



CITY OF SUFFOLK
Department of Public Works
Engineering Division

FOR CITY USE ONLY		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date _____
Permit # _____		
Bond # _____	Amount \$ _____	
By _____		

RIGHT OF WAY PERMIT APPLICATION FOR UTILITY WORK

(Type or Print Clearly)

Applicant Name: _____ **Date:** _____

Applicant Address: _____ **Phone:** _____
 (Street, City, State, Zip)

Person, firm or corporation other than applicant performing the work:

Company Name _____ Phone Number _____

Construction Contact Person/Title: _____

Fax #: _____ Phone #: _____ Email: _____

Worksite Address: _____

Install: Gas line Electric line Sewer line Waterline Storm drain Communication line Test holes
 Other (explain) _____

Description of Work for Gas, Sewer, Water or Storm Drain: Install new Renew Repair Retire Relocate
 Main _____ (ft.) Service lateral _____ (ft.) Valve Cathodic protection
 Other (explain) _____

Description of Work for Electric or Communication Facilities: (list quantity & size)
 Conduit _____ (ft.) Conduit size _____ (in.) # of Conduits _____ Coaxial cable _____ (ft.)
 Fiber optic cable _____ (ft.) Electric cable/conductor _____ (ft.) Communications cable _____ (ft.)
 Depth of cover _____ (in. - 24" min.) Other (explain) _____

Install Pole, Guy, Aerial Cable/Conductor:

# of poles:	New _____	Renewed _____	Removed _____
# of guywires/anchors:	New _____	Renewed _____	Removed _____
Aerial cable/conductor (ft.):	New _____	Renewed _____	Removed _____

Install Cabinets, Vaults, Manholes, Junction Boxes, Pedestals, Transformers, Switches, Meters, etc.:

# of cabinets _____	# of junction boxes _____	# of pedestals _____	Meters _____
# of transformers _____	# of switches _____	# of witness markers _____	
# of vaults _____	# of manholes _____	# of standby power supplies _____	

Does installation comply with the City's landscaping and site location policy? Yes No N/A

Dirt Utility Cut(s) (list cut size, length X width):

NOTE: If any cuts are in asphalt, concrete or brick, please use Street, Lane, Sidewalk Closure Permit Application in addition to this application.

Quantity _____ Cut _____ X _____ Quantity _____ Cut _____ X _____ Quantity _____ Cut _____ X _____

Method of Construction:

Open pavement cut Direct buried Jack & bore Horizontal directional drilling (HDD) Aerial

A permit will NOT be issued unless accompanied by a proper site plan of proposed work. Site plan shall show all requested work on the application, including property lines, or city right of way, edge of pavement, curb & gutter, sidewalk, driveways, closest cross street, city trees and north arrow, existing sewer and water lines, referencing them to the edge of pavement. All work shall be done in accordance with this application or as amended and approved by this office. Please submit application and site plan in duplicate (2 copies).

A bond as required by the City Code: is attached hereto **AND** is on file with the City in the _____ Department. Work for this permit will commence on _____ and will be completed on _____.



CITY OF SUFFOLK
Department of Public Works
Engineering Division

STREET AND MAJOR UTILITY CONSTRUCTION PERMIT APPLICATION

(Type or Print Clearly)

Construction Date(s):	From:	To:
General Contractor/Utility:		
Address:		
Phone:		
Fax:		
E-mail:		
Sub-Contractor:		
Worksite Address:		
Project/Work ID#:		
Excavation/Utility Cut Description(s): (list cut size, length x width for each pavement type) NOTE: If all cuts are in dirt, please use ROW Permit form instead on Page 1.	Quantity: ___ Asphalt: ___ x ___ Concrete: ___ x ___ Brick: ___ x ___	
	Quantity: ___ Asphalt: ___ x ___ Concrete: ___ x ___ Brick: ___ x ___	
	Quantity: ___ Asphalt: ___ x ___ Concrete: ___ x ___ Brick: ___ x ___	
	Quantity: ___ Asphalt: ___ x ___ Concrete: ___ x ___ Brick: ___ x ___	
Method: (select all that apply)	Open Cut	HDD Bore Other _____
Restoration Type: (select all that apply)	Single Cut	Multiple Cuts Full Street Repave
Reason for work:		
Is the work being performed for the City of Suffolk?	No Yes, for _____	
Primary & Secondary Contact: (contractor performing the work)	Name:	Name:
	Work Phone:	Work Phone:
	Cell Phone:	Cell Phone:
	After Hours:	After Hours:
	E-mail:	E-mail:

The Permittee, its agents, employees, officers and assigns 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 permitted work under this permit. Furthermore, the Permittee, its agents, employees, officers or assigns agree to save and hold harmless the City of Suffolk, its agents, employees, and officers from any and all claims, demands, actions, judgments, executions, damages or proceedings for any and all personal injury and injuries to property, real or personal, public or private caused by or arising out of, directly or indirectly, from the performance of permitted work.

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 Right of Way Excavation and Restoration Manual, as amended.

PRINT NAME _____ SIGNATURE _____ DATE _____
(Permit Applicant or Authorized Agent)

The applicant hereby agrees that:

- A fee of \$100.00 will be charged for each permit issued.
- Application must be submitted at least fourteen (14) business days in advance of scheduled work.
- All work will be performed in accordance with the Laws, Zoning Ordinances, City Code 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.
- Permits are issued for street openings at specified locations. If additional openings are necessary to complete the work at this site, the permittee must notify the Department Director or designated representative immediately.
- 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.
- All backfilling of trenches is to be made in layers not to exceed six (6) inches loose depth and compacted to a density rate of 95%.
- Compaction by water will not be permitted.
- Where entrances are disturbed, they must be restored to their original condition or to a condition satisfactory to the Department Director or designated representative.
- 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 contractor or 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.
- 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 seven (7) calendar days prior to the start of work. E-mail notices shall be sent to: pwrowpermits@suffolkva.us. Please include information regarding company name, location of work, duration of work, extent of work, contact name and contact telephone number. Permit will not be issued until after the seven (7) day notice of exact work dates are received. 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



CITY OF SUFFOLK
Department of Public Works
Engineering Division

STREET, LANE, SIDEWALK CLOSURE PERMIT APPLICATION

(Type or Print Clearly)

Closure Date(s):	From:	To:
Closure Time(s):	From:	To:
General Contractor/Utility:		
Address:		
Phone:		
Fax:		
E-mail:		
Sub-Contractor:		
Worksite Address:		
Closest Street(s):		
Lane Description: (select all that apply)	<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Shoulder <input type="checkbox"/> Center <input type="checkbox"/> Sidewalk <input type="checkbox"/> Center Left <input type="checkbox"/> Center Right <input type="checkbox"/> Parking Lane	
Direction: (select all that apply)	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
Type: (select all that apply)	<input type="checkbox"/> Single <input type="checkbox"/> Multiple <input type="checkbox"/> Mobile <input type="checkbox"/> Alternating <input type="checkbox"/> Flagger <input type="checkbox"/> Off-duty Police Officer	
Reason for closure:		
Primary & Secondary Contacts (contractor performing the work):	Name: Work Phone: Cell Phone: After Hours: E-mail:	Name: Work Phone: Cell Phone: After Hours: E-mail:

Application must be submitted at least fourteen (14) business days in advance of scheduled work.

- 1.) A permit will not be issued unless this application is accompanied by a traffic control plan for the requested closure.
- 2.) The traffic control plan must show work zone, all traffic control devices, street, lane or sidewalk to be closed, closest street, and north arrow. All plans must comply with the latest version of the Virginia Work Area Protection Manual and the Manual for Uniform Traffic Control Devices.

The Permittee, its agents, employees, officers and assigns 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 permitted work under this permit. Furthermore, the Permittee, its agents, employees, officers or assigns agree to save and hold harmless the City of Suffolk, its agents, employees, and officers from any and all claims, demands, actions, judgments, executions, damages or proceedings for any and all personal injury and injuries to property, real or personal, public or private caused by or arising out of, directly or indirectly, from the performance of permitted work.

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 Right of Way Excavation and Restoration Manual, as amended.

PRINT NAME _____ SIGNATURE _____ DATE _____
(Permit Applicant or Authorized Agent)

The applicant hereby agrees that:

- A fee of \$100.00 will be charged for each permit issued.
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- 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.
- Permits are issued for street closures at specified locations. If additional closures are necessary to complete the work at this site, the permittee must notify the Department Director or designated representative immediately.
- 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.
- 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 contractor or 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 to 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.
- 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.

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