shall immediately inform the town of the work and apply for a permit on the next business day following the work along with the Miss Utility ticket number and payment of appropriate fees.

SITework PROVISIONS

1. The permittee will be responsible for having all underground utilities located in the area.
2. All work to be carried on and completed in a manner satisfactory to the Department of Public Works within 180 days from date of this permit.
3. All work must be completed prior to the expiration date of this permit or a written request must be received by the Department of Public Works requesting an extension prior to the expiration date.
4. Failure to complete work or obtain an extension will result in cancellation of Permit.
5. Before work is started, permittee will notify the Vienna Police Department (703-255-6380) and the Fire Control Board (703-691-2131) when partially blocking a street.
6. Notice shall be given to Department of Public Works (703-255-6380) prior to and on completion of this Work.
7. Prior to installing final asphalt patch in a Town right of way, the contractor, builder or plumber will call the Department of Public Works (703-255-6380). Failure to comply with this request may result in rejection of the patch or forfeiture of the cash bond.
8. Normal working hours are 7:00 AM – 8:00 PM Monday thru Friday, 9:00 AM – 8:00 PM Saturday. Work is prohibited on Sundays, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.
9. No work will commence before 9:30 am and must be completed and off the roadway prior to 3:00 pm on major streets in Vienna as specified under Special Provisions above.
10. Maple Ave and intersection of Maple Ave may have special provision and work hours. See Special Provisions above.

TRENCH PROVISIONS

1. All open cuts within the Town's Right of Way are to be performed and replaced in accordance with the latest VDOT provisions for pavement open cuts (VDOT Form LUP-OC).
2. All work shall comply with the provisions as set in the latest VDOT Land Use Permit Manual.
3. Open trenches along right of way will be protected by cones and lighted barricades during construction per the TMP and MUTCD. After hours, trenches will be covered by steel plates or backfill.

4. The use of steel plates to provide a temporary riding surface will not be allowed between November 1 and April 1. The use of steel plates between April 2 and October 31 shall be in accordance with VDOT standards and specifications.
5. Wherever pavement is permitted to be cut, not over one-half of the width shall be disturbed at one time; and on crossings, the first opening shall be completely restored to satisfactory traversable condition before second half can be opened. Where the pavement is disturbed, or deemed weakened, it, in its entirety, or such portion or portions of it as deemed desirable by the Department of Public Works, shall be restored or replaced in manner as directed by the Department of Public Works.
6. No excavated material is to be placed on the pavement, without written permission of the Department of Public Works 's Engineer. When so permitted, the pavement shall be satisfactorily cleaned by an approved method.
7. No cleated equipment is to be used on the pavement.
8. All trenches shall meet OSHA regulations.
9. The permittee shall be required to restore the surface and the base of the road(s) included under this permit in a suitable manner. Area excavated shall be thoroughly compacted to proper density and brought to sub-grade elevation. A temporary patch shall be cold-mix asphalt. Aggregate and other materials are prohibited.
10. The Department of Public Works may, at its discretion, reject back-fill material which it feels to be unsuitable.
11. No bituminous material shall be applied between November 1 and April 1, except by written authorization from the Department of Public Works, and treatment shall be applied only when the atmospheric temperature is above fifty (50) degrees and when the weather is not foggy and damp.
12. The Town of Vienna Reserves the right to require the permittee to jack and/or bore when open cutting is not deemed practical by the Department of Public Works.
13. The permittee will be held responsible for any settlement in the backfill that may occur at any time after the work has been performed. Settlement repairs shall be addressed within 48 hours after notification.
14. The permittee must retain the services of a professional engineer (or certified technician under the direction of the professional engineer) to observe the placement of all fill embankments, pavement, and storm sewer and utility trench backfill.
15. The professional engineer (or certified technician under the direction of the professional engineer) performs any required inspection and testing in accordance with all applicable sections of VDOT's Road and Bridge Specifications.
16. The professional engineer submits all testing reports for review and approval, and provides written certification that all restoration procedures have been completed in accordance with all applicable sections of VDOT's Road and Bridge Specifications prior to completion of the work or approved occupancy authorized by the permit.