



**CITY OF SUFFOLK**  
**Department of Public Works**  
**Engineering Division**

**STREET, LANE, SIDEWALK CLOSURE PERMIT APPLICATION**

(Type or Print Clearly)

<b>Closure Date(s):</b>	From:	To:
<b>Closure Time(s):</b>	From:	To:
<b>General Contractor/Utility:</b>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		
<b>Sub-Contractor:</b>		
<b>Worksite Address:</b>		
<b>Closest Street(s):</b>		
<b>Lane Description:</b> (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	
<b>Direction:</b> (select all that apply)	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
<b>Type:</b> (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	
<b>Reason for closure:</b>		
<b>Primary &amp; Secondary Contacts</b> (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 **seven (7)** business days in advance of the requested closure.

- 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.
- Application must be submitted seven (7) business days in advance of work site date.
- 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 City Manager 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 City Manager or designated representative immediately.
- Limitations of working hours may be stipulated when necessary.
- Traffic is not to be rerouted without special permission of the City Manager 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 City Manager 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 to damage to public or private property caused directly or indirectly by the performance of work performed under this permit.
- This permit shall expire six (6) months from the date of approval.
- 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.

In an effort to coordinate work & ensure safe travel, all work zones within the City Of Suffolk shall be reported to *Public Works Dispatch*, each day by 8:00AM. E-mail notices shall be sent to: [workzonenotifications@suffolkva.us](mailto:workzonenotifications@suffolkva.us). Additional option shall be called in at 757-514-7600. If there is not answer, please leave information regarding company name, location of work zone, duration of work, extent of work, a contact name & call-back phone number.

**You are required to call the Construction Manager at 757-514-7725 to arrange an inspection 48 hours prior to the start of any work in the Right of Way, including utility cuts.**

**RETURN COMPLETED APPLICATION TO:  
PUBLIC WORKS, 442 W. WASHINGTON STREET, 2<sup>ND</sup> FLOOR, SUFFOLK, VA 23434  
PHONE: (757) 514-7725 FAX: (757) 514-7620 EMAIL: [rowpermits@suffolkva.us](mailto:rowpermits@suffolkva.us)**