



Land Use Permit
LUP-SDS
Storm Drain Stenciling

Permittee Agreement for Land Use Permit Issuance

Section [24VAC 30-151-570](#) of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that VDOT may authorize any individual, group, local government, and other entities to place storm drain pollution prevention markers or stenciling on VDOT storm drain inlet structures accessible by pedestrian facilities. A local government, through coordination with the district administrator's designee, may apply for a countywide permit to enable this type of activity of behalf of clubs, citizens groups, and other entities.

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 the installation Storm Drain Stenciling on state maintained highway right-of way.

Applicant Name: _____

Applicant Federal Tax ID or Driver License No: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ - _____ E-mail Address: _____

Applicant Name: _____

Applicant Signature: _____

VDOT Land Use Permit Required by Law

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 shall be made for a VDOT land use permit for the installation of Storm Drain Stenciling through the local district permit office where the activity is to take place.

The permit application must include, at a minimum, a graphic sample or samples of the proposed markers, structure locations and a comprehensive list of streets, if a wide distribution of marker placement is anticipated. Stencil measurements shall not exceed 15" L x 20" W. The graphic sample(S) of the proposed markers should not contain any advertisements.

Contact Information

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

Permit Fees & Surety

Fees and surety are waived

General Requirements

Applicant acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the applicant has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed.

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.

Any permit may be denied, revoked or suspended when in the opinion of the Area Land Use Engineer the safety, use or maintenance of the highway so requires.

Permit Requirements

Applicant is responsible for the design, installation of Storm Drain Stenciling.

Design changes, specified material changes and/or field changes from the approved plans shall be submitted to the appropriate Area Land Use Engineer for review and approval prior to proceeding with the proposed changes

Traffic Control & Safety

1. The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors.
2. 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 an individual on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control
3. The permittee shall be exempt from the requirements of Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14 if the authorized activity does not involve the installation, maintenance and removal of work zone traffic control devices and is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
4. Traffic shall not be blocked or detoured.
5. The permittee shall immediately correct any situation that may arise as a result of these activities that the Area Land Use Engineer deems hazardous to the traveling public.
6. During authorized activities, the permittee shall furnish, if necessary, all 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.
7. All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

Authorized Hours and Days of Work

Normal hours for work under the authority of a VDOT land use permit are from 9:00 a.m. to 3:30 p.m. Monday through Friday for all highways classified as arterial or collector. All highways classified as local roads will have unrestricted work hours and days.

The Area Land Use Engineer may establish alternate time restrictions in normal working hours for single use permits. The central office permit manager may establish alternate time restrictions in normal working hours for district-wide permits.

The classifications for all state maintained highways can be found at the following link:
http://www.virginia-dot.org/projects/fxn_class/maps.asp

Holiday Restrictions

The installation and/or maintenance of photo-red camera systems will not be allowed on non-limited access arterial and collector highway classifications from noon on the preceding weekday through the following state observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the observed holiday falls on a Monday, the permit will not be valid from noon on the preceding Friday through noon on Tuesday.

Final Inspection and Completion of Permit

- 1) Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan.
- 2) Upon completion of the work under permit, the permittee shall provide notification, documented in writing or electronic communication, to the Area Land Use Engineer requesting final inspection. This request shall include the permit number, county name, route number and name of the party or parties to whom the permit was issued. The district administrator's designee shall promptly schedule an inspection of the work covered under the permit and advise the permittee of any necessary corrections.

Permittee Notice

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