

October 22, 2024



Land Use Permit Application for Volunteer Mowing Activities

LUP-VM

Section [24VAC30-151-620](#) of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations authorizes volunteer mowing operations on state-maintained highways under the auspices of a VDOT Land Use Permit.

I the undersigned hereby acknowledge that I am fully cognizant of and, in my individual capacity and as a duly authorized representative of the entity applying for this permit, agree to all of the following requirements associated with the issuance of a single use permit authorizing volunteer mowing activities in the non-limited access highway right-of-way.

Type or Print Clearly

Name of Applicant: _____

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

Applicant's Mailing Address: _____

City : _____ State: _____ Zip Code: _____

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

Email Address: _____

County: _____ Route: _____

Applicant's Title: _____

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.](#)

Permit Fees & Charges

The land use permit application fee for volunteer mowing requests shall be waived.

Surety Requirement

The requirement to provide a surety for mowing operations 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 a check, cash, irrevocable letter of credit ([LUP-LC](#)), Resolution or surety bond ([LUP-SB](#)).

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.

Permit Specific Requirements

- 1) The approval of a permit authorizing volunteer mowing 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) A permit allowing private entities to mow within the right-of-way of state-maintained highways must include certain items to promote the safety of the volunteers involved and that of the traveling public. Additionally, in such cases providing volunteers with some basic traffic safety instruction is important.

- 3) Consideration should be given to utilization of the VDOT Comprehensive Roadside Management Program for activities other than mowing or picking up litter.
- 4) All volunteer mowing operations on highway segments with speed limits greater than 45 mph shall be performed only by licensed, bonded and insured persons.
- 5) The permittee must notify the district administrator's designee at least one week prior to initiating volunteer mowing activities.
- 6) All volunteer mowing operations are restricted to non-limited access right-of-way except those performed in conjunction with improvements installed under the auspices of a Comprehensive Roadside Management project or a Roadside Management Special project.
- 7) Volunteer mowing operations within limited access right-of-way shall only be performed under the auspices of a Comprehensive Roadside Management project or a Roadside Management Special project and be restricted to non-mainline areas.
- 8) Participants must be at least 18 years old.
- 9) A copy of VDOT's Volunteer Mowing Safety Guidelines and Volunteer Mowing Operation traffic control layout must be attached to the permit.
- 10) 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 signage provided by VDOT shall be returned upon completion of each mowing event.
- 11) The volunteer permit holder shall place signs in accordance with the Volunteer Mowing Operation instructions or at locations determined by the district administrator's designee.
- 12) The maximum mowing segment length per VDOT Land Use Permit shall be 2 miles.
- 13) No lane closures will be allowed, and the mower operator and mowing equipment shall not encroach into the travel way while in operation.

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).