Revision Date: 3/2010

Commonwealth of Virginia
Department of Transportation

LUP-A
LAND USE PERMIT APPLICATION

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.

Driver's license or Tax ID number: _____ **Contact Name** _____
Owner Name : _____ **E-mail Address** _____
Address: _____ **Phone Number** ____ _____
City _____ **State** ____ **Zip Code** _____ **Fax Number** ____ _____

Driver's license or Tax ID number: _____ **Contact Name** _____
Owner Name : _____ **E-mail Address** _____
Address: _____ **Phone Number** ____ _____
City _____ **State** ____ **Zip Code** _____ **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 #** _____
☐ **Corporate Surety** ☐ **Resolution** ☐ **Ordinance** ☐ **Waived**

The Surety posted by Owner ☐ **Owner** ☐ **Agent**
Surety Refunds paid to Owner ☐ **Owner** ☐ **Agent**

Applicant has provided proof of the following requirements in accordance as defined in Code of Virginia section *2.2-1151.1.*

(1) The utility company has registered as an operator with the appropriate notification center.

(2) Attached is 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.

Request Permission: To perform the following activity(s)

_____
_____
_____
_____

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 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 - make Remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged for: CHECK No. _____ COUPON No. _____ M.O. No. _____

In The Amount of $ _____ for Permit Fee $ _____ Cash Surety $ _____

Authorized VDOT Signature: _____ Date _____