



Land Use Permit for One-Time Litter Pick Up

LUP-OTLP

Permittee Agreement for Land Use Permit Issuance

VDOT occasionally receives inquiries from local governments, businesses, informal groups, formal organizations, and individuals regarding one-time litter pick up on highway right-of-way. One-time litter pick up is authorized under 24VAC30-151-620.

I the undersigned hereby acknowledge that I am fully cognizant of all the following requirements associated with the issuance of a VDOT Land Use Permit authorizing the litter pick up on non-limited access highway right-of-way:

Applicant's Name: _____

Applicant's Tax ID No. or Driver's License No.: _____

Applicant Address: _____

Telephone No.: _____ **Email Address:** _____

County: _____ **Route Number:** _____

Applicant's Signature: _____

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work, occupancy, or non-transportation uses of any nature may be allowed or performed on the system of state highways or any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the Permittee is solely responsible for determining all entities that may have a property interest of any kind or nature in the right-of-way and for obtaining permission from all such entities for the Permittee's use of the right-of-way and shall be solely liable for any failure to obtain from any and all entities having a property interest in the right-of-way.

The Permittee will be civilly liable to the Commonwealth for all actual damage caused by a violation of the terms of the permit or [24VAC30-151-40.1](#).

Application Requirements

Application for a land use permit authorizing one-time litter pick up within the right-of-way of state-maintained highways shall be made through the local district permit office where the activity is to occur. Application forms and general information regarding VDOT land use permitting for one-time litter pick up within the right-of-way of state maintained highways can be obtained by contacting the local district permit office or at the following VDOT web site: <https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/>

In addition to an executed copy of this document, permit issuance is contingent on VDOT verification of the name and address of the applicant. This information can be verified by driver's license, utility bill, or other similar documentation.

Contact Information

A list of counties with their corresponding VDOT district offices and contact information may be obtained at the following VDOT web site: <https://www.vdot.virginia.gov/about/districts/>

Permit Fees & Charges

The land use permit application fee for one-time litter pick up requests is waived.

Surety Requirement

The requirement to provide a surety for one-time litter pick up within the right-of-way of state-maintained highways is waived if the volunteer supplies their own signage. If VDOT supplies signs, a nominal surety of \$100 per sign may be required by the district administrator's designee. The surety may be in the form of cash, check, Irrevocable letter of Credit [LUP-LC](#), or [LUP-SB](#) surety bond. This surety will be refunded or released upon satisfactory completion of the litter pick up and inspection by VDOT.

Cash Surety Refund

Applicants owing the Internal Revenue Service or the Commonwealth of Virginia may not receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit unless the amount owed is less than the amount of cash guarantee provided. Applicants providing cash guarantee for the issuance of a VDOT land use permit must provide an executed copy of the Commonwealth of Virginia's Substitute Form [W-9](#) to receive a refund of the cash guarantee provided for the issuance of a VDOT land use permit.

General Requirements

- 1) The approval of a permit authorizing one-time litter pick up within the right-of-way of state-maintained highways may be granted only under conditions which assure reasonable safety for all participants and other highway users and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.
- 2) Participating volunteers must have basic traffic safety instruction.
- 3) The permittee must notify the district administrator's designee at least one week prior to initiating litter pick up activities.
- 4) All litter pick up activities are restricted to non-limited access right-of-way.
- 5) Participants under the age of 18 shall be supervised by an adult. The ratio shall be one adult per six children. No participants 10 or under will be allowed to participate.
- 6) A copy of VDOT's Litter Pick Up Safety Guidelines must be attached to the permit.
- 7) VDOT may provide safety vests and signs, if available, and shall designate the location of any needed signs as determined by the district administrator's designee. Any vests or signage provided by VDOT shall be returned upon completion of the litter pick up event.
- 8) The volunteer permit holder shall place signs in accordance with the Litter Pick Up Operation instructions or at locations determined by the district administrator's designee.
- 9) The maximum litter pick up segment length per VDOT Land Use Permit shall be 2 miles.
- 10) No lane closures will be allowed, and litter pick up participants shall not encroach into the travel way.

Permit Revocation

At the discretion of the district administrator's designee, the land use permit may be revoked for non-compliance with conditions of the permit, or if physical conditions are deemed unsafe for the participant(s).

Permittee Notice

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager or the district administrator's designee and affirmation from the [Land Use Permit Regulations](#).

Land Use Permit Litter Pick Up Safety Guidelines

Before Starting Litter Pick Up:

- Coordinate the time and date for litter pick up with the district administrator's designee.
- Litter pick up in median areas requires permission from the district administrator's designee.
- All participants must view the Adopt-a-Highway (AAH) safety video at the following VDOT web site: <https://www.vdot.virginia.gov/about/programs/aah/>
- If driving to the site, carpool to keep roadside parking to a minimum. Park as far from the road's edge as possible. If parking on private property, make sure to have property owner's permission.

The Best Time for Litter Pick Up:

- Do not perform litter pick up during peak travel times or when traffic is heavy.
- Work only in daylight and fair weather.

What to Wear:

- Always wear an orange or yellow-green safety vest so drivers can see you easily. Put on the vest before you leave the car, so you are visible the moment you are on the side of the road.
- In addition to the safety vest, volunteers should wear brightly colored clothing that protects your arms and legs, and wear hard-soled shoes, safety glasses and work or gardening gloves.

During Litter Pick Up:

- Always put up the "Litter Pick Up" signs before beginning litter pick up in accordance with the appropriate Litter Pick Up Operation layout.
- Remove all signage immediately after litter pick up activities have been completed.
- Do not perform litter pick up or remove signs beyond the authorized roadway segment. Stay within the area marked by your safety signs.
- Do not pick up materials that appear to be hazardous and contact the State Police if you find such material.