



Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601

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 FAX: (540) 662-3351
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 Website: www.winchesterva.gov
 Email: rowpermit@winchesterva.gov

Application for Work in the City Right-of-Way

Date _____

Location of Work

Street Address(es) – Location of Work Area: _____

Contractor Information

 Company or Contractor Name

 Telephone Number

 Address

 City, State & Zip Code

 E-mail address

24-Hour Emergency Contact

 Name

 Telephone Number

Job Information

Estimated Start Date _____ Estimated Completion Date _____

Check All Applicable:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Curb/Sidewalk | <input type="checkbox"/> Street Pavement | <input type="checkbox"/> Driveway Apron | <input type="checkbox"/> Zoning Review (Authorize) |
| <input type="checkbox"/> Sewer Connection | <input type="checkbox"/> Water Connection | <input type="checkbox"/> Storm Connection | |
| <input type="checkbox"/> Gas Connection | <input type="checkbox"/> Directional Boring | <input type="checkbox"/> Above-Ground Utility Work | |
| <input type="checkbox"/> Delivery | <input type="checkbox"/> Other _____ | | |

Zoning Inspector: _____ Date: _____

***Small Cell Applicants: See Page 8

Sidewalk Closure Requested? Yes No

Lane Closure Requested? Yes No

Worksheet – Proposed ROW Work

1	Location of Work – specific names of street(s) (list all):	
2	How many lanes at this location?	
3	How many lanes will need to be closed at any time?	
4	If multiple lanes: Will all lanes be closed at the same time?	
5	If multiple lanes: Will both directions of travel be affected?	
6	Is the proposed ROW work within 100 feet of an intersection?	
7	Is this a MOBILE or STATIONARY operation?	
8	Duration of work?	<input type="checkbox"/> Less than 15 minutes <input type="checkbox"/> 15 minutes – 1 hour <input type="checkbox"/> Greater than 1 hour
9	Planned Hours of Work	
10	Number of Days of Expected Work	
11	Applicable traffic control plan attached?	
12	Scaled map of the work area attached?	
13	Provide a narrative description of the proposed work in the ROW:	

Inspection: **SEE ATTACHED**

Requirements for work

1. The work is to be completed within thirty (30) days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee. If work is not completed within that time, the permit will be cancelled, and a new permit will need to be issued.
2. **This Permit must be kept on the work site and shown on request.**
3. Compaction tests may be required on all major roadways and in other circumstances at the discretion of the City. If compaction tests are required, a copy of each test will be furnished to the Public Services Department before final restoration is made and the job

accepted.

4. **Traffic control is the responsibility of the applicant** and all methods shall be approved by the Public Services Department prior to commencing work. The applicant shall submit a traffic control plan for approval and furnish any and all devices necessary for implementing the approved traffic control plan, including but not limited to signs, cones, barrels and flagmen.
5. Restoration shall be in accordance with the City of Winchester Standards Manual. Located at:
<https://www.winchesterva.gov/sites/default/files/documents/engineering/2017-construction-standard-manual.pdf>
6. Any pavement cut not completed, and which will be left open for more than (1) day, shall be backfilled to surface elevation and sealed with temporary asphaltic emulsion mix (cold mix) or other approved method. Grade 21-A used alone will not be permitted. **Any contractor or utility company found not meeting this requirement will be asked to leave the job.**
7. Applicant shall provide to the Public Services Department the name of at least one contact person and a phone number where they can be reached 24 hours a day. This person shall be responsible for repairing any ditch of the applicant within 2 hours of notification by a Public Services Employee. **Any ditch not being repaired by the applicant within the allotted time will be repaired by the Public Services Department or their agent and the costs of this work, plus administration costs will be charged to the applicant. This cost will include labor, materials, vehicles, overtime if necessary, and standby time, if warranted. The minimum charge for this work will be \$500.**
8. Applicant agrees to be responsible for any settlement or deterioration of the work for a period of one (1) year after acceptance of final restoration by the Public Services Department. If applicant fails to remedy any defects in the ditch within ten working days after notification by the Public Services Department, those repairs may be made by the Department or its agent, and the cost of such repairs, plus administrative costs will be billed to the applicant.
9. **All work must be completed between the hours of 7:00am to 7:00pm**, unless permission is granted for working outside these hours in writing by the City of Winchester.
10. Contractor is responsible for notifying emergency services at the time of street closure and street re-opening. Please call 540-662-4131 to give notice of closings and openings.
11. **Public Utility companies desiring to work in the street shall submit proof that an active franchise agreement or City contract is in effect.**

Submission Checklist

- Completed application
- Traffic Control Plan
- Scaled Map of Work Area/Driveway plan
- Proof of Franchise Agreement or City Contract

Certification

Upon receipt of the requested permit, the applicant, his successors or assigns, agrees to indemnify and save harmless the City of Winchester from all claims for damages to persons or property by reasons of opening, installation or maintenance of any facilities in said street, alley or right-of-way, by virtue of this application.

I have read and understood all requirements outlined in this application package for Work in the City Right-of-Way. I hereby certify that I am authorized to make this application on behalf of the listed applicant and we agree to conform to all applicable laws, codes and ordinance of the City of Winchester and the regulations, MUTCD and Miss Utility "Call Before You Dig" regulations.

By signing this permit, I accept all liability associated with this encroachment.

Applicant Signature _____ Date _____

Print Name and Title _____ Phone # to call for permit pickup _____

OFFICIAL USE ONLY		
Permit #		
CITY ENGINEER	Approval Signature	Date
BACKFILL/FORMS INSPECTION	Approval Signature	Date
FINAL INSPECTION	Approval Signature	Date
CLOSEOUT	Approval Signature	Date

Inspections

All ROW permit holders are responsible for requesting and obtaining three (3) inspections, with signature, by the City's Engineering Division:

1. Initial Inspection

Contact the Engineering Division to schedule an Initial Inspection 24-48 hours prior to work; this inspection must take place prior to beginning work and after permit is approved. The Inspector will ensure City of Winchester ordinance and specifications are communicated and confirm contractor/citizen involvement for future inspections. **Inspector signature required for validation.**

2. Back Fill/Concrete Inspection

Contact the Engineering Division to schedule a Backfill/Concrete Inspection; this inspection must take place before any backfill and/or prior to pouring concrete to ensure specifications are met and connections conform to regulations. **Inspector signature required for validation.**

3. Final Inspection

After completing the work approved, contact the Engineering Division to schedule a Final Inspection. The inspection will be completed at the appropriate time (30 days after asphalt installation, 6 months after concrete installation). If work fails to pass final inspection, the inspector will contact you for corrective action. **Inspector signature required for validation.**

For after hours utility emergencies, such as main breaks or cut lines, please contact our on call City Utilities representative at 540-686-7173. A representative is available 24/7.

		<u>PERMIT NO.</u>
<u>Initial Inspection</u>		
ONSITE CONTACT		MEETING DATE
NOTES		
INSPECTOR SIGNATURE		DATE
<u>Backfill/Concrete Inspection</u>		
ONSITE CONTACT		MEETING DATE
NOTES		
INSPECTOR SIGNATURE		DATE
<u>Final Inspection</u>		
ONSITE CONTACT		MEETING DATE
NOTES		
INSPECTOR SIGNATURE		DATE



WATER OR SEWER? EMERGENCY?

First, call the
City of Winchester's
Utilities **24/7** Emergency
Hotline: 540-686-7173

(Monitored by City staff for quick response)

Winchester
public services *Virginia*

www.WinchesterVA.gov/utilities



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