



CITY OF SUFFOLK
Department of Public Works
Engineering Division

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

DRIVEWAY APRON/CULVERT PERMIT APPLICATION

(Type or Print Clearly)

This is to request permission to construct a Suffolk Standard ingress/egress to or from a City street, to access required off-street parking area, in accordance with City Code Section 74 and the City of Suffolk PFM.

Driveway Type:

Commercial Residential New Repair/Replace Existing

Apron/Culvert Size (at private property line): W____ (ft.)

When driveway culvert width exceeds 39', drainage calculations from a registered design professional and culvert detail must be provided.

Property Owner: _____ Phone #: _____

Property Owner's Address: _____

Address for driveway (If different from above) : _____

Existing Curb & Gutter?: Yes No

Existing Sidewalk?: Yes No

Is there an existing utility pole, fire hydrant, pedestal, cabinet, water meter or drainage ditch within 3 feet of the proposed driveway area?: Yes No If yes, please specify: _____

Contractor Information: (other than owner):

Company Name: _____ Applicant Name: _____

Phone #: _____ Email Address: _____

Address: _____
(Street) (City) (State) (Zip Code)

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.

A surety as required by the City Code: is attached hereto **OR** is on file with the City in the _____ Department.

Work for this permit will commence on _____ and will be completed on _____.

You are required to contact the Construction Manager at (757) 514-7704 for an inspection 24 hours prior to starting work.

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 permitted work under this permit. Furthermore, the Permittee, its agents, employees, officers or assignees 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 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.
- 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 constructions 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 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.

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.

A minimum 15-inch diameter RCP (Reinforced Concrete Pipe) is required for driveway culvert.

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