



The Permittee shall restore all disturbed right of way at the temporary entrance, including but not limited to ditches, shoulders, and pavement, to pre-activity condition subject to acceptance by the Department of Public Works.

The Permittee shall remove excess mud and dirt from the roadway by the end of each day, and any debris that constitutes a hazardous condition from the roadway shall be removed from the roadway immediately.

*I certify that the above information is accurate, that proper permission from the property owner has been obtained to perform the work, and that all work will be done in accordance with the City of Suffolk Excavation and Restoration Manual.*

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Permit Applicant or Authorized Agent)

The applicant hereby agrees that:

- The non-refundable fee of \$100.00 must be submitted with application.
- All work will be performed in accordance with applicable Laws, Ordinances, and Codes of the City of Suffolk, Virginia; the attached detailed plan; and as directed by the Department Director or designated representative.
- The work shall be carried out in accordance with Chapter 74 of the Suffolk City Code, entitled "Streets and Sidewalks." Failure to have in possession a copy of this document does not relieve the permittee from the responsibility of having knowledge of and adhering to the requirements described therein.
- Applicants to whom permits are issued at all times indemnify and save harmless the City of Suffolk from responsibility and damage to, or liability arising from, the exercise of privileges granted in such permit either during construction or at any time in the future.
- Limitations of working hours may be stipulated when necessary.
- Traffic is not to be rerouted without special permission of the Department Director or designated representative.
- Traffic is to be protected by adequate lights, barricades, and construction signs at all times in accordance with MUTCD standards.
- Where entrances are disturbed, they must be restored to their original condition or to a condition satisfactory to the department director or designated representative. Positive flow of ditch waters must be maintained at all times to prevent flooding of city streets and rights of way.
- The absence of an inspector does not in any way relieve the permittee of his responsibility to perform the work in accordance with the provisions of this permit.
- The permittee is responsible for ensuring that all utility markings are removed within 20 days after the completion of work. If the utility marks are not removed by the time specified herein, the City will consider the marks as graffiti. The City, in accordance with existing City ordinances, may remove graffiti, and the costs associated with such removal will be the responsibility of the permittee. The City shall have the right to suspend further permits to contractor or permittee until the utility marks are removed.
- The permittee, its agents, employees, officers, and assignees assume all responsibility and liability for any injury to persons or damage to public or private property caused directly or indirectly by the performance of work performed under this permit.
- The City of Suffolk reserves full municipal control over the subject of this permit.
- Permittee agrees to notify the Department of Public Works when the work herein referred to is completed, and schedule an inspection of the work area.
- A copy of this permit must be maintained on the site at all times.
- All signs, equipment, and material will be moved from the City of Suffolk's right-of-way prior to the end of the lane closure time indicated. No lane closure signing to include other traffic disruptive work is to be initiated prior to the specified times. Lane closures will not be permitted on Saturdays, Sundays, state recognized holidays or other days deemed by Public Works to be the same as holidays (i.e. Easter). Lane closures will be prohibited from noon (Friday as the case may be) until noon the following day (Tuesday as the case may be) in accordance with VDOT requirements for work zones.

In an effort to coordinate work and ensure safe travel, all work within the City Of Suffolk's right of way shall be reported to the Engineering Department a minimum of forty-eight (48) hours prior to the start of work. E-mail notices shall be sent to: [pwrowpermits@suffolkva.us](mailto:pwrowpermits@suffolkva.us). Please include information regarding company name, location of work, duration of work, extent of work, contact name and contact telephone number. If unable to perform work on the approved dates please notify the Engineering Department immediately requesting approval for new dates. Failure to report scheduled work as indicated above, prior to the start of any work in the right of way, will be deemed unauthorized work in the right of way and will result in a stop work order. The City may remove unauthorized work and restore the street to its original condition at the expense of the contractor.

**RETURN COMPLETED APPLICATION TO:**  
**PUBLIC WORKS, 442 W. WASHINGTON STREET, SUITE 2036, SUFFOLK, VA 23434 or**  
**EMAIL: [pwrowpermits@suffolkva.us](mailto:pwrowpermits@suffolkva.us)**