

**PERMIT TO WORK IN RIGHT-OF-WAY  
DEPARTMENT OF PUBLIC WORKS  
COUNTY OF HENRICO  
P.O. BOX 90775  
HENRICO, VIRGINIA 23273-0775**

PERMIT NO. \_\_\_\_\_

One (1) copy of application and four (4) copies of plans are hereby made to the Director of Public Works at Henrico County, Richmond, Virginia, for a permit to perform the work shown on the accompanying plans and further described as follows:

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The work is to be done under and in accordance with the rules and regulations of the County of Henrico, Virginia on the \_\_\_\_\_ Road, between \_\_\_\_\_ and \_\_\_\_\_ Road, and to be completed within \_\_\_\_\_ days from date of approval.

Attached is a check or cash for \$\_\_\_\_\_ to cover the inspection fee and a guaranty of \$\_\_\_\_\_ to save the County harmless for any damage done. If a Bond is furnished as guaranty, give the amount of bond and the name and address of Bonding Company. Bond \$\_\_\_\_\_ Name: \_\_\_\_\_ Address: \_\_\_\_\_

It is understood that the County may use any or all of the guaranty to repair any damage resulting from the work and that the balance, if any, will be refunded to the applicant. Work must be inspected during construction by the Department of Public Works, County of Henrico.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Company Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**By** \_\_\_\_\_  
**Phone No.** \_\_\_\_\_

**Name of contact person and phone number to call in case of emergency:** \_\_\_\_\_

Permission is hereby given to (Name) \_\_\_\_\_ by the County of Henrico, under the powers granted to it by Act of Assembly-1942 to perform the work described at the locations given as set forth above as shown on the plan or sketch submitted in conformance with the attached Special Provisions

**Approved** \_\_\_\_\_

**Time limit expires on:** \_\_\_\_\_

**County of Henrico, Virginia**

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

**Please attach plans/sketches to this application**

COUNTY OF HENRICO  
DEPARTMENT OF PUBLIC WORKS

**Special Provisions For Work In County Right-Of-Way**

This permit is issued with the full understanding that all work shall be performed in a manner acceptable to the Department of Public Works (DPW) at all times. It shall be further understood that this permit can be revoked for unsatisfactory work or failure to comply with the below list of governing conditions for work in the County right-of-way.

Unless otherwise noted herein, all materials and construction methods shall be in accordance with the Virginia Department Of Transportation (VDOT) Road & Bridge Specifications And Standards.

**Special Provisions:**

1. The applicant shall be responsible for any and all defects resulting from the work in County right-of-way for a period of 12 months from the date all work is completed. Defects shall include but not limited to pavement, trenches, shoulders, ditches, lawns, pipes, driveways, sidewalks, curb and gutter, etc.
2. Prior to any work, notify the DPW construction inspector.
3. Traffic control shall be in accordance with the Virginia Work Area Protection Manual. Additional signs, barricades, flaggers, electronic arrows and other traffic control devices may be required by the Traffic Engineer, depending on the nature and location of the work. Unless approved by the Traffic Engineer, all lanes of traffic shall be open at the close of each day.
4. The Traffic Engineer shall be notified 24 hours in advance of lane closures or traffic restrictions on arterial or collector roads. Depending on the scope of work, traffic control requirements and public notification requirements, additional notification time may be necessary. Unless otherwise approved, lane closures on arterial and collector roads will be permitted only between 9:00 a.m. and 3:30 p.m.
5. All road closures shall have prior approval of the Traffic Engineer. Sufficient notification of the anticipated road closure is essential to allow for required detour signing and appropriate notifications to the general public, schools, public transportation and emergency services.
6. Unless specifically approved, no open excavation shall be allowed after the close of the workday.

7. Unless otherwise approved, no equipment or materials are to be left in the County right-of-way after work hours. Should permission be given to allow equipment and materials in the right-of-way after work hours, group II channelizing devices (plastic barrels with prismatic sheeting) shall be used to delineate the obstacles. Equipment and materials shall be placed in areas that would have no adverse impact to the property owners and shall not obstruct any sight distances.
8. Dust shall be controlled by watering or applying calcium chloride whenever necessary.
9. All dirt, mud and debris tracked onto roadways shall be immediately removed and the road cleaned.
10. The applicant shall comply with all state and federal environmental regulations as well as the County of Henrico Environmental Ordinance (Chapter 10) requirements. All erosion control should be performed in a manner consistent with the Virginia Erosion And Sediment Control Handbook and the Henrico Erosion Control Program.
11. Prior to any work in or adjacent to streams and/or wetlands, contact DPW's Environmental Inspector at 727-8328.
12. Access to adjacent properties shall be maintained at all times.
13. When it appears that the permitted work may have some impact to adjacent private or commercial properties, the applicant shall inform the owners of the proposed work and keep them apprised of time schedules, delays, impacts, changes in pedestrian and vehicle access or traffic patterns and final restoration plans.
14. Restoration of road and earth disturbances shall be on going as work progresses.
15. All disturbances shall be restored to pre-construction condition and be acceptable to DPW.
16. Install cable, manholes and/or boxes as close to the right-of-way line as possible. If utility easements are available, the facilities shall be installed beyond the right of way in the easements. Navigating may be required on backside of ditches in wooded areas.
17. The applicant shall coordinate utility installations with developer/owner in areas of on-going development.

18. Unless otherwise approved, utility installations shall maintain 24" horizontal and 12" vertical minimum clearances from the outside diameter of storm sewers and structures.
19. All road crossings shall be bored/navigated. If test holes are required for a bore, approval shall be obtained from DPW prior to excavation. Pavement restoration shall be in accordance with the attached sketch for flush patches.
20. Utility installations across paved driveways, sidewalks, landscaped areas, irrigation systems or sodded lawns shall be bored/ navigated.
21. Disturbed shoulders, ditches and slopes shall be restored to the original typical sections with regards to widths, slopes and elevations and vegetated in a timely manner.
22. Disturbed mailboxes and roadway signs shall be reset immediately after backfill and no later than the close of each workday.
23. When open cutting of driveways and sidewalks is permitted, replacement shall be from the back edge of the trench to the edge of pavement or curb and gutter. Prior to excavation, trench limits shall be sawcut, so as to avoid damage to sections to remain.
24. Disturbances to gravel driveways shall be restored with the same type of stone.
25. Damage to storm sewers and/or drainpipes shall be repaired or replaced, prior to the end of each workday as directed by DPW.
26. Trenches in roadway shall be backfilled with # 21B stone in compacted lifts. Asphalt pavement shall be restored in accordance with the attached sketches. Flush patching will be permitted for a single transverse cut in the pavement. Multiple transverse cuts or longitudinal cuts in the pavement will require full width asphalt overlays throughout the length of disturbances. Unless otherwise approved, temporary or permanent asphalt shall be placed in trenches at the close of each workday. Prior to asphalt overlays, all manhole frame and covers and valve boxes shall be adjusted to proposed finished grade. In shoulder sections, a 12:1 wedge of # 21B stone or topsoil, to match the surface of the existing shoulder, shall be placed along overlay to tie-in the shoulder to the finished grade of the overlay.
27. In curb and gutter sections, it will be necessary to mill the curb lanes, throughout the length of disturbance, to a depth of 2 inches prior to the full width road overlay. Temporary wedges shall be placed for a transition onto uneven pavement. The repaving of milled areas shall be performed within 3 days of the milling operation.

28. The applicant shall be responsible for replacing all disturbed pavement markings and messages, within 48 hours of pavement restoration, as directed by the Traffic Engineer. VDOT approved pavement marking contractors shall perform the work.
29. Prior to any work adjacent to a signalized intersection, the applicant shall contact the Traffic Engineer. The applicant shall be responsible for all costs associated with damage to loop detectors, underground conduit, junction boxes, cables, etc.
30. Unless otherwise approved, trenches in shoulders shall be backfilled entirely with No. 21B stone in compacted lifts. In addition, 2" of topsoil shall be placed over disturbed areas where grass shoulders existed and areas seeded. Areas outside of the roadway prism shall be backfilled with suitable material in compacted lifts. Surplus and unsuitable excavation shall be removed from the right-of-way and properly disposed of at an approved location.
31. When required by the Traffic Engineer, off-duty police shall be used for traffic control.
32. The restoration of concrete items within the County right-of-way and easements shall be made with Class A3 Concrete in accordance with VDOT specifications.
33. For future identification purposes, hand holes, manholes and/or junction boxes shall have the name of the company owning the facility, permanently marked on all access covers.
34. Approval of this permit does not guarantee that sufficient space exists within the County right-of-way for the placement of any portion of this facility. Changes in the routing of the cable and/or easements may have to be obtained by the applicant to facilitate the installation.
35. Other:

Contact numbers:

|                                 |          |
|---------------------------------|----------|
| Construction Division Inspector | 727-8232 |
| Traffic Engineer                | 501-4238 |
| Environmental Inspector         | 727-8328 |