

LAND USE PERMIT
General Requirements

Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed. All applicants (excluding County, Town or City) to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.

- 1) The approval of a permit for marches, parades or other special events may be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.
- 2) Authorization will not be granted for proposed parades, marches or other special events within limited access rights-of-way.
- 3) The placement of advertising signs within VDOT maintained rights-of-way will not be permitted.
- 4) The placement of banners across state maintained highways must be approved by VDOT prior to issuance of the land use permit. Said banners must allow for a minimum of 21 feet of clearance from the roadway centerline, including swag. Placement of banners shall not obstruct adjacent traffic control devices and minimum utility clearances shall be obtained. All banners shall be removed immediately after conclusion of the event.
- 5) Requests for a land use permit authorizing a parade, march or other special event on state maintained highways shall be made a minimum of sixty (60) calendar days prior to the scheduled event date(s).
- 6) The sponsoring group or event organizer shall provide a detailed schedule of events for the scheduled event date(s) and an estimate of the number of participants.
- 7) The sponsoring group or event organizer shall provide VDOT with a detailed map showing the proposed course and direction of the parade or march with the land use permit application. The course should be designed to minimize left turn movements. This information may be submitted on "official" county maps provided by VDOT, or equivalent. The location of parking areas, water stations, toilet facilities and other appropriate information shall be shown on this map.
- 8) The sponsoring group or event organizer shall indicate the type of existing traffic control for each highway intersection impacted along the entire parade or march route and a plan shall be provided for temporary traffic control at each impacted highway intersection during the event.
- 9) The sponsoring group or event organizer shall provide VDOT with correspondence, documented in written or electronic communication, indicating support from the locality and local law enforcement for the proposed event.
- 10) If deemed necessary, a preliminary planning meeting shall be held between VDOT representatives, the sponsoring group or event organizer, the local jurisdiction(s), local and state police, etc. to discuss the proposed route and event. At this meeting any known highway construction or maintenance activities and possible event modifications resulting from said activities will be discussed.
- 11) After permit issuance VDOT will attempt to delay or postpone any scheduled highway construction or maintenance activity that will interfere with the event, if practicable.
- 12) The district administrator's designee shall provide notification of approval or denial of the request within thirty (30) days of the date of the submittal of the application if all required supporting data is included with the land use permit application.
- 13) The district administrator's designee may revise the route requirements and schedule depending on the type of event planned and the number of participants.

- 14) The sponsoring group or event coordinator will be responsible for providing adequate toilet facilities and vehicular parking for event participants, support staff and spectators. Parking areas and toilet facilities shall not be located within VDOT maintained rights-of-way along the event route. The sponsoring group or event organizer is responsible for obtaining permission for the temporary placement these facilities on private property.
- 15) Requests to close a VDOT maintained street for a block party shall include authorization signatures from all persons affected by the proposed road closure.
- 16) Provisions must be made to give immediate access to homeowners affected by the event.
- 17) The sponsoring group or event coordinator shall be responsible for removal of all litter upon conclusion of the event.
- 18) The sponsoring group or event coordinator shall be responsible for providing crowd control during the event.
- 19) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 20) Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under the auspices of a land use permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 21) A copy of the VDOT land use permit shall be maintained at the work site and made readily available for inspection when requested by authorized VDOT personnel.
- 22) It is the duty of the district administrator's designee to keep all roads maintained in a safe and travelable condition at all times. Therefore, any permit may be denied, revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
- 23) Within the limits of a VDOT construction project it is the responsibility of the permit applicant to obtain the contractor's consent in writing prior to permit issuance. Information regarding current and/or planned VDOT construction and maintenance activities can be obtained at: <http://www.virginiaroads.org/>.

Event Operations

- 1) If requested by local law enforcement, variable message boards shall be posted two (2) calendar days prior to the event advising the traveling public of the event.
- 2) Interruption of motor vehicle traffic flow shall be minimized.
- 3) An event contact person shall be designated at permit application and be available prior to and during the proposed event.
- 4) Escort vehicles may be required. These vehicles shall be equipped with appropriate signage and a vehicle equipped with amber lights shall lead and follow event participants.
- 5) All participants in parades or marches shall occupy the roadway and/or lane which has been closed and designated for the event. In no case shall participants in parades or marches cross into the travel lane of oncoming vehicles.

Cash Surety Refund

- 1) Should I owe the Internal Revenue Service or the Commonwealth of Virginia, I may not receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit unless the amount owed is less than the amount of cash guarantee provided.
- 2) That failure to satisfactorily complete the work authorized under the auspices of a land use permit may also result in the forfeiture of the cash guarantee provided.
- 3) That I must provide an executed copy of the Commonwealth of Virginia's Substitute Form W-9 to receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit.

Traffic Control & Safety

1. Participants in an authorized march, parade or other special event may be granted exemption from compliance with any traffic laws otherwise applicable thereto, provided that adequate traffic control is provided to assure the safety of all highway users.
2. A law enforcement officer will be required to control traffic at all highway intersections and at other locations identified by VDOT where existing traffic control devices are to be temporarily overridden.
3. If deemed necessary, trained flag persons are to be provided by the sponsoring group or event organizer to assist local law enforcement with traffic control at locations identified by local law enforcement and/or VDOT.
4. When directed by VDOT, advance warning signs on the approaches to all highway intersections and at other locations identified by VDOT where existing traffic control devices are to be temporarily overridden.
5. The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors. Any permit may be revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
6. In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.
7. A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout of any standard Typical Traffic Control (TTC) layouts outlined in the Virginia Work Area Protection Manual.
8. All traffic control plans shall be prepared by a person verified by VDOT in Advanced Work Zone Traffic Control.
9. All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers. Flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the Virginia Work Area Protection Manual. All flaggers must have their certification card in their possession when performing flagging operations within state maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities.
10. Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
11. Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
12. The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
13. During authorized activities, the permittee shall furnish all necessary signs, flag persons and other devices to provide for the protection of traffic and workers in accordance with the Virginia Work Area Protection Manual or as directed by the district administrator's designee.
14. All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
15. All lane or shoulder closures on highways in the Northern Virginia construction district classified as arterial or collector routes must be authorized, documented in writing or by electronic communication by the VDOT Transportation Operations Center (NRO/TOC).
16. The permittee shall notify the following appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to the installation of a lane closure or shoulder closure on non-limited access primary routes and within 30 minutes of removing the lane or shoulder closure:

- Eastern Region (757) 424-9920: All localities within the Hampton Roads construction district excluding Greenville County and Sussex County
- Northern Virginia (703) 877-3401: All localities within the NOVA construction district including Spotsylvania County and Stafford County
- Central Region (804) 796-4520: All localities within the Richmond construction district including Greenville County and Sussex County. All localities within the Fredericksburg district excluding Spotsylvania County and Stafford County
- SW Region (540) 375-0170: All localities within the Salem, Bristol, and Lynchburg construction districts
- NW Region (540) 332-9500: All localities within the Staunton and Culpeper construction districts

Equipment

If available, VDOT may provide flagging equipment, cones, barricades, signs and/or vests for use during the event. The sponsoring group or event organizer shall reimburse VDOT for the use of said equipment. Said equipment shall be assigned to and picked up by the sponsoring group or event organizer, and returned to VDOT in good working condition.

Notifications

The sponsoring group or race organizer shall coordinate their event schedule with appropriate railroad representatives to insure that the race will not interfere with the operation of the railroad at at-grade crossings along the race route.

The sponsoring group or event organizer shall contact local emergency response officials (fire & rescue, etc.) and local post offices affected by the proposed event upon issuance of the VDOT land use permit, or at least fourteen (14) calendar days prior to the scheduled event.

The sponsoring group or event organizer shall provide public notification (newspaper, public service announcement, etc.) prior to commencement of the scheduled event.

Permit Revocation

At the discretion of the district administrator's designee, the land use permit may be revoked and the event terminated for non-compliance with conditions of the permit, if traffic flow becomes congested or weather conditions are deemed unsafe for the event participants.

Permittee Notice

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager or the district administrator's designee and affirmation from the [Land Use Permit Regulations](#).



**LAND USE PERMIT
LUP-SE
Special Events**

Section [24VAC30-151-470](#) of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that a VDOT Land Use Permit shall be obtained for any group or organization to hold parades, marches or other special events on state maintained highways.

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activities through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in [§33.2-210](#) of the Code of Virginia.

Application Requirements

Application for a land use permit authorizing a parade, march or other special event on state maintained highways shall be made through the local district permit office where the event is to originate.

The district administrator's designee receiving the request shall coordinate review and approval of the request with the appropriate VDOT personnel if the event extends beyond the jurisdiction of a single district.

Application forms and general information regarding VDOT land use permitting for parades, marches or other special events on state maintained highways are attached.

Permit Fees & Charges

The land use permit application shall include a check or cash in the amount of \$100 for processing of the request.

The sponsoring group or event coordinator shall be required to pay for any services, traffic control devices and equipment provided by VDOT for the event. The amount of any additional fees will be determined by the district administrator's designee prior to permit issuance. These services shall be charged to an accounts receivable established by VDOT and the sponsoring group or event coordinator will be invoiced for said services within thirty (30) days of completion of the permit.

The sponsoring group or event coordinator may be required to pay for any services provided by local law enforcement, state police and/or any other governmental agencies required to facilitate the event.

Surety Requirement

A surety in an amount to be determined by the district administrator's designee may be required to ensure reimbursement of any expenses accrued by VDOT that are related to the proposed event. The surety may be in the form of cash or check, a surety bond or irrevocable letter of credit bank agreement. If cash/check surety is posted, please complete form W9.

Insurance Requirements (excluding County, Town or City)

The permittee or their agent shall secure and maintain insurance to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a land use permit and from the operation of the permitted activity up to one million dollars (\$ 1,000,000) each occurrence to protect the Board members and the Department's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Board, the Department, or the Commonwealth in event of suit. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the land use permit.

Contact Information

A list of counties with their corresponding VDOT district offices and contact information may be obtained at the following VDOT web site: <http://www.virginiadot.org/about/districts.asp>



Land Use Permit Application (LUP-A)

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistant Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

Applicant information: Driver's License or Tax ID No. Contact Name Owner Name E-mail Address Address Telephone Number City State Zip Code Emergency Telephone Number Fax Number Agent information: Driver's License or Tax ID No. Contact Name Agent Name E-mail Address Address Telephone Number City State Zip Code Emergency Telephone Number Fax Number

Permit Term Requested Fees Enclosed \$ Check Number Money Order Estimated cost of work to be performed on VDOT Right of Way \$

Surety Information: Surety Posted by: Owner Agent County Resolution Waived Amount of Surety \$ Obligation Amount \$

Bonding Company Name

Irrevocable Letter of Credit - Bank Name

Surety paid by Check - Check Number

If check/cash surety is posted, please complete form W9.

Request permission to perform the following activity(s): as per attached plans.

Location: County Town City of Route No. Street Name Between Route No. Street Name and Route No. Street Name Latitude Longitude Tax Map Number Applicant Job No.

Applicant shall provide proof of registration as an operator with the appropriate notification center in accordance as defined in §2.2-1151.1 of the Code of Virginia & must provide a notarized affidavit, stating that the utility owner has notified the commercial and residential developer, owner of commercial or multifamily real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made.

IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH ACTIVITIES AUTHORIZED UNDER THE AUSPICES OF A VDOT LAND USE PERMIT. I the undersigned hereby acknowledge that I am fully cognizant of all of the following attached requirements associated with the issuance of a VDOT Land Use Permit:

Signature of Applicant: Title Date Signature of Agent: Title Date

All applicable items on this form must be completed to avoid delay in processing the issuance of a VDOT Land Use Permit. Prepayment required with remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged for: CHECK No.: MONEY ORDER No.: In the Amount of \$ for PERMIT FEE \$ CASH SURETY \$ Authorized VDOT Signature: Date:

*Agent mean: Applicant contractor's or a person or business authorized to act on another's behalf.



LAND USE PERMIT
LUP-SEI
Special Event Information

Permittee Agreement for Land Use Permit Issuance

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit authorizing any group or organization to hold parades, marches or other special events on state maintained highways:

Type or Print Clearly

Name of Applicant/ Organization: _____

Applicant's Federal Tax ID No. / Driver's License No.: _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ E-Mail Address: _____

Business Telephone No.: (____) ____ - _____ 24-Hour Telephone No.: (____) ____ - _____

Fax No.: (____) ____ - _____ E-mail Address: _____

Location(s): _____

TYPE OF EVENT (Parade, March, Walk Bike-A-Thon, Block Party, Other _____):

DATE OF EVENT: _____ Inclement Weather Date: _____

Beginning Time: _____ AM / PM Ending Time: _____ AM / PM

ROUTE OF EVENT (Attach detailed map including Event Starting & Ending Point & State Route No.):

SPECIAL EQUIPMENT REQUEST DEPENDING ON AVAILABILITY:

Cones Number Requested: _____

Advance Warning / Event Ahead Signage Number. Requested: _____

Variable Message Board Message: _____

Applicant's Signature: _____

Applicant's Title: _____



**LAND USE PERMIT
LUP-SEA
Special Event Approvals**

APPROVAL DATE

COUNTY ADMINISTRATOR / TOWN MANAGER OR DESIGNEE

Remarks: _____

APPROVAL DATE

LOCAL LAW ENFORCEMENT AGENCY

Remarks: _____

APPROVAL DATE

VIRGINIA STATE POLICE (Sergeant/Area/Division)

Remarks: _____

APPROVAL DATE

VDOT REPRESENTATIVE

Remarks (include any changes that may be made by VDOT): _____

Cc: County/Town Administration
Local Law Enforcement
Virginia State Police
VDOT Residency Office / Maintenance AHQ