



**Land Use Permit  
LUP-SWCD  
Soil & Water Conservation District Sign Installation**

The placement of Soil & Water Conservation District identification signs on state maintained highway right-of-way is authorized under Section [24VAC30-151-660](#) of the Land Use Permit Regulations.

**Virginia Department of Transportation (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 placement Soil & Water Conservation District identification signs on state maintained highway right-of-way 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 the placement of Soil & Water Conservation District identification signs on non-limited access state maintained highways shall be made through the local district permit office where the activity is to take place.

The permit applicant shall stake-out the requested sign location for field review by the district administrator's designee.

The district administrator's designee receiving the request shall coordinate review and approval of the request with all appropriate VDOT personnel.

The LUP-A Land Use Permit Application is necessary to make the request.

**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>

**Permit Fees & Surety Requirement**

The land use permit fee and surety for the placement of Soil & Water Conservation District identification signs within state maintained highway right-of-way shall be waived.

## **General Requirements**

1. The Soil & Water Conservation District is responsible for the fabrication, installation and maintenance of all signs authorized for placement on state maintained highway right-of-way.
2. The Soil & Water Conservation District will provide the sign fabricator an appropriate graphic file of the Virginia Soil & Water Conservation District pictograph for use on the sign.
3. All Soil & Water Conservation District identification signs shall be fabricated in accordance with the current edition of the VDOT Road & Bridge Specifications and the approved design specifications as shown herein.
4. The placement of Soil & Water Conservation District identification signs on state maintained right-of way shall be restricted to highways designated as non-limited access primary and secondary routes.
5. The district administrator's designee may alter the requested location based on sign spacing requirements as outlined in the Manual on Uniform Traffic Control Devices (MUTCD), engineering judgment, and/or safety concerns to protect the traveling public.
6. All Soil & Water Conservation District identification signs should be located as close to the right-of-way line as reasonably possible.
7. All Soil & Water Conservation District identification signs must be located in such a manner that will not interfere with sight distance for driveways and intersections, be a distraction to motorists or pose a safety hazard to the traveling public.
8. Soil & Water Conservation District identification signs shall not be installed in the median area of any state maintained highway, on a bridge, or within 500 feet of any bridge approach.
9. The permittee shall contact the local district permit office prior to initiating excavation activities within 1,000 feet of traffic signals or adjacent to other VDOT utilities.
10. The permittee must notify the local district permit office prior to initiating the installation of authorized signs within state maintained highway right-of-way.
11. Upon completion of the installation of Soil & Water Conservation District identification signs, the permittee shall provide notification, documented in writing or electronic communication, to the local district permit office requesting final inspection. This request shall include the permit number, county name and route number.
12. The permittee must contact the VDOT Customer Service Center at 1-800-367-7623 a minimum of 48 hours prior to initiating any planned excavation within 1,000 feet of a signalized intersection and/or near VDOT ITS infrastructure. Excavation activities may proceed only after the VDOT regional utility location agent has notified the permittee that the utility marking has been completed. Additional information can be found at: [http://www.virginiadot.org/business/resources/IIM/TE-383 Request for Marking VDOT Utility Location.pdf](http://www.virginiadot.org/business/resources/IIM/TE-383%20Request%20for%20Marking%20VDOT%20Utility%20Location.pdf)
13. Alternately, within all localities in the Northern Virginia Construction District, including the Counties of Arlington, Fairfax, Loudoun & Prince William, the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, and the Towns of Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna, and on Interstate 95 in the counties of Stafford, Spotsylvania and Caroline, the permittee may request VDOT regional utility marking at: <http://www.vdotutilitymarking.virginia.gov>

14. The permittee assumes full responsibility for any and all (downstream flooding, erosion, siltation, etc.) damages that may occur as a result of the work performed under this permit. Furthermore, the Department will in no way be responsible for any damage to the facility being placed as a result of future maintenance or construction activities performed by the Department.
15. 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.
16. 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.
17. 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.
18. The permittee shall notify the local district permit office at least 48 hours prior to commencement of any work requiring inspection and/or testing as stipulated in VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition). Failure to carry out this requirement may result in permit revocation.
19. The permittee shall to notify "Miss Utility" (or each operator of an underground utility where no notification center exists) of any planned excavation within state maintained right-of-way. This notification must be provided at least 48 hours (excluding weekends and holidays) in advance of commencing with any planned excavation within state maintained right-of-way. Failure to carry out this requirement may result in permit revocation.
20. 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.
21. The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees and themselves. VDOT reserves the right to stop work at any time due to safety problems and/or non-compliance with the terms of the permit. The Department may, at its discretion, complete any of the work covered in the permit or restore the right-of-way to the department's standards and invoice the permittee for the actual cost of such work. The permittee may be required to move, alter, change or remove from state maintained right-of-way, in a satisfactory manner, any installation made under this permit.

### **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 district administrator's designee 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.virginiadot.org/projects/fxn\\_class/maps.asp](http://www.virginiadot.org/projects/fxn_class/maps.asp)

## **Environmental**

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification **§107.16**, all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any land use permit application that involves utility and/or commercial right of way improvement. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
- 2) The permittee is responsible for pursuing and obtaining any and all environmental permits which may be required to pursue the proposed activity prior to any work beginning within state maintained right-of-way.
- 3) In the event hazardous materials or underground storage tanks are encountered within state maintained right-of-way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and other responsible parties, i.e., the local fire department, emergency services, Department of Environmental Quality, etc. The permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state maintained right-of-way. The permittee shall provide evidence of such compliance to the local district permit office prior to recommencement of permitted activities.
- 4) In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local district permit office.
- 5) Roadway drainage shall not be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the permittee to insure against siltation of adjacent properties, streams, etc., in accordance with VDOT's current standards or as prescribed by the Department's Environmental Manual and the district administrator's designee.

## **Traffic Control and Safety**

- 1) 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.
- 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. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.

- 3) The individual accredited in Basic Work Zone Traffic Control is responsible for the placement, maintenance and removal of work zone traffic control devices within the project limits in compliance with the permit requirements and conditions, the approved plans and specifications, the Virginia Work Area Protection Manual, and the Manual of Uniform Traffic Control Devices.
- 4) 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.
- 5) All traffic control plans shall be prepared by a person verified by VDOT in Advanced Work Zone Traffic Control.
- 6) Individuals responsible for implementation of work zone traffic control measures shall provide evidence of their accreditation upon request from VDOT personnel.
- 7) 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 is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
- 8) Non-compliance with the requirements outlined in VDOT Road and Bridge Specification, Special Provision 105.14 may result in a stop work order and / or permit revocation.
- 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) All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- 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) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
- 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.

### **VIRGINIA WORK ZONE TRAFFIC CONTROL TRAINING OPTIONS**

The following three options are available to receive Work Zone Traffic Control (WZTC) training based on an individual's job duties and responsibilities as required by the FHWA Final Rule on Work Zone Safety and Mobility and the Virginia Department of Transportation:

**OPTION 1** – Have someone trained to become a qualified instructor in your company who can then instruct others , utilizing training material provided by VDOT. The following qualifications must be met in order to teach the VDOT Basic, Intermediate, or Advanced WZTC training courses:

- **Basic** – Be flagger certified either by VDOT or by the American Traffic Safety Services Association (ATSSA); possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; and successfully complete the VDOT WZTC Intermediate or Advanced course or complete the ATSSA Virginia Intermediate/Traffic Control Supervisor (TCS) course.
- **Intermediate** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Intermediate/TCS certification.
- **Advanced** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Advanced Traffic Control Design Specialist (TCDS) certification or ATSSA Virginia Intermediate TCS certification.

To become an approved instructor, an application must be completed listing the above qualifications and sent to the chairman of VDOT's WZST committee at the following location:

[http://www.virginia.gov/business/resources/wztc/wztc\\_inst\\_app\\_form.pdf](http://www.virginia.gov/business/resources/wztc/wztc_inst_app_form.pdf)

Once a person has become an approved instructor, training material can be obtained from VDOT using the order form obtained from the following location (requires an approved instructor identification number):

[http://www.virginia.gov/business/resources/wztc/WZTC\\_order\\_form.pdf](http://www.virginia.gov/business/resources/wztc/WZTC_order_form.pdf)

**OPTION 2** – Obtain the services of an approved instructor from VDOT's Approved WZTC Instructor List to teach the course or courses you need for your employees.

The Approved WZTC Instructor's List can be obtained at the following location:

[http://www.virginia.gov/business/resources/wztc/Approved\\_WZTC\\_Instructors.pdf](http://www.virginia.gov/business/resources/wztc/Approved_WZTC_Instructors.pdf)

A list of Approved Providers of training can be obtained at the following location:

[http://www.virginia.gov/business/resources/wztc/wztc\\_training\\_sponsors.pdf](http://www.virginia.gov/business/resources/wztc/wztc_training_sponsors.pdf)

**OPTION 3** – Send personnel to classes conducted by approved sources such as ATSSA Virginia or the Virginia Local Technical Assistance Program (LTAP).

Courses by ATSSA Virginia can be found at the following location:  
[http://atssa.com/cs/course\\_information/courses\\_by\\_state?state=56](http://atssa.com/cs/course_information/courses_by_state?state=56)

Courses by the Virginia LTAP can be found at the following location:  
<http://ltap.cts.virginia.edu/2%20Page%20Calendar%20June%20-%20Sept%2009.pdf>

Basic WZTC courses by the Virginia Rural Water Association can be found at the following location:  
<http://www.vrwa.org/> (See Training Schedule)

Training by the Virginia Transportation Construction Alliance (VTCA) can be found at the following location:  
<http://vtca.org/>

Visit the following site for additional information regarding Virginia's Work Zone Traffic Control training program:  
<http://www.virginiadot.org/business/trafficeng-WZS.asp>

### **Final Inspection and Completion of Permit**

Upon completion of the work covered by this permit all disturbed areas outside of the roadway prism shall be restored to their original condition as found prior to starting such work.

Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan and compliance with all governing bodies involved in the total completion of work on state maintained right-of-way.

Upon completion of the work under permit, the permittee shall provide notification, documented in writing or electronic communication, to the district administrator's designee 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.

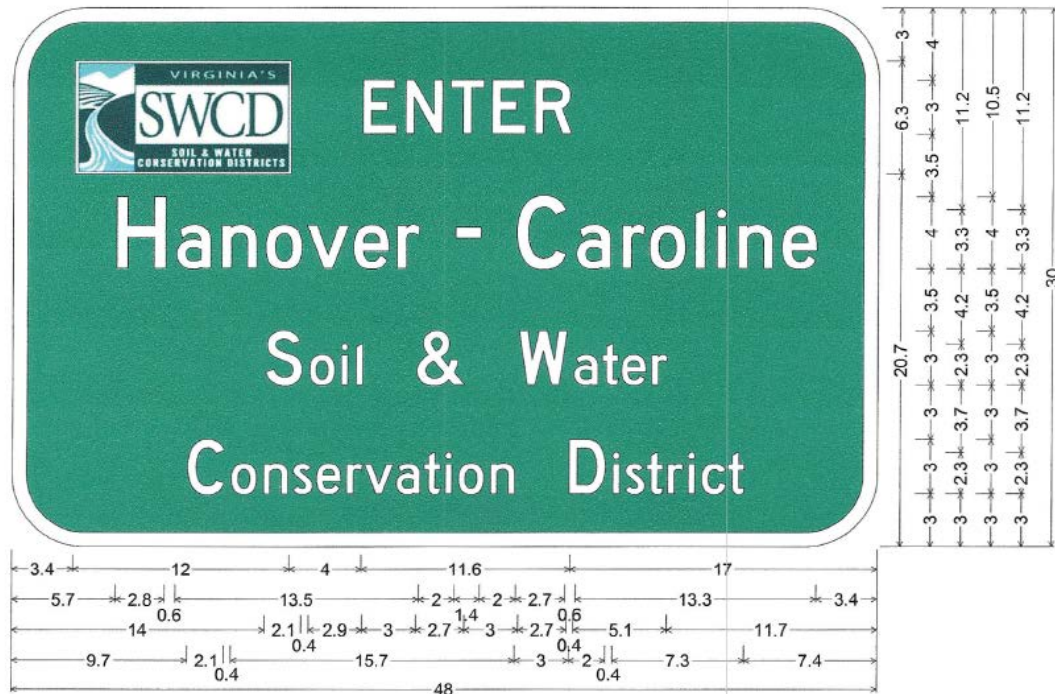
### **Permit Revocation**

At the discretion of the district administrator's designee, the land use permit authorizing the installation of Soil & Water Conservation District identification signs within state maintained right-of-way may be revoked and all signs removed from within the right-of-way at the permittees expense should the signs not be properly maintained, become detrimental to existing state maintained facilities or deemed hazardous for vehicular and or pedestrian traffic.

### **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](#).

## Soil & Water Conservation District Sign Specifications



4.0" Radius, 0.8" Border, White on Green;  
 " " E 2K; " " D 2K; "ENTER" D 2K; "H anover - C aroline" D 2K; "S oil & W ater" D 2K;  
 "C onservaion D istrict" D 2K;  
 Table of letter and object lefts.

E	N	T	E	R												
19.4	21.8	24.2	26.6	28.9												
3.4	5.7	9.1	11.6	14.0	16.3	18.9	21.3	24.6	28.0	31.3	33.8	35.3	37.8	39.0	40.2	42.7
S	o	i	l	&	W	a	t	e	r							
14.0	16.5	18.2	19.1	22.4	28.1	31.2	32.7	33.8	35.5							
C	o	n	s	e	r	v	a	t	i	o	n	D				
9.7	12.2	13.9	15.6	16.9	18.6	19.5	21.3	22.9	24.0	24.8	26.5	30.9				
i	s	t	r	i	c	t										
33.3	34.0	35.2	36.4	37.5	38.3	39.7										

**NOTES:**

Sign panel sheathing material = 3M diamond grade, Type IX  
 Sign panel background color = Green #3997  
 Sign panel border & lettering color = White #3990

Sign posts shall be approved by the district administrator's designee prior to permit issuance.

Ground mounted sign panels installed along the roadside in rural areas shall be mounted at a height of at least 7 feet, measured vertically from the bottom of the sign panel to the nearest edge of pavement and no closer than 6 feet, measured horizontally from the closest edge of the sign panel to the nearest edge of pavement.

Ground mounted sign panels installed along the roadside in urban areas shall be mounted at a height of at least 7 feet, measured vertically from the bottom of the sign panel to the nearest edge of the traveled way and no closer than 2 feet, measured horizontally from the closest edge of the sign panel to the nearest edge of the traveled way.





LAND USE PERMIT
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...

Applicant: Driver's License or Tax ID No.
Owner Name
Address
City State Zip Code

Contact Name
E-mail Address
Telephone Number
Emergency Telephone Number
Fax Number

\*Agent: Driver's License or Tax ID No.
Agent Name
Address
City State Zip Code

Contact Name
E-mail Address
Telephone Number
Emergency Telephone Number
Fax Number

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

Surety Information:

Surety Posted by: Owner Agent Surety County Resolution Waived

Bond Surety - Bonding Company Name
Irrevocable Letter of Credit - Bank Name
Surety paid by Check - Check Number
Amount of Surety \$ Obligation Amount \$

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...

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 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.