

## DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

### FINANCE/PROGRAMMING

**Guidance Documents:** VDOT Info & Service: Fiscal Year 2015 Commonwealth Transportation Fund budget and Fiscal Year 2015 VDOT budget, adopted June 18, 2014

Interprets/implements: §33.2-221 (C), Code of Virginia

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or e-mail [laura.farmer@vdot.virginia.gov](mailto:laura.farmer@vdot.virginia.gov).

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, §33.2-221 (C). These items may also be viewed at the VDOT website at the following address:

[http://www.virginiadot.org/about/vdot\\_budget.asp](http://www.virginiadot.org/about/vdot_budget.asp)

**Guidance Document:** The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, October, 2011

Interprets/implements: Article 1 of Chapter 15 of Title 33.2 (§33.2-1500 *et seq.*), Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. The document may also be viewed on the Internet at [http://www.virginiadot.org/projects/virginia\\_transportation\\_infrastructure\\_bank.asp](http://www.virginiadot.org/projects/virginia_transportation_infrastructure_bank.asp)

Questions regarding interpretation or implementation of this document may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or e-mail [laura.farmer@vdot.virginia.gov](mailto:laura.farmer@vdot.virginia.gov).

**Guidance Document:** Virginia Six-Year Improvement Program, adopted June 18, 2014  
Interprets/implements: §33.2-214, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Improvement Program (SYIP) may also be viewed on the Internet at <http://www.virginiadot.org/projects/syp-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Infrastructure Investment Director at (804) 371-4864 or FAX (804) 371-8719.

## **PRELIMINARY ENGINEERING**

**Guidance Document:** VDOT Policy Manual for Public Participation in Transportation Projects, revised July 10, 2014  
Interprets/implements: §33.2-208 (B), Code of Virginia

This document is available electronically from the VDOT Public Website at the following address:

[http://www.virginiadot.org/business/resources/LocDes/Public\\_Involvement\\_Manual.pdf](http://www.virginiadot.org/business/resources/LocDes/Public_Involvement_Manual.pdf)

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** Guidance Document for Determination of Certain Financial Benefits for Displacees, effective October 1, 2014  
Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923 or FAX (804) 786-1706. This document is also included as part of Chapter 6 of the Right of Way Manual of Instructions, which is available from VDOT's website at <http://www.virginiadot.org/business/row-default.asp>.

**Guidance Document:** Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, November 2014  
Interprets/implements: §33.2-1800 *et seq.*, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Office of Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-0455 or faxing FAX (804) 786-0476. This document is also accessible via the Internet from the following address:

[http://www.vappta.org/resources/UPDATED\\_PPTA\\_Implementation\\_Manual\\_11-07-14\\_FOR\\_POSTING\\_TO\\_WEBSITE\\_-\\_changes\\_accepted.pdf](http://www.vappta.org/resources/UPDATED_PPTA_Implementation_Manual_11-07-14_FOR_POSTING_TO_WEBSITE_-_changes_accepted.pdf)

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Dusty Holcombe, Deputy Director, Office of Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219, telephone (804) 786-3173, FAX (804) 786-0476, or e-mail [dusty.holcombe@vdot.virginia.gov](mailto:dusty.holcombe@vdot.virginia.gov).

**Guidance Document:** Design-Build Procurement Manual, October 2011  
Interprets/implements: §33.2-209 (B), Code of Virginia

**Guidance Document:** Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, January 2012  
Interprets/implements: §33.2-209 (B) and §33.2-1800 et seq., Code of Virginia

**Guidance Document:** Design-Build Evaluation Guidelines, Revised May 2014  
Interprets/implements: §33.2-209 (B), Code of Virginia

Design-Build documents are available at: <http://www.virginiadot.org/business/design-build.asp>

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternate Project Delivery Office, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 692-0476, or e-mail [Shailendra.Patel@VDOT.Virginia.gov](mailto:Shailendra.Patel@VDOT.Virginia.gov).

**Guidance Document:** 2009 Manual for the Procurement and Management of Professional Services, revised July 1, 2012 (available from <http://www.virginiadot.org/business/gpmmps.asp>)  
Interprets/implements § 2.2-4300 et seq., Code of Virginia

Questions regarding interpretation or implementation of this document may be directed to Jeff Rodgers, Consultant Procurement Office, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2552, or e-mail [Jeff.Rodgers@VDOT.Virginia.gov](mailto:Jeff.Rodgers@VDOT.Virginia.gov).

**Guidance Document:** Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2014)  
Interprets/implements §33.2-215, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1201 E. Broad St., Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager at (804) 371-6766 or FAX (804) – 786-7401.

## **PROJECT DELIVERY**

**Guidance Document:** Economic Development Access Program Guide, revised October 2014

Interprets/implements: §33.2-1509, Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Recreational Access Program Guide, revised October 2014  
Interprets/implements: §33.2-1510, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Airport Access Program Guide, revised October 2014  
Interprets/implements: §33.2-1509, Code of Virginia, Airport Access Fund Policy (24VAC30-451)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at:  
<http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Transportation Alternatives Program Guide, August 2013  
Interprets/implements: §§33.2-221 (C) and 33.2-114, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at:  
[http://www.virginiadot.org/business/resources/transportation\\_enhancement/Transportation Alternatives Program Guide.pdf](http://www.virginiadot.org/business/resources/transportation_enhancement/Transportation_Alternatives_Program_Guide.pdf)

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Alternatives Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 371-0847, or e-mail [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov) or [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov).

**Guidance Document:** Urban Construction Initiative Program Administration Guide, October 2009  
Interprets/implements: §33.2-362, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

This document may be accessed at:  
[http://www.virginiadot.org/business/resources/local\\_assistance/UCI/UCI Guide Update 09 final.pdf](http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf)

Questions regarding interpretation or implementation of this document may be directed to Todd Halacy at the same address or telephone number (804) 786-3438.

**Guidance Document:** Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, November 2014  
Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

This document may be accessed at:  
[http://www.virginiadot.org/business/resources/local\\_assistance/Urban Construction and Maintenance Program Guidance.pdf](http://www.virginiadot.org/business/resources/local_assistance/Urban_Construction_and_Maintenance_Program_Guidance.pdf)

Questions regarding interpretation or implementation of this document may be directed to Todd Halacy at the same address or telephone number (804) 786-3438.

**Guidance Document:** Revenue Sharing Program Guidelines, July 2014  
Interprets/implements: §33.2-357, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the

same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may also be accessed at:

<http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Locally Administered Projects Manual, July 2010, revised February 2014

Interprets/implements: §§33.2-209, 33.2-214, 33.2-221, and 33.2-338, Code of Virginia

Copies of these documents may be obtained either free of charge or at a specified charge for excess copies by contacting John Simmers at the same address, telephone (804) 786-2571. The document may also be accessed at:

[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)

Questions regarding interpretation or implementation of this document may be directed to John Simmers at the same address and telephone number given above

Copies of the above documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

## OPERATIONS

**Guidance Document:** Traffic Engineering Division Memoranda, issued 1967-present  
Interpret/implement: §2.2-604, §33.2-224, and §46.2-830 Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24 VAC 30-315-10 E)

Copies of the Traffic Engineering Memoranda (1967- present) may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Harry Campbell at the same address, telephone (804) 786-6374 or email: [harry.campbell@vdot.virginia.gov](mailto:harry.campbell@vdot.virginia.gov) or Marc Lipschultz at the same address, telephone (804) 371-6022 or email: [marc.lipschultz@vdot.virginia.gov](mailto:marc.lipschultz@vdot.virginia.gov). This document is also available online at:

[http://www.virginiadot.org/business/traffic\\_engineering\\_memoranda.asp](http://www.virginiadot.org/business/traffic_engineering_memoranda.asp).

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

**Guidance Document:** Traffic Calming Guide for Local Residential Streets, October 2002, revised July 2008

Interprets/implements: §2.2-604, §33.2-224, and §46.2-830, Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24 VAC 30-315-10 E)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Traffic Engineering Division, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Steve Edwards at the same address, telephone (804) 786-0121 or email: [steve.edwards@vdot.virginia.gov](mailto:steve.edwards@vdot.virginia.gov). This document is also available online at:

<http://www.virginiadot.org/programs/resources/TrafficCalmingGuideOct2002.pdf> with additional information about the process online at:  
<http://www.virginiadot.org/programs/faq-traffic-calming.asp>.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

**Guidance Document:** Traffic Impact Analysis Regulations Administrative Guidelines, revised November 2014 (available at [http://www.virginiadot.org/info/traffic\\_impact\\_analysis\\_regulations.asp](http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp)  
Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

**Guidance Document:** Frequently Asked Questions on the Access Management Regulations and Standards, November 2014 (available at [http://www.virginiadot.org/info/access\\_management\\_regulations\\_and\\_standards.asp](http://www.virginiadot.org/info/access_management_regulations_and_standards.asp)  
Interprets/implements: Access Management Regulations (24 VAC 30-73).

**Guidance Document:** Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, December 2011 (available at [http://www.virginiadot.org/info/secondary\\_street\\_acceptance\\_requirements.asp](http://www.virginiadot.org/info/secondary_street_acceptance_requirements.asp)  
Interprets/implements: Secondary Street Acceptance Requirements (24 VAC 30-92)

**Guidance Document:** Land Use Permit Regulations Guidance Manual, revised May 20, 2013 (available at [http://www.virginiadot.org/business/resources/Land\\_Use\\_Permit\\_Regulations\\_2011/Land\\_Use\\_Permit\\_Regulations\\_Guidance\\_Manual\\_.pdf](http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2011/Land_Use_Permit_Regulations_Guidance_Manual_.pdf))  
Interprets/implements: Land Use Permit Regulations (24 VAC 30-151)

Land Development Inspection Documentation Best Practices Manual, December 2014 (available at [http://www.virginiadot.org/info/land\\_development\\_inspection\\_documentation\\_best\\_practices\\_manual.asp](http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp))  
Interprets/implements: Land Use Permit Regulations (24 VAC 30-151), Secondary Street Acceptance Requirements (24VAC30-92)

**For further information, please refer to the links under the "Transportation Planning" category at <http://www.virginiadot.org/projects/default.asp>.**

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Barbara House at the same address, telephone (804) 786-2963. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert W. Hofrichter, Assistant Transportation and Mobility Planning Division Administrator, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or e-mail at [Robert.Hofrichter@vdot.virginia.gov](mailto:Robert.Hofrichter@vdot.virginia.gov).

**Guidance Document:** Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012  
Interprets/implements: §33.2-316, Code of Virginia

**Guidance Document:** Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012  
Interprets/implements: §33.2-384, Code of Virginia

**Guidance Document:** Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012  
Interprets/implements: §33.2-405 et seq., Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Communications, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.