

# Guidelines For Single Lot 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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Fairfax, VA 22030  
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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 a document that sets conditions per VDOT *Land Use Permit Regulations* (24VAC30-151) under which VDOT allows a Property/Home Owner to construct a Private Entrance to their property from a state owned or maintained highway. A Private Entrance shall be installed per VDOT *Road and Bridge Standards*, Volume I, Std. CG-9 (Types A, B or D), for curb and gutter roads, or Std. PE-1, for non-curb and gutter roads.
- A Single Lot Permit is also required if:
  - A Property/Home Owner wishes to widen or modify an existing entrance/apron.
  - A Property/Home Owner wishes to install a second entrance provided that both entrances have an adequate “Stopping Sight Distance”, as specified in VDOT *Road Design Manual*, Chapter 2D, and Table 2D-2. A permit may not be approved if the sight distance at the second entrance does not meet current standards.
  - A Property/Home Owner wishes to include the installation of a Sanitary Sewer Lateral connection to their property, in addition to the entrance. Watermain connection to the property may also be included in the permit. However, we suggest that the applicant apply directly to Fairfax Water for the domestic installation.
  - Other miscellaneous activities related to a property and are proposed within the right-of-way, not stated above.

**Single Lot Permit Application “Submittal Options”**

There are two (2) options available for submitting an application for a Single Lot Permit:

- **Option 1 (Walk-In):** Submit a completed application package directly to VDOT Fairfax Permit Section. All required forms are available at the front desk of Permit Section in VDOT NOVA District Office, 1N300, 4975 Alliance Drive, Fairfax, VA 22030, or on VDOT Fairfax/Arlington Permits website: <http://www.virginiadot.org/business/fairfax-permits-FormsInfo.asp>
- **Option 2 (Electronic):** Submit application electronically via VDOT website, follow instructions on-line. The electronic submittal can also track the status of the permit application process. Use the following link to apply and track progress: <http://www.virginiadot.org/business/bu-landUsePermits.asp>
- NOTE: The Applicant (Property/Home Owner) may also make an appointment with VDOT Permit Staff to review their site plan/applications to get permit information or clarify other issues.

**Single Lot Permit Application “Review Process” – Option 1 (Walk-in)**

- For a Property/Home Owner applying for the Single Lot Permit for the first time, a two (2) step process is normally followed:
- **Step 1:** Submit an Application Form LUP-A along with a complete set of site plan, plat, drawing or sketch, etc, for VDOT review and generation of a permit application “Checklist”. After completion of review the applicant will be notified by email to pick-up the Checklist of items required to apply for a permit.
- **Step 2:** Submit the completed application package prepared per Checklist provided previously, to include all forms documents, plans, fee and surety bond.

NOVA District (Fairfax) Permits  
**GUIDELINES FOR SINGLE LOT PERMITS**

**Single Lot Permit Application “Review Process” – Option 2 (Electronic)**

- Fill-in application form on-line.
- Attach electronic/scanned copies of Form LUP-A, property ownership documents (deed or settlement papers), and the site plan. Form referenced above can be filled-in prior to uploading
- After reviewing all documents an email will be sent acknowledging receipt of the application and providing information for the application fee and the surety bond.
- The amounts of application fee and the surety bond provided in the email can be paid on-line via a credit card or a check. A hard copy of the original surety bond may also be submitted to VDOT either via mail service (surface) or in person. Options for various methods of posting Surety Bond are outlined below in Typical Single Lot Permit Application Package – Option 1.
- After receiving all documents the permit will be processed for approval and sent to the Property/Home Owner via email. (Note: Per VDOT Land Use Permit Regulations 24VAC30-151-40, a permit is only issued to a Property/Home Owner.)

**Typical Single Lot Permit Application Package – Option 1 (Walk-in)**

A typical Single Lot Permit Application Package will consist of the following:

**Form:**

- Application Form LUP- A
- This form is available on VDOT website and can be accessed and typed using the following link: [http://www.virginiadot.org/business/resources/land\\_use\\_regs/LUP\\_A\\_Permit\\_Application.pdf](http://www.virginiadot.org/business/resources/land_use_regs/LUP_A_Permit_Application.pdf)
- Permit shall be in the Property/Home Owner’s name
- The information in the Applicant (Property/Home Owner) block shall be completely filled-in, and the Owner shall sign the application.
- An email address of the Owner is required as contact information and subsequent use to send the approved permit.
- A 24-Hour phone number of the Owner is required. Agent’s 24-Hour numbers is not accepted.
- The “Agent’s” information should not be provided, unless they are posting a surety bond or a letter of credit
- The “Request permission” (description of work) shall list all work proposed within the existing right-of-way, along with the address of the property and an estimated start and end date of construction.
- The route number and name of the street that the proposed work is on shall be provided. The route number and name of the intersecting streets that the work is proposed on is also required to be listed. (Note: Route numbers may be found on the VDOT maintained roads at the intersections. The route number is written on a black and white rectangular plate located above the STOP sign or on a separate post.)
- Longitude, Latitude of the proposed site is required. This can be computed using the following link by converting street address to Longitude and Latitude: <http://www.latlong.net/convert-address-to-lat-long.html>
- Signature of the Applicant (Note: By signing this form the Property/Home Owner as an Applicant acknowledges agreement with the requirements of LUP-SPG Special Provisions.)
- The Property/Home Owner shall obtain a permit prior to cutting any VDOT maintained road pavement. Open-cut requests are normally not covered under an approved entrance permit.
- The Property/Home Owner shall be responsible for any pavement settlement after the installation of a utility for a period of two (2) years after completion of open-cut permit.

NOVA District (Fairfax) Permits  
**GUIDELINES FOR SINGLE LOT PERMITS**

**Plan:**

- One complete set of an Infill Lot/grading plan or plat showing the proposed work within the existing right-of-way shall be submitted. The grading plan shall be sealed and signed/dated by the Professional Engineer/Land Surveyor, registered in the Commonwealth of Virginia. At least one sheet of the plan set shall have an original signature/date on Professional Engineer's seal.
- The grading plan shall show the proposed private entrance drawn to scale with dimensions, and labeled with the type of entrance, i.e. VDOT Std. CG-9 (Type D is preferred but Type B may be used if an adequate frontage is not available to accommodate Type D); or Std. PE-1. In addition the plan should also show all other proposed work. Existing conditions and structures should be identified as existing. Utilities that will be installed under separate permits should be noted as such.
- All streets shall be labelled with the street name and route number.
- In addition to the hard copy of the complete set of site plan a digital copy (CD or Memory Stick) in tiff or pdf format, obtained from the engineer of record, shall be submitted.

**Administrative Fee:**

- A non-refundable minimum application fee of \$100 plus any additive fee, per VDOT Land Use Permit Regulations 24VAC30-151-710, Fees, attached below, shall be submitted with the permit application.
- A check in the required amount of fee shall be submitted payable to "Treasurer of Virginia", or "Virginia Department of Transportation".

**Surety Bond:**

- A surety bond for the work proposed within the right-of-way is required with the permit application package. To establish the amount of surety for a given project a set of site plan must be submitted to the permits office for review.
- A surety can be posted: 1) as a bond on VDOT Surety Bond Form LUP-SB, or 2) by VDOT Letter of Credit Form LUP-LC, or 3) via Cash (certified/cashier's check payable to "Treasurer of Virginia") along with Virginia Form W-9 (COV Substitute). (Note: Remitter's name on the check shall match the name of the Owner stated on Form LUP-A.) Surety for utility (water and sewer) installation can be posted by a Contractor via a bond or a letter of credit.
- Please ensure that all of these documents are completely typed (except for notarizations) & submitted as "originals", copies & hand written forms & checks will not be acceptable. (Note: If surety is posted using Form LUP-SB, then the description of activity under "Section C or D" of this form should match with Form LUP-A, showing the property address.)
- When the proposed work is completed and approved by a VDOT Permit Inspector after the Final Inspection, the surety will be released. If a surety is posted by check it will take approx. 6-8 weeks to process the refund.

**Property Ownership:**

- Deed or (HUD) Settlement documents, issued to the Property/Home Owner shall be submitted with the application package.

**Typical Single Lot Permit Application Package – Option 2 (Electronic)**

Electronic Application Form, with the following e-copy attachments:

- Forms: LUP-A
- Infill-Lot Site plan, plat, drawing, sketch, pictures. (Maximum limit 100MB)
- Property Ownership Documents: Deed or HUD settlement papers
- Application Fee: Paid electronically, and
- Surety Bond: Paid electronically

NOVA District (Fairfax) Permits  
**GUIDELINES FOR SINGLE LOT PERMITS**

**Field Inspections**

**Pre-Construction**

After submittal of a completed permit application package as stated above, a Pre-Construction Field Inspection will be performed by a VDOT Inspector, to document/record the existing condition of the road prior to issuance of permit and start of the proposed activity. After completion of this inspection a Land Use Permit (LUP) will be issued to the Property/Home Owner via email to the address shown on the application.

**Final Completion**

When the proposed work is completed the Property/Home Owner is required to apply for a Final Inspection on-line to close the permit. After acceptance of the completed work the Surety can be released to the Property/Home Owner. If a surety is posted by cash (certified or cashier's check) it will take approximately 6-8 weeks to process the refund. A Final Inspection form is available on VDOT Fairfax/Arlington Permits website, at the following link: <http://www.virginiadot.org/business/fairfax-permits-FormsInfo.asp>

**Surety Amounts for Common Work Items**

- Install or widen a Private Entrance Std. PE-1: \$1,000 (Relocation - \$2,000)
- Install or widen a Private Entrance Std. CG-9: \$3,000 (Relocation - \$6,000)
- Construction Access: \$1,000
- Connect Sanitary Sewer and Water in the pavement: Minimum \$20,000

**LINKS TO VDOT WEBSITES**

- Main VDOT website: <http://www.virginiadot.org>
- VDOT Land Use Permits and VDOT Land Use Permit Regulations 24VAC30-151: <http://www.virginiadot.org/business/bu-landUsePermits.asp>
- VDOT Road Design Manual: <http://www.virginiadot.org/business/locdes/rdmanual-index.asp>
- VDOT Road & Bridge Standards, Volume I: [http://www.virginiadot.org/business/locdes/2008\\_road\\_and\\_bridge\\_standards.asp](http://www.virginiadot.org/business/locdes/2008_road_and_bridge_standards.asp)

NOVA District (Fairfax) Permits  
**GUIDELINES FOR SINGLE LOT PERMITS**

**24VAC30-151-710. Fees.**

- A. Single use permit. A nonrefundable application fee shall be charged to offset the cost of reviewing and processing the permit application and inspecting the project work, in accordance with the requirements below:
1. The application fee for a single permit is \$100.
  2. **Additive costs** shall be applied as indicated below. The district administrator's designee will determine the total permit fees using the following schedule.

Activity	Additive Fee
Private Entrances	none
Commercial Entrance	\$150 for first entrance \$50 for each additional entrance
Street Connection	\$150 for first connection \$50 for each additional connection
Temporary Construction Entrance	\$10 for each entrance
Turn Lane	\$10 per 100 linear feet
Crossover	\$500 per crossover
Curb & Gutter	\$10 per 100 linear feet
Reconstruction of Roadway	\$10 per 100 linear feet
Sidewalk	\$10 per 100 linear feet
Traffic Signal	\$1,000 per signal installation
Tree Trimming (for outdoor advertising)	in accordance with § 33.1-371 of the Code of Virginia
Tree Trimming (all other activities)	\$10 per acre or 100 feet of frontage
Landscaping	\$10 per acre or 100 feet of frontage
Storm Sewer	\$10 per 100 linear feet
Box Culvert or Bridge	\$5 per linear foot of attachment
Drop Inlet	\$10 per inlet
Paved Ditch	\$10 per 100 linear feet
Under Drain or Cross Drain	\$10 per crossing
Above-ground structure (including poles, pedestals, fire hydrants, towers, etc.)	\$10 per structure
Pole Attachment	\$10 per structure
Span guy	\$10 per crossing
Additive guy and anchor	\$10 per guy and anchor
Underground Utility - Parallel	\$10 per 100 linear feet
Overhead or Underground Crossing	\$10 per crossing
Excavation Charge (including Test Bores & Emergency Opening)	\$10 per opening
Temporary Logging entrance	\$10 for each entrance

Effective March 17, 2010

NOVA District (Fairfax) Permits  
**GUIDELINES FOR SINGLE LOT PERMITS**

Page 2 of 2

3. Time extensions for active permits shall incur a monetary charge equal to one-half the application fee charged to the initial permit. Expired permits may be reinstated; however, fees for reinstatement of expired permits shall equal the application fee.

**24VAC30-151-730. Accommodation fees.**

After initial installation, the Commonwealth Transportation Commissioner or a designee shall determine the annual compensation for the use of the right-of-way by a utility, except as provided in 24VAC30-151-740. The rates shall be established on the following basis:

1. Limited Access Crossings - \$50 per crossing.
2. Limited Access Longitudinal Installation - \$250 per mile annual use payment.
3. Communication Tower Sites (limited and non-limited access):
  - a. 24,000 annual use payment for a communication tower site, and
  - b. \$14,000 annual use payment for co-location on a tower site. This payment does not include equipment mounted to an existing wooden utility pole.

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