

FORMS USED WITH 24 VAC 30-71-10 et seq.

This regulation has no forms of its own. It references forms (see following pages) used for the Land Use Permit Manual (24 VAC 30-150-10 et seq.). These forms may be accessed via VDOT's Internet site at the following address:

<http://www.extranet.vdot.state.va.us/forms/>



Land Use Permit Application No. _____
Commonwealth of Virginia
Department of Transportation

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. 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 offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistant Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personalty of whatever kind or description that may hereafter be located, should this application be approved.

APPLICANT: TYPE OR PRINT CLEARLY

Owner Name _____ Address _____ City _____ State _____ ZCode _____ Social Security or Tax ID number _____ Contact Person _____ E-mail Address _____ Phone # (____) ____-____ Fax # (____) ____-____ Emergency (24) Hour Phone Number (____) ____-____	Permit Term Requested _____ Fees Enclosed \$ _____ Check Number _____ Coupons _____ Money Order _____ Other _____ The estimated cost of work to be performed on VDOT Right of Way \$ _____
Agent Name _____ Address _____ City _____ State _____ ZCode _____ Social Security or Tax ID number _____ Contact Person _____ E-mail Address _____ Phone # (____) ____-____ Fax # (____) ____-____ Emergency (24) Hour Phone Number (____) ____-____	Surety Information: Surety Posted by Owner <input type="checkbox"/> or Agent <input type="checkbox"/> Surety Issued By _____ Amount of Surety \$ _____ Obligation Amount \$ _____ Bond # _____ Letter of Credit # _____ Corporate Surety <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Waived <input type="checkbox"/> Cash Surety <input type="checkbox"/>

Request Permission: To perform the following activity(s) _____

 _____ as per attached plans.

Location: Tax Map Number _____ Applicant Job No. _____
 Geographically in County / Town / City of _____ On Highway Route and /or Name _____
Between Route _____ St. Name _____ Latitude _____ Longitude _____
And Route _____ St. Name _____ Latitude _____ Longitude _____

IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH THIS PROJECT, COVERED BY ACCOUNT RECEIVABLE NUMBER.

Signature of applicant _____ **Title** _____ **Date** _____
Signature of agent _____ **Title** _____ **Date** _____

All applicable items on this form must be completed before your request can be considered. Recheck information furnished to avoid delay. Prepayment Required - make Remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged of CHECK _____, COUPON _____, M.O. _____, OTHER (Specify) _____, In The Amount of \$ _____. Permit Fee \$ _____, Cash Surety \$ _____. VDOT Reference Number _____.
 Signed _____ VDOT.

White Copy To Central Office Pink Copy To Permit Office Blue Copy To District office Yellow Copy To Applicant



Virginia Department of Transportation
Land Use Permit Surety Bond
Maintenance Division

BE KNOWN THAT WE _____ as Principal, and _____ a corporation duly incorporated under the Laws of the State of _____, as Surety, are held and firmly bound unto the Commonwealth of Virginia in the full and just sum of _____ U. S. Dollars (\$ _____), to be paid to the said Commonwealth of Virginia to the payment whereof we hereby bind ourselves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, sealed and dated this ____ day of _____, A. D. _____.

WHEREAS, The said Principal hereunder has been or will be granted permit(s) authorizing one or more of the following activities;(A) to move house property upon public highways of Virginia (B) to cut surface of the highways of Virginia, or to tunnel under such highways; (C) to install and/or erect and maintain telephone, electric power lines, water, sewer, gas or other utilities on, under or over such highways, bridges or tunnels;(D) to install an entrance or tie-in into a public roadway and/or grading upon the Right -of- way; or (E) for the following purposes: Explain below exact purpose(s) for which surety coverage is being obtained.)

_____ **Work to be performed in the county /or city of** _____

THEREFORE, The conditions of this obligation are such that if the said Principal shall in all respects comply with the terms and conditions of said permit(s), and fully meet and perform obligations thereunder in accordance with requirements for permits as set forth in the Land Use Permit Manual and Hauling Permit Manual in effect at time of issuing permit, and shall satisfactorily complete the work permitted, and shall indemnify and save harmless the Commonwealth of Virginia against and from all loss, cost, expense damage or injury to highways and bridges and to persons and property lawfully on such highways, growing out of the granting of such permit(s) to said Principal, then this obligation be void, otherwise to be and remain in full force and virtue.

NOW, THEREFORE, It is expressly understood that this Bond may be canceled by the Surety at the expiration of sixty (60) days from the date which the Surety shall have lodged with the Commonwealth Transportation Commissioner or his designees written notice to so cancel. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability already accrued, or which shall accrue, on permits issued before the expiration of the sixty-day period. **Bonds securing performance on specified active permit(s) may be canceled only upon satisfactory completion of permit(s), as determined by the Department Engineer.** NOTE: Continuous Bond cannot be canceled unless facilities covered by the permit have been removed from the Right -of-way, or the principal has arranged for replacement surety protection. **ALL permit work covered under section (C) above shall be covered by a bond at all times.**

Said principal and surety, being properly authorized, have caused these presents to be executed and their seals affixed the day and year first above written.

Surety Name _____	Principal Name _____
Bond Number _____	SSN or Tax IDN _____ - _____ - _____
Address _____	Address _____
City _____ State _____ ZCode _____	City _____ State _____ ZCode _____
Contact Person _____	Contact Person _____
Phone Number (_____) _____ - _____	Phone Number (_____) _____ - _____
Attorney-in-Fact Name _____	Signature _____
Signature _____	

Attorney-In-Fact
(Seal)

*** POWER OF ATTORNEY AUTHORIZATION TO BE ATTACHED**

Acknowledgement of Principal

STATE OF _____
COUNTY /TOWN/CITY OF _____

I, the undersigned, a Notary Public in and for the County /Town / City aforesaid, in the State aforesaid, do certify that, _____ whose name as Principal is signed to the foregoing writing bearing date on the _____ day of _____, _____, personally appeared before me and acknowledged the same.

Given under my hand this _____ day of _____, _____.

My Commission expires: _____.

Notary Public

Affidavit and Acknowledgement of Surety

STATE OF _____
COUNTY/TOWN/CITY OF _____

I, the undersigned, a Notary Public in and for the County/Town/City aforesaid, in the State aforesaid do certify that, _____ (Attorney in fact name) personally appeared before me and made oath that he is _____ (Title) of the _____ (Name of Surety), that he is duly authorized to execute the foregoing bond by virtue of a certain power of attorney of said company; that said power of attorney has not been revoked; that the said company has complied with all the requirements of law regulating the admission of such companies to transact business in the State of Virginia; that the said company holds the certificate of the Commissioner of Insurance authorizing it to do business in the State of Virginia; that it has a paid-up cash capital of not less than \$250,000; that the paid-up capital plus the surplus and undivided profits of said company is \$ _____; that the penalty of the foregoing bond is not in excess of ten percentum of said sum; that the said company is not by said bond incurring in the aggregate, on behalf or on account of the principal names in said bond, a liability for an amount larger than one-tenth of its paid-up capital, plus its surplus and undivided profits; that the said company is solvent and fully able to meet promptly all its obligations, and the said _____ (Attorney in fact name) thereupon, in the name and on behalf of the said company, acknowledged the foregoing writing as its act and deed.

Given under my hand this _____ day of _____, _____.

My Commission expires: _____.

Notary Public

Original to be filed with the Virginia Department of Transportation
Request for Land Use Permit Surety Bond Cancellation may be addressed to:

Virginia Department of Transportation

.....

.....

.....