

Land Use Permit for Special Events**LUP-SE**

Section **24VAC30-151-470** of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that a VDOT Land Use Permit shall be obtained for any group or organization to hold parades, marches or other special events on state-maintained highways. The approval of parades, marches or other special event permits may be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.

Type or Print Clearly

Name of Applicant: _____

Applicant's Tax ID No.: _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Telephone No.: _____ 24-Hour Telephone No.: _____

Email Address: _____

Name of Agent: _____

Applicant's Tax ID No.: _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Telephone No.: _____ 24-Hour Telephone No.: _____

Email Address: _____

DATE OF EVENT: _____ Inclement Weather Date: _____

Beginning Time: _____ AM/PM Ending Time: _____ AM/PM

ROUTE OF EVENT (Attach detailed map including Event Starting & Ending Point & State Route No.):

SPECIAL EQUIPMENT REQUEST DEPENDING ON AVAILABILITY:

☐

Cones Number Requested: _____

☐

Advance Warning / Event Ahead Signage Number Requested: _____

☐

Variable Message Board Message: _____

Applicant's Signature: _____

Applicant's Title: _____

Name of Agent's Duly Authorized Representative: _____

Agent's Title: _____

Agent's Signature: _____



**LAND USE PERMIT LUP-SEA
Special Event Approvals**

APPROVAL DATE

COUNTY ADMINISTRATOR / TOWN MANAGER OR DESIGNEE

Remarks: _____

APPROVAL DATE

LOCAL LAW ENFORCEMENT AGENCY

Remarks: _____

APPROVAL DATE

VIRGINIA STATE POLICE (Sergeant/Area/Division)

Remarks: _____

APPROVAL DATE

VDOT REPRESENTATIVE

Remarks (include any changes that may be made by VDOT): _____

Cc: County/Town
Administration Local Law
Enforcement Virginia
State Police
VDOT Residency Office / Maintenance AHQ

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.I](#).

Application and Contact Information

Application for a land use permit authorizing parades, marches or other special events on state-maintained highways shall be made through the local district permit office where the event is to originate.

The district administrator's designee receiving the request shall coordinate review and approval of the request with the appropriate VDOT personnel if the event extends beyond the jurisdiction of a single district.

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

Permit Fees & Charges

The land use permit application fee amount will be determined by the district administrator's designee based on the schedule found in [24VAC30-151-710](#) of the Land Use Permit Regulations.

The sponsoring group or event coordinator shall be required to pay for any services, traffic control devices, and equipment provided by VDOT for the special event. The amount of any additional fees will be determined by the district administrator's designee prior to permit issuance. These services shall be charged to an accounts receivable established by VDOT and the sponsoring group or event coordinator will be invoiced for said services within thirty (30) days of completion of the permit.

The sponsoring group or event coordinator may be required to pay for any services provided by local law enforcement, state police and/or any other governmental agencies required to facilitate the event.

Surety Requirement

The permittee and/or their agent shall provide surety in an amount to be determined by the district administrator's designee which may be required to ensure reimbursement of any expenses accrued by VDOT that are related to the proposed event. The surety may be in the form of a check, cash, irrevocable letter of credit ([LUP- LC](#)), or surety bond ([LUP-SB](#)). This surety will be refunded or released upon satisfactory completion of the event 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.

Insurance Requirements (excluding County, Town, or City)

The permittee or their agent shall secure and maintain commercial general liability insurance to protect against liability for personal injury and property damage in connection with all activities undertaken under a permit. Comprehensive general liability insurance with limits of at least \$1,000,000 per occurrence and \$5,000,000 aggregate, or in amounts otherwise required by VDOT as stated in the permit, shall be maintained at all times. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate of insurance or policy documents from the issuing insurance agent or agency prior to issuing a permit.

General Requirements

- 1) Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans, and associated construction standards to be employed. All applicants to whom permits are issued shall at all times indemnify and hold harmless the Commonwealth, the Commonwealth Transportation Board, the Commissioner of Highways, VDOT, and their consultants, representatives, agents and employees from and against any and all claims, causes of action, losses, costs, attorney's fees, expenses, and damages that directly or indirectly results from or arises out of the permittee's activities or violations in the right-of-way or from any of the permittee's contractors, subcontractors, consultants, representatives, agents or employees, or from anyone for whose acts or violations the permittee is or may be liable.
- 2) The permittee assumes full responsibility for any damages that may occur as a result of the event and associated work performed under this permit.
- 3) The permittee agrees to move, reschedule, alter, or change any event that interferes with the construction of the highway at no cost to the Department unless otherwise stipulated and agreed to by the Department.
- 4) The permittee shall immediately correct any situation that may arise from their activities that the district administrator's designee deems hazardous to the traveling public.
- 5) Any highway signs, right-of-way markers, etc., disturbed by work performed under the auspices of a land use permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 6) It shall be the permittee's responsibility to obtain all necessary permits that may be required by any other government agencies.
- 7) A copy of the VDOT land use permit shall be maintained at the event site and made readily available for inspection when requested by authorized VDOT personnel.
- 8) The permittee shall notify the local district permit office at least 48 hours prior to commencement of any work requiring inspection and/or testing. Failure to carry out this requirement may result in permit revocation.
- 9) It is the duty of the district administrator's designee to keep all roads maintained in a safe and travelable condition at all times. Therefore, any permit may be denied, revoked, or suspended when in the opinion of the district administrator's designee, the safety, use, or maintenance of the highway so requires.

- 10) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and themselves. VDOT reserves the right to stop work at any time due to safety problems and/or non-compliance with the terms of the permit. The Department may, at its discretion, complete any of the work covered in the permit or restore the right-of-way to the department's standards and invoice the permittee for the actual cost of such work. The permittee may be required to move, alter, change, or remove from state-maintained right-of-way, in a satisfactory manner, any installation made under this permit.
- 11) All work authorized under the auspices of a VDOT land use permit shall be subject to VDOT's direction.
- 12) Design changes, specified material changes, and/or field changes from the approved plans shall be submitted to the appropriate district administrator's designee for review and approval prior to proceeding with the proposed changes. This submittal shall include written justification, supplemental documentation, and/or engineering calculations that support the requested changes.

Permit Specific Requirements

- 1) The approval of a permit for marches, parades or other special events may be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.
- 2) Authorization will not be granted for proposed parades, marches or other special events within limited access rights-of-way.
- 3) The placement of advertising signs within VDOT maintained rights-of-way will not be permitted.
- 4) The placement of banners across state-maintained highways must be approved by VDOT prior to issuance of the land use permit. Said banners must allow for a minimum of 21 feet of clearance from the roadway centerline, including swag. Placement of banners shall not obstruct adjacent traffic control devices and minimum utility clearances shall be obtained. All banners shall be removed immediately after conclusion of the event.
- 5) Requests for a land use permit authorizing a parade, march or other special event on state-maintained highways shall be made a minimum of sixty (60) calendar days prior to the scheduled event date(s).
- 6) The sponsoring group or event organizer shall provide a detailed schedule of events for the scheduled activity date(s) and an estimate of the number of participants.
- 7) The sponsoring group or event organizer shall provide VDOT with a detailed map showing the proposed course and direction of the parade or march with the land use permit application. The course should be designed to minimize left turn movements. This information may be submitted on "official" county maps provided by VDOT, or equivalent. The location of parking areas, water stations, toilet facilities and other appropriate information shall be shown on this map.
- 8) The sponsoring group or event organizer shall indicate the type of existing traffic control for each highway intersection impacted along the entire parade or march route and a plan shall be provided for temporary traffic control at each impacted highway intersection during the event.
- 9) The sponsoring group or event organizer shall provide VDOT with correspondence, documented in written or electronic communication, indicating support from the locality and local law enforcement for the proposed event.
- 10) If deemed necessary, a preliminary planning meeting shall be held between VDOT representatives, the sponsoring group or event organizer, the local jurisdiction(s), local and state police, etc. to discuss the proposed route and event. At this meeting any known highway construction or maintenance activities and possible event modifications resulting from said activities will be discussed.

- 11) After permit issuance VDOT will attempt to delay or postpone any scheduled highway construction or maintenance activity that will interfere with the event, if practicable.
- 12) The district administrator's designee shall provide notification of approval or denial of the request within thirty (30) days of the date of the submittal of the application if all required supporting data is included with the land use permit application.
- 13) The district administrator's designee may revise the route requirements and schedule depending on the type of event planned and the number of participants.
- 14) The sponsoring group or event coordinator will be responsible for providing adequate toilet facilities and vehicular parking for event participants, support staff and spectators. Parking areas and toilet facilities shall not be located within VDOT maintained rights-of-way along the event route. The sponsoring group or event organizer is responsible for obtaining permission for the temporary placement these facilities on private property.
- 15) Requests to close a VDOT maintained street for a block party shall include authorization signatures from all persons affected by the proposed road closure.
- 16) Provisions must be made to give immediate access to homeowners affected by the event.
- 17) The sponsoring group or event coordinator shall be responsible for removal of all litter upon conclusion of the event.
- 18) The sponsoring group or event coordinator shall be responsible for providing crowd control during the event.
- 19) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 20) Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under the auspices of a land use permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 21) A copy of the VDOT land use permit shall be maintained at the event site and made readily available for inspection when requested by authorized VDOT personnel.
- 22) Within the limits of a VDOT construction project it is the responsibility of the permit applicant to obtain the contractor's consent in writing prior to permit issuance. Information regarding current and/or planned VDOT construction and maintenance activities can be obtained at: <http://www.virginiaroads.org/>.

Event Operations

- 1) If requested by local law enforcement, variable message boards shall be posted two (2) calendar days prior to the event advising the traveling public of the event.
- 2) Interruption of motor vehicle traffic flow shall be minimized.
- 3) An event contact person shall be designated at permit application and be available prior to and during the proposed event.
- 4) Escort vehicles may be required. These vehicles shall be equipped with appropriate signage and a vehicle equipped with amber lights shall lead and follow event participants.

- 5) All participants in parades or marches shall occupy the roadway and/or lane which has been closed and designated for the event. In no case shall participants in parades or marches cross into the travel lane of oncoming vehicles.

Traffic Control and Safety

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have an individual on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.
- 2) The individual accredited in Basic Work Zone Traffic Control is responsible for the placement, maintenance, and removal of work zone traffic control devices within the work zone in compliance with the permit requirements and conditions, and the approved plans.
- 3) A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout.
- 4) Individuals responsible for implementation of work zone traffic control measures shall provide evidence of their accreditation upon request from VDOT personnel.
- 5) The permittee shall be exempt from the requirements of Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14 if the authorized activity is not within the roadway (as defined in 24VAC30-151) of a state-maintained highway.
- 6) All activities that require the disruption (stoppage) of traffic on two-lane undivided roads shall utilize flaggers who have a valid and unexpired VDOT Flagger, ATSSA Flagger, VDOT Basic Work Zone, or VDOT Intermediate Work Zone card. VDOT will not accept VDOT Flagger Cards issued after December 31, 2024; VDOT Flagger Cards issued prior to December 31, 2024, will only be accepted until their date of expiration (two years after date of issuance). Flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic. All flaggers must have their certification card in their possession when performing flagging operations within state-maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities.
- 7) Any certified flag person found to be performing their duties improperly shall have their certification revoked.
- 8) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
- 9) The permittee shall notify the following appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to the installation of a lane closure or shoulder closure on non-limited access primary routes and within 30 minutes of removing the lane or shoulder closure:
 - Eastern Region (757) 424-9920: All localities within the Hampton Roads Construction District excluding Greenville County and Sussex County
 - Northern Virginia (703) 877-3401: All localities within the NOVA Construction District plus Spotsylvania County and Stafford County
 - Central Region (804) 796-4520: All localities within the Richmond Construction District, plus Greenville County and Sussex County. All localities within the Fredericksburg District, excluding Spotsylvania County and Stafford County
 - SW Region (540) 375-0170: All localities within the Salem, Bristol, and Lynchburg Construction Districts
 - NW Region (540) 332-9500: All localities within the Staunton and Culpeper Construction Districts

Information regarding how to obtain access and the requirements for entry of lane closure requests in LCAMS and VaTraffic will be provided by the local permit office.

Equipment

If available, VDOT may provide flagging equipment, cones, barricades, signs and/or vests for use during the event. The sponsoring group or event organizer shall reimburse VDOT for the use of said equipment. Said equipment shall be assigned to and picked up by the sponsoring group or event organizer and returned to VDOT in good working condition.

Notifications

The sponsoring group or event organizer shall coordinate their event schedule with appropriate railroad representatives to ensure that the race will not interfere with the operation of the railroad at at-grade crossings along the race route.

The sponsoring group or event organizer shall contact local emergency response officials (fire & rescue, etc.) and local post offices affected by the proposed event upon issuance of the VDOT land use permit, or at least fourteen (14) calendar days prior to the scheduled event.

The sponsoring group or event organizer shall provide public notification (newspaper, public service announcement, etc.) prior to commencement of the scheduled event.

Permit Revocation

At the discretion of the district administrator's designee, the land use permit may be revoked and the event terminated for non-compliance with conditions of the permit, if traffic flow becomes congested or weather conditions are deemed unsafe for the event participants.

Final Inspection and Completion of Permit

Upon completion of the work covered by this permit all disturbed areas outside of the roadway prism shall be restored to their original condition as found prior to starting such work.

Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan and compliance with all governing bodies involved in the total completion of work on state-maintained right-of-way.

Upon completion of the event and associated work, the permittee shall provide notification, documented in writing or electronic communication, to the district administrator's designee requesting final inspection. This request shall include the permit number, county name, route number and name of the party or parties to whom the permit was issued.

The district administrator's designee shall promptly schedule an inspection of the work covered under the permit and advise the permittee of any necessary corrections.