



# CITY OF SUFFOLK

## Application for Work Within the Right of Way Permit

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Permit No. \_\_\_\_\_

Request Approved / Request Denied

By: \_\_\_\_\_

To: Director of Public Works, Suffolk, Virginia

Application is hereby made by \_\_\_\_\_  
(Applicant Co. Name)

for permission to excavate and/or alter conditions within the City's right of way at \_\_\_\_\_.

The attached sketch shows street alignment and references all proposed work with a distance from the gutter line and nearest intersection, it also shows the length and width of opening. The purpose of such work is to \_\_\_\_\_.

It is estimated that \_\_\_\_\_ ft. of \_\_\_\_\_ will be excavated, altered, or disturbed.

A bond as required by the City Code (is attached hereto) (is on file with the City in the \_\_\_\_\_ Department).

Work for which permit is requested will commence on \_\_\_\_\_ and will be completed on \_\_\_\_\_.

Person, firm, or corporation other than applicant performing the work is: \_\_\_\_\_, address \_\_\_\_\_, telephone \_\_\_\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Street Address

\_\_\_\_\_  
Applicant City & ZIP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
D/L # or SSN (For billing purposes only)

The applicant hereby agrees that:

- A fee will be charged for each permit issued.
- Application must be submitted 7 days in advance of work start 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 from 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 inches loose depth and compacted to a density rate 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 twenty (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 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.
- This permit shall expire six 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.