



**Land Use Permit Application for  
Private Entrance-(LUP-PE)**

The Virginia Department of Transportation (VDOT) authority to regulate highway entrances is provided in [§33.2-240](#), [§33.2-241](#), and [§33.2-245](#) of the Code of Virginia and its authority to make regulations concerning the use of highways is generally provided in [§33.2-210](#), of the Code of Virginia. The installation of private entrances on state maintained highway right-of-way is authorized under Section [24VAC30-151-120](#) of the Land Use Permit Regulations.

A private entrance means an entrance that serves up to two private residences and is used for the exclusive benefit of the occupants or an entrance that allows agricultural operations to obtain access to fields or an entrance to civil and communication infrastructure facilities that generate 10 or fewer trips per day such as cell towers, pump stations, and stormwater management basins.

*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:*

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Route Number:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Land Use Permit Required by Law**

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on 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 installation of private entrances on state highway right-of-way 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 responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in [§33.2-210](#) of the Code of Virginia.

## **Application Requirements**

Application for a land use permit authorizing the installation of a private entrance on non-limited access state-maintained highways shall be made through the local permit office where the activity is to take place. 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/>

The permit applicant shall stake-out the requested location for field review by the district administrator's designee.

At the property, stake the centerline of the proposed entrance and the property corners. Write the owner's name on the stake at the centerline.

Provide one copy of the recorded deed and plat, which shows the parcel and the current owner of the property. If your lot was created by a subdivision, you may be required to provide a copy of the original subdivision deed and plat to determine if there are entrance restrictions on your lot. The proposed entrance location will need to be marked on the plat.

Show the name of the road and route number that the entrance will be on and the approximate distance and direction of the entrance from the nearest intersecting state road on the plat. If you have a valid property address issued by the County, please provide the numerical and street address. This information will assist in locating your proposed entrance.

A field review of the entrance will be conducted. We will determine if there is adequate sight distance, and if a culvert pipe is required. The permit will list the size of the type of pipe to be provided by the permittee and will specify any clearing and grading which needs to be done. All clearing and grading for sight distance will need to be done prior to using the entrance for construction purposes.

The applicant is responsible for all construction and restoration. If the entrance is on a street with curb and gutter, the applicant will also need to provide us with a sketch, depicting a typical section of the entrance.

The district administrator's designee receiving the request shall coordinate review and approval of the request with all appropriate VDOT personnel.

The forms below will be required to be submitted as part of the application request for a LUP-PE:

- 1) [LUP-A](#)
- 2) Signed Land Use Permit Application for Private Entrance (LUP-PE)
- 3) Optional surety forms
  - a) Irrevocable Letter of Credit- [LUP-LC](#)
  - b) Surety Bond- [LUP-SB](#)

### **Permit Fees & Charges**

The land use permit application shall include a check or cash in the amount of \$100.00 for processing of the request.

### **Surety Requirement**

The permittee and/or their agent shall provide surety to guarantee the satisfactory performance of the activity authorized under the land use permit issued for the initial installation. The surety shall be based on the estimated cost of work to be performed within the right-of-way and the amount shall be determined by the district administrator's designee. The surety may be in the form of a check, cash, [irrevocable letter of credit](#), [surety bond](#), or any other VDOT-approved method. This surety will be refunded or released upon satisfactory completion of the initial installation 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 surety provided for the issuance of a VDOT land use permit unless the amount owed is less than the amount of cash surety provided. Applicants providing cash surety 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 provided for the issuance of a VDOT land use permit.

### **Private Entrance Requirements**

- 1) The installation of private entrances on state maintained right-of way shall be restricted to highways designated as non-limited access primary and secondary routes.
- 2) The property owner shall be responsible for the installation of a private entrance however the property owner may request that VDOT forces install the entrance under the auspices of a land use permit at the owner's expense.
- 3) If minimum intersection sight distance cannot be achieved at the requested private entrance access location, then the entrance shall be installed at a location with the best possible sight distance as determined by the district administrator's designee.
- 4) The property owner may be required to grade slopes, clear brush, remove trees, and conduct other similar efforts necessary to provide the safest possible means of ingress and egress that can be reasonably achieved.
- 5) The permittee or their agent must contact the VDOT Customer Service Center at 1-800-367-7623 a minimum of 48 hours prior to initiating any planned excavation within 1,000 feet of a signalized intersection and/or near VDOT ITS infrastructure. Excavation activities may proceed only after the VDOT regional utility location agent has notified the permittee that the utility marking has been completed. Alternately, within all localities in the Northern Virginia Construction District, including the Counties of Arlington, Fairfax, Loudoun & Prince William, the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, and

the Towns of Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna, and on Interstate 95 in the counties of Stafford, Spotsylvania and Caroline, the permittee may request VDOT regional utility marking at: <http://www.vdotutilitymarking.virginia.gov>  
Failure to carry out this requirement may result in permit revocation.

- 6) 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/>.
- 7) A copy of the land use permit shall be maintained at the work site and made readily available for inspection when requested by authorized VDOT personnel.
- 8) Entrances installed along shoulder and ditch roadways shall meet the PE-1 standard from the current edition of the VDOT Road and Bridge Standards.
- 9) Entrances installed on roadways with curb and gutter shall meet the following requirements:
  - a) Entrances installed on roadways with VDOT standard CG-6 or CG-7 curb:
    - i) Standard CG-9D entrance gutter from the current edition of the VDOT Road and Bridge Standards is to be used for most single-family residential entrances with curb and gutter.
    - ii) Standard CG-9A and 9B entrance gutters from the current edition of the VDOT Road and Bridge Standards should be considered only as a last resort in situations where the access into the property is too narrow to accommodate a Standard CG-9D, or if it is known that the lane adjacent to the curb will be used as a parking lane at all times.
  - b) Entrances with roll top curb and gutter require a special design entrance gutter to be submitted to the District Engineer/Administrator's Designee for approval.

### **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 save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.
- 2) The permittee assumes full responsibility for any and all (downstream flooding, erosion,

siltation, etc.) damages that may occur as a result of the work performed under this permit. Furthermore, the Department will in no way be responsible for any damage to the facility being placed as a result of future maintenance or construction activities performed by the Department.

- 3) The permittee agrees to move, remove, alter, or change any installation that interferes with the ultimate construction of the highway in alignment or grade 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 as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 5) 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.
- 6) It shall be the permittee's responsibility to obtain any and all necessary permits that may be required by any other government agencies, i.e., U.S. Army Corp. of Engineers, Department of Environmental Quality, Department of Conservation and Recreation, etc.
- 7) 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.
- 8) The permittee shall notify "[VA811](#)" (or each operator of an underground utility where no notification center exists) of any planned excavation within state-maintained right-of-way. This notification must be provided at least 48 hours (excluding weekends and holidays) in advance of commencing with any planned excavation within state-maintained right-of-way. Failure to carry out this requirement may result in permit revocation.
- 9) Any permit may be 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.
- 13) The permittee shall meet or exceed the existing pavement design and typical section when constructing pavement widening adjacent to an existing state-maintained roadway. The proposed pavement design and typical section shall be approved by the district administrator's designee prior to commencing with any work within state-maintained right-of-way. All pavement widening shall be in accordance with VDOT's Road and Bridge Standard 303.02.

### **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 project limits 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) All traffic control plans shall be prepared by a person accredited by VDOT in Advanced Work Zone Traffic Control.
- 5) Individuals responsible for implementation of work zone traffic control measures shall provide evidence of their accreditation upon request from VDOT personnel.
- 6) 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.
- 7) All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers. 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.

- 8) Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
- 9) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
- 10) 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 including Spotsylvania County and Stafford County
  - Central Region (804) 796-4520: All localities within the Richmond construction district including 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
- 11) Lane closure requestors are required to have direct access to LCAMS and VaTraffic. Training is available for both programs, however requestors must complete [ITD-35E](#) & [ITD-36E](#) and return to Ms. Katrina Carrol at [katrina.carroll@vdot.virginia.gov](mailto:katrina.carroll@vdot.virginia.gov). Please contact Katrina Carrol to schedule training.

Contact information:

NRO-(703) 877-3462

Katrina Carrol - LCAMS Technician

[katrina.carroll@vdot.virginia.gov](mailto:katrina.carroll@vdot.virginia.gov)

**Northern Virginia District:** Counties: Arlington, Fairfax, Loudoun and Prince William

**Fredericksburg District:** Counties: Spotsylvania, Stafford.

- 12) Lane closure requests in all the counties listed below are within the Northwest Region and shall be sent to:  
[StauntTrafficManagementCenter@vdot.virginia.gov](mailto:StauntTrafficManagementCenter@vdot.virginia.gov)

Contact information:

NWRO (540) 332-9500

Sandy Wyrick, Lane Closure Coordinator

[Sandy.Wyrick@VDOT.Virginia.gov](mailto:Sandy.Wyrick@VDOT.Virginia.gov)

**Culpeper District:** Counties: Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock

**Staunton District:** Counties: Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren

Lane closure requestors are required to have direct access to LCAMS and VaTraffic. Training is available for both programs, however requestors must complete [ITD-35E](#) & [ITD-36E](#) and return to Ms. Sandy Wyrick at [Sandy.Wyrick@vdot.virginia.gov](mailto:Sandy.Wyrick@vdot.virginia.gov). Please contact Ms. Wyrick at (540) 332-9881 to schedule training.

- 13) Lane closure requests in all the counties listed below are within the Southwest Region and shall be sent to: [SalemTOC@vdot.virginia.gov](mailto:SalemTOC@vdot.virginia.gov)

Contact information:  
SWRO (540) 798-8108  
Vicky Reed, Lane Closure Coordinator  
[vicky.reed@vdot.virginia.gov](mailto:vicky.reed@vdot.virginia.gov)

**Bristol District: Counties:** Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe

**Salem District: Counties:** Bedford, Botetourt, Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski and Roanoke

**Lynchburg District:** Counties: Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Nelson, Pittsylvania and Prince Edward

- 14) Lane closure requests in all the counties listed below are within the Eastern Region and shall be sent to:  
[HRPermits@VDOT.Virginia.gov](mailto:HRPermits@VDOT.Virginia.gov)

Contact information:  
(757) 424-9915  
Sam Holzemer, Lane Closure Coordinator  
[sam.holzemer@vdot.virginia.gov](mailto:sam.holzemer@vdot.virginia.gov)

**Hampton Roads District:** Counties: Accomack, Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greenville.

- 15) Lane closure requests in all the counties listed below are within the Central Region and shall be sent to: [RichmondDist.SmartTraffic@vdot.virginia.gov](mailto:RichmondDist.SmartTraffic@vdot.virginia.gov)

Contact information:  
CRO (804) 609-5338 (804) 401-2756  
Sharod Taylor, Lane Closure Coordinator  
[sharod.taylor@vdot.virginia.gov](mailto:sharod.taylor@vdot.virginia.gov)



**Richmond District:** Counties: Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan and Prince George

**Fredericksburg District:** Counties: Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, and Westmoreland

All requests being directly input into LCAMS and VaTraffic must be entered no later than 12:00 pm on the preceding Thursday for the upcoming week's lane closure activities. Any conflicts with other roadway work must be resolved by close of business on Thursday the week prior to the scheduled lane closure activities with documented resolution sent to the VDOT point of contact provided by the regional traffic operation center LCAMS Administrator. Any requests received after these time limitations will not be approved and the proposed work within VDOT right of way requiring lane closures must be rescheduled.

Lane closure requestors wanting direct access to LCAMS and VaTraffic must submit complete [ITD-35E](#) & [ITD-36E](#) forms to Sharod Taylor at [sharod.taylor@vdot.virginia.gov](mailto:sharod.taylor@vdot.virginia.gov). Online training is available for LCAMS and VaTraffic and VDOT can accommodate any additional training needs. Please contact Sharod Taylor at (804) 609-5338 – (804) 401-2756 to schedule training.

### **Authorized Hours and Days of Work**

Normal hours for work under the authority of a VDOT land use permit are from 9:00 a.m. to 3:30 p.m. Monday through Friday for all highways classified as arterial or collector. All highways classified as local roads will have unrestricted work hours and days.

The district administrator's designee may establish alternate time restrictions in normal working hours for single use permits.

The central office permit manager may establish alternate time restrictions in normal working hours for district-wide permits.

The classifications for all state-maintained highways can be found at the following link: [http://www.virginiadot.org/projects/fxn\\_class/maps.asp](http://www.virginiadot.org/projects/fxn_class/maps.asp)

### **Emergency Repair**

In the event of an emergency that requires immediate action to protect persons or property, work may proceed within the right-of-way without authorization from the district administrator's designee; however, the entrance owner must contact the VDOT Emergency Operations Center as soon as reasonably possible but no later than 48 hours after the end of the emergency situation.

The entrance owner must apply for a separate land use permit from the local district permit office for any emergency maintenance work performed on state-maintained right-of-way when the following actions are proposed:

- Stopping or impeding highway travel in excess of 15 minutes, or,
- Cutting the highway pavement or shoulders.

The district administrator's designee shall determine the applicable permit fee for emergency maintenance permits.

### **Holiday Restrictions**

Permitted non-emergency work will not be allowed on arterial and collector highway classifications from noon on the preceding weekday through the following state observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the observed holiday falls on a Monday, the permit will not be valid from noon on the preceding Friday through noon on Tuesday.

### **Excavation**

All excavation within state-maintained rights-of-way shall comply with OSHA Technical Manual, Chapter 2, Title Excavation: Hazard Recognition in Trenching and Shoring. A professional engineer shall certify all shoring and/or trench boxes.

No excavated material is to be placed or tracked on the pavement without written permission from the District Administrator's designee. When so authorized, the pavement shall be satisfactorily cleaned by a VDOT approved method. No cleaned (track-mounted) equipment is to be used on the pavement without properly protecting the pavement from damage.

Prior to any excavation, the permittee shall comply with the terms of [Title 56, Chapter 10.3](#) of the Underground Utility Damage Prevention Act and [§56-265.14](#) through [§56-265.20](#) of the Code of Virginia. This permit does not grant permission to grade on or near property of others or adjust or disturb in anyway existing utility poles or underground facilities within the permitted area. Permission to do so must be obtained from the impacted utility company and any expense involved shall be borne by the permittee. Any conflicts with existing utility facilities must be resolved between the permittee and the utility owner(s) involved.

### **Inspection and Restoration**

- 1) If during or before construction it is deemed necessary for the local district permit office to assign an inspector to the project, the permittee shall pay the Department an additional inspection fee in an amount that will cover the salary, expense allowance, and mileage allowance for the inspection(s) assigned by the Department for handling work covered by this permit. Said inspection fee shall be paid promptly each month on invoices rendered by the Department.
- 2) The absence of a VDOT inspector does not in any way relieve the permittee of the responsibility to perform the work in accordance with the approved plans and provisions.
- 3) The permittee shall be responsible for any settlement in the backfill or pavement after the completion of work activities under the permit.
- 4) Where the pavement is disturbed or deemed weakened in its entirety or such portions as deemed

desirable by the Department, the pavement shall be restored or replaced in a manner that is satisfactory to the district administrator's designee.

### **Environmental**

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification **107.16**, all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state, and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any land use permit application that involves utility and/or commercial right of way improvement. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
- 2) The permittee is responsible for pursuing and obtaining any environmental permits which may be required to pursue the proposed activity prior to any work beginning within state-maintained right-of-way.
- 3) In the event hazardous materials or underground storage tanks are encountered within state-maintained right-of-way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and other responsible parties, i.e., the local fire department, emergency services, Department of Environmental Quality, etc. The permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state-maintained right-of-way. The permittee shall provide evidence of such compliance to the local district permit office prior to recommencement of permitted activities.
- 4) In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state-maintained right-of-way and shall provide evidence of such compliance to the local district permit office.
- 5) Roadway drainage shall not be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the permittee to insure against siltation of adjacent properties, streams, etc.

### **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 work under permit, 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.

### **Permit Revocation**

At the discretion of the district administrator's designee, a land use permit may be revoked upon written finding that the permittee was not in compliance with all requirements contained herein and/or violated the terms of the permit, or any state and local laws and ordinances regulating activities within the right-of-way.

### **VIRGINIA WORK ZONE TRAFFIC CONTROL TRAINING OPTIONS**

The following three options are available to receive Work Zone Traffic Control (WZTC) training based on an individual's job duties and responsibilities as required by the FHWA Final Rule on Work Zone Safety and Mobility and the Virginia Department of Transportation:

**OPTION 1** – Have someone trained to become a qualified instructor in your company who can then instruct others, utilizing training material provided by VDOT. The following qualifications must be met in order to teach the VDOT Basic, Intermediate, or Advanced WZTC training courses:

- **Basic** – Be flagger certified either by VDOT or by the American Traffic Safety Services Association (ATSSA); possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; and successfully complete the VDOT WZTC Intermediate or Advanced course or complete the ATSSA Virginia Intermediate/Traffic Control Supervisor (TCS) course.
- **Intermediate** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Intermediate/TCS certification.
- **Advanced** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical

experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Advanced Traffic Control Design Specialist (TCDS) certification or ATSSA Virginia Intermediate TCS certification. To become an approved instructor, an application must be completed listing the above qualifications and sent to the chairman of VDOT's WZST committee at the following location:

[https://www.virginiadot.org/business/resources/traffic\\_engineering/memos2/TE-345\\_Work\\_ZoneTrafficControl\\_Training\\_Procedures.pdf](https://www.virginiadot.org/business/resources/traffic_engineering/memos2/TE-345_Work_ZoneTrafficControl_Training_Procedures.pdf)

Basic WZTC courses by the Virginia Rural Water Association can be found at the following location:

<http://www.vrwa.org/> (See Training Schedule)

Training by the Virginia Transportation Construction Alliance (VTCA) can be found at the following location: <http://vtca.org/>

Visit the following site for additional information regarding Virginia's Work Zone Traffic Control training program:

<http://www.virginiadot.org/business/trafficeng-WZS.asp>