

May 2007

LUP-BR

Virginia Department of Transportation

BICYCLE

R A C E

PERMIT

GUIDELINES

LAND DEVELOPMENT SECTION

PHONE NUMBERS:

(804) 662-9403

(804) 662-9720



Commonwealth of Virginia
Virginia Department of Transportation
Bicycle Race Guidelines

A “Bicycle Race Permit”

Shall be required for a group or organization to hold a bicycle race on the state highway system. “System of state highways” means all highways and roads under the ownership, control, or jurisdiction of VDOT. If the race is going to be conducted on county or city roads, the organizer needs to get permission from the county or city. **Bicycle race is prohibited on limited access highway.**

A “bicycle race”

A “bicycle race” is defined as any competition among persons using bicycles over a set course, which will require exemption from compliance with traffic laws.

A “race permit is not required”

For non-competitive event, ride, or club riders in which all participants shall be required to obey all applicable traffic laws e.g., Bike-a-Thon, club riders and such.

Permit will be issued by the following offices

The permit will be issued by one of the following Virginia Department of Transportation authorized representative:

1. Resident Engineer – if the race is held within one residency
2. District Administrator – if the race is held in more than one Residency within the district
3. State Permit Engineer – if the race is held in more than one district

The approval of a bicycle race permit may be granted only under conditions which assure reasonable safety for all race participants, spectators, and other highway users, and will prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users. Participants in an approved bicycle race may be exempted from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.

The race coordinator shall meet the following requirements:

I Application

1. An application form must be submitted at a minimum of 60 days prior to the race (**See Attachment A**).
2. An estimate number of participants shall be provided.
3. The time and date of the race event shall be provided.
4. The initial permit fee is \$40.00. An additional service fee may be required to pay for anticipated VDOT expenses related to the bicycle race. The amount will be determined by VDOT representative.
5. A bond is required to ensure payment of any costs and services provided by VDOT that are related to the race. The amount of the surety will be determined by VDOT representative. The amount of surety can be in the form of a letter of credit, bond, cash “check” (**See Attachment B**).
6. Notification of approval or denial of the application will be given within 30 days of the application submittal, if all required supporting data is provided at the time of the application.

7. The Virginia Department of Transportation authorizing representative may revise the course requirements depending on the type of racing event and the number of participated participants. The VDOT authorizing representative will determine the time periods that the race will be least disruptive to traffic

II Course:

1. A detailed map on Virginia Department of Transportation county maps “which can be obtained from VDOT local residency offices or central office “ **see attachment C for local contact information**”, or equivalent showing the proposed course and direction of the race shall be submitted. Locations of parking areas, water stations, toilet facilities, and other appropriate information shall be shown on the map. The parking areas and toilet facilities shall not be located within VDOT right-of-way along the race route. The event coordinator is responsible for obtaining permission to locate these facilities on private right-of-way.
2. The type of existing traffic control shall be shown for each intersection, and a proposed plan for traffic control during the race for each intersection shall be described.
3. Railroad crossings and bridges are to be given special attention. The event coordinator shall coordinate with appropriate railroad and drawbridge representatives to ensure that the race schedule will not interfere with the operation of drawbridges and railroads.
4. A preplanning meeting between VDOT representatives, the event coordinator, local jurisdictions, local and state police, etc. shall be held to discuss the proposed course and the race. At the preplanning meeting, any known highway construction or maintenance activities planned for the proposed routes will be discussed. An attempt will be made by VDOT to not schedule any construction or maintenance activities, which will interfere with the race once the permit has been issued.
5. The course should be set up to minimize left turns.

III Notifications:

The event coordinator is responsible for notifying the following at the time of the application.

1. All appropriate sheriff’s department, local state police, and local jurisdictions (county administrator, city/town manager) affected by the race.
2. Local emergency units (fire, rescue, etc.) and local post offices shall be notified upon approval of the permit or at least two weeks before the race.
3. Public notices (newspaper, PSA, etc.) shall be made prior to the race taking place.

IV Operation of the race:

1. Interruption of motor vehicle traffic flow shall be kept to a minimum.
2. A contact person shall be designated prior to and available at the time of the race.
3. Escort vehicles may be required. These vehicles shall be equipped with appropriate signs, and vehicle with amber lights shall lead and follow race participants.
4. All participants shall wear bright, highly visible clothing.
5. In no case shall a rider cross into the travel lane of opposing vehicles.
6. All riders shall ride on the road and/or lane, which has been closed, as close as practical to the edge of the pavement.

V Traffic Control:

1. A police officer will be required to control traffic at all intersections and other locations identified by the VDOT authorized representative, where existing traffic control devices are to be temporarily overridden by the event participants. If requested trained flaggers are to be provided by the event organizer to assist the police office.
2. **All flaggers shall be trained in appropriate traffic control and shall wear appropriate safety vests, helmets, and footwear. All flaggers must pass the VDOT flagging certification examination. The event coordinator shall have passed the VDOT flagging certification examination prior to training all flaggers for the event. To obtain the certification, the event coordinator should get in touch with the office of Mobility Management phone number (804) 371-6672 .**
3. When directed by the VDOT authorized representative, advance warning signs on approaches to areas affected by item V-1 above, shall be provided by the sponsoring group and shall meet the current FHWA standards of the current FHWA's "Manual on Uniform Traffic Control Devices" and all VDOT supplements.
4. Trained flaggers shall be provided by the event coordinator at any other locations as determined by the police and/or VDOT authorized representative.

VI. Equipment:

VDOT may provide, under an accounts receivable charge, flags, cones, barricades, signs, and/or vests for use during the event; if the equipment is available.

VII. Permit Revocation:

At the discretion of the VDOT authorized representative, the permit may be withdrawn and terminated the race at any time if the requirements of the permit are not being followed, traffic flow has become congested or weather conditions are unsafe.

VIII. Charges:

1. The sponsoring group or event coordinator may be required to pay for any services, traffic control devices and equipment provided by VDOT as a result of the racing event. The services may be charged to an accounts receivable account established by VDOT, and billing will be sent to the permit holder at the conclusion of the event for payment within 30 days. These will be identified during the preplanning process. Upon requests, the equipment shall be assigned to and picked up by the sponsoring group or event coordinator and returned in good condition.
2. The sponsoring group or event coordinator may be required to pay for the services of the state police, local police, and other governmental agencies required to facilitate the bicycle race.

IX. Miscellaneous:

1. Adequate toilet facilities and parking for participants, support crews, and spectators shall be provided.
2. Any start and finish banners must be approved and allow minimum 21 feet of clearance, including swag, measured from the center of the road. Placement of banners shall not obstruct adjacent traffic control devices, and utility clearance shall be obtained. The banners shall be removed immediately after the race.
3. All litter shall be cleaned up by the event coordinator group after the event.
4. Adequate crowd control shall be provided.



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.

TYPE OR PRINT CLEARLY

Driver's license or Tax ID number _____ Owner Name _____ Address _____ City _____ State _____ Zip Code _____	Contact Name _____ E-mail Address _____ Phone Number (_____) _____ - _____ Emergency Number (_____) _____ - _____ Fax Number (_____) _____ - _____
Driver's license or Tax ID number _____ Agent Name (Optional) _____ Address _____ City _____ State _____ Zip Code _____	Contact Name _____ E-mail Address _____ Phone Number (_____) _____ - _____ Emergency Number (_____) _____ - _____ Fax Number (_____) _____ - _____
Permit Term Requested _____ Fees Enclosed \$ _____ Check Number _____ Coupon Number(s) _____ Money Order _____ Other _____ Estimated cost of work to be performed on VDOT Right of Way \$ _____	
Surety Information: Surety Company Name _____ Amount of Surety \$ _____ Obligation Amount \$ _____ Check # _____ Bond # _____ ILC # _____ <input type="checkbox"/> Corporate Surety <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Waived	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> The Surety posted by Owner () or Agent () Surety Refunds paid to Owner () or Agent() </div>	
<p><u>Applicant has provided proof of the following requirements in accordance as defined in Code of Virginia section 2.2-1151.1.</u></p> <p>(1) The utility company has registered as an operator with the appropriate notification center. (2) Attached is a notarized affidavit, 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.</p>	

Request Permission: To perform the following activity(s)

 _____ as per attached plans.

Location: Tax Map Number _____ Applicant Job No. _____
 Geographically in County / Town / City of _____ On Highway Route and /or Name _____
Between Route _____ St. Name _____ Latitude _____ Longitude _____
And Route _____ St. Name _____ Latitude _____ Longitude _____

[] IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH THIS PROJECT, COVERED BY ACCOUNT RECEIVABLE NUMBER.

Signature of owner _____ **Title** _____ **Date** _____
Signature of agent _____ **Title** _____ **Date** _____

All applicable items on this form must be completed before your request can be considered. Recheck information furnished to avoid delay. Prepayment Required - make Remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged of CHECK _____ COUPON _____ M.O. _____
 In The Amount of \$ _____
 Permit Fee \$ _____ Cash Surety \$ _____ VDOT Reference Number _____
 Signed _____ VDOT.

Attachment B

**Commonwealth of Virginia
Department of Transportation
1/2005**



**LUP-LC
LAND USE PERMIT
Irrevocable Letter of Credit
Bank Agreement**

Date: _____
Issuing Bank: _____
Address: _____
City: _____, State _____ Zip Code _____
Amount: _____
Expiration Date: _____

APPLICANT NAME: _____
Tax ID number or Driver's license Number: _____
Phone Number: _____
Address: _____
City: _____ STATE _____ Zip Code _____

VIRGINIA DEPARTMENT OF TRANSPORTATION
ADDRESS: _____
City : _____, State _____ Zip Code _____

We hereby issue our Irrevocable Letter of Credit number _____ in your Department's favor for the account of _____ for a sum not exceeding _____ U.S. Dollars (\$ _____)

available by sight draft on the above stated issuing bank accompanied by documents specified below:
A certified statement signed by the Permit Manager or his/her representative stating that _____ has not satisfactorily completed work pursuant to the permit issued to the permittee or his agent to perform the work as described on the face of the permit in the county of _____.

A statement signed by the Permit Manager or his/her representative to the effect that: **"This drawing is for the explicit purpose of providing for completion or restoration of the right of way to the terms of the Land Use Permit Manual and pursuant to the agreement of the permittee or his Agent to perform the work covered by permit to the satisfaction of the Department."** All drafts must bear the clause "Drawn under _____ Letter of Credit No. _____ dated _____, 20_____.

We hereby engage with drawers, endorsers and bona fide holders that all drafts drawn in compliance with the terms of this credit shall be duly honored upon presentation and delivery of this document. This Irrevocable Letter of Credit shall remain in full force and effect for a period of two (2) years from the date hereof and shall automatically renew itself from year to year for three (3) years, one (1) year periods thereafter unless and until the above issuing bank shall give ninety (90) days prior written notice to the department, by CERTIFIED MAIL, RETURN RECEIPT REQUESTED of its intent to terminate same at the expiration of said ninety-day period. During said ninety (90) days notice period, this Irrevocable Letter of Credit shall remain in full force and effect. During the last thirty (30) days while this letter is in force and effect after notice of termination has been given, The Department may draw up to the full amount of the letter of credit when accompanied by a document stating that _____ has failed to provide an acceptable substitute Irrevocable Letter of Credit or deposit in escrow account, and a document stating that **"The drawing will be held by the Department for the sole purpose of providing for the completion or restoration of the right of way for work covered by permit issued to _____ on _____, 20____, until such work is completed or restored to the Department satisfaction. This credit shall be terminated upon the Permit Manager or his appointed representative giving written release stating that the terms of the permit have been completed and accepted by the Department."**

Note: Continuous Letter of Credit for utilities "telephone, electric power lines, water, sewer, gas" cannot be cancelled unless facilities covered by the permit have been removed from the Right of Way or the principal has arranged for replacement surety protection or when responsibility and maintenance has been taken over by another company and the body assuming responsibility for maintenance of that facility advise the Department in writing of its intentions to do so, and posted a replacement of surety.

Except as otherwise expressly stated herein, this credit is subject to the Uniforms Customs & Practices for Documentary Credit (1993 Revision), International Chambers of Commerce Publication No. 500.

Attest _____
(Seal)

Authorized Signature

Type or Print Name

Title



BE KNOWN THAT WE _____ as Principal, and _____ a corporation duly incorporated under the Laws of the State of _____, as Surety, are held and firmly bound unto the Commonwealth of Virginia in the full and just sum of _____ U. S . Dollars (\$ _____), to be paid to the said Commonwealth of Virginia to the payment whereof we hereby bind ourselves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, sealed and dated this ___ day of _____, _____.

WHEREAS, The said Principal hereunder has been or will be granted permit(s) authorizing one or more of the following activities;(A) to move house property upon public highways of Virginia (B) to cut surface of the highways of Virginia, or to tunnel under such highways; (C) to install and/or erect and maintain telephone, electric power lines, water, sewer, gas or other utilities on, under or over such highways, bridges or tunnels;(D) to install an entrance or tie-in into a public roadway and/or grading upon the Right -of- way; or (E) for the following purposes: Explain below exact purpose(s) for which surety coverage is being obtained.

Work to be performed in the county/or city of _____

THEREFORE, The conditions of this obligation are such that if the said Principal shall in all respects comply with the terms and conditions of said permit(s), and fully meet and perform obligations thereunder in accordance with requirements for permits as set forth in the Land Use Permit Manual in effect at time of permit issuance, and shall satisfactorily complete the work permitted, and shall indemnify and save harmless the Commonwealth of Virginia against and from all loss, cost, expense damage or injury to highways and bridges and to persons and property lawfully on such highways, growing out of the granting of such permit(s) to said Principal, then this obligation be void, otherwise to be and remain in full force and virtue.

NOW, THEREFORE, It is expressly understood that this Bond may be canceled by the Surety at the expiration of sixty (60) days from the date which the Surety shall have lodged with the Commonwealth Transportation Commissioner or his designees written notice to so cancel. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability already accrued, or which shall accrue, on permits issued before the expiration of the sixty-day period. **Bonds securing performance on specified active permit(s) may be canceled only upon satisfactory completion of permit(s), as determined by the Department Engineer.** NOTE: Continuous Bond cannot be canceled unless facilities covered by the permit have been removed from the Right -of-way, or the principal has arranged for replacement surety protection. **ALL permit work covered under section (C) above shall be covered by a bond at all times.**

Said principal and surety, being properly authorized, have caused these presents to be executed and their seals affixed the day and year first above written.

Surety Name _____	Principal Name _____
Bond Number _____	TAX ID # or DMV ID # _____
Address _____	Address _____
City _____ State _____ ZIP _____	City _____ State _____ ZIP _____
Contact Person _____	Contact Person _____
Phone Number _____	Phone Number (_____) _____
Attorney-in-Fact Name _____	
Signature _____	Signature _____

Attorney-In-Fact
 (Seal)

* POWER OF ATTORNEY AUTHORIZATION TO BE ATTACHED

Acknowledgement of Principal

STATE OF _____

COUNTY /TOWN/CITY OF _____

I, the undersigned, a Notary Public in and for the County / Town / City aforesaid, in the State aforesaid, do certify that,

_____ whose name as Principal is signed to the foregoing writing bearing date on the _____ day of _____, year _____, personally appeared before me and acknowledged the same.

Given under my hand this _____ day of _____, year _____.

My Commission expires: _____.

Notary Public

Affidavit and Acknowledgement of Surety

STATE OF _____

COUNTY/TOWN/CITY OF _____

I, the undersigned, a Notary Public in and for the County/Town/City aforesaid, in the State aforesaid do certify that,

_____ (Attorney in fact name) personally appeared before me and made oath that he is _____ (Title) of the _____ (Name of Surety), that he is duly authorized to execute the foregoing bond by virtue of a certain power of attorney of said company; that said power of attorney has not been revoked; that the said company has complied with all the requirements of law regulating the admission of such companies to transact business in the State of Virginia; that the said company holds the certificate of the Commissioner of Insurance authorizing it to do business in the State of Virginia; that it has a paid-up cash capital of not less than \$250,000; that the paid-up capital plus the surplus and undivided profits of said company is \$ _____; that the penalty of the foregoing bond is not in excess of ten percentum of said sum; that the said company is not by said bond incurring in the aggregate, on behalf or on account of the principal names in said bond, a liability for an amount larger than one-tenth of its paid-up capital, plus its surplus and undivided profits; that the said company is solvent and fully able to meet promptly all its obligations, and the said _____ (Attorney in fact name) thereupon, in the name and on behalf of the said company, acknowledged the foregoing writing as its act and deed.

Given under my hand this _____ day of _____, year _____.

My Commission expires: _____.

Notary Public

Original to be filed with the Virginia Department of Transportation
Request for Land Use Permit Surety Bond Cancellation may be addressed to:
Virginia Department of Transportation

Attachment C

Contact phone number:

Bristol (276) 466-1206
Culpeper (540) 829-7513
Fredericksburg (540) 899-4233
Lynchburg (434) 856-8175
Richmond (804) 524-6096
Northern Virginia (703) 383-2565
Salem (540) 387-5346
Staunton (540) 332-909
Suffolk (757) 925-2514

