



**LAND USE PERMIT**  
**LUP-DWTLE District-wide Permit - Temporary Logging Entrances**

Section [24 VAC 30-151-30.C.2](#) of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that district-wide permits may be issued for the installation, maintenance and removal of temporary entrances onto non-limited access state maintained highways for the purpose of harvesting timber.

**Permittee Agreement for Land Use Permit Issuance**

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a district-wide VDOT Land Use Permit authorizing the installation, maintenance and removal of temporary logging entrances on non-limited access state maintained highways:

Type or Print Clearly

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

**Applicant's Federal Tax ID No. or Driver's License No.:**  
\_\_\_\_\_

**Applicant's Address:**  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business Telephone No.:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ **24-Hour Telephone No.:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

**Fax No.:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Applicant's Title:** \_\_\_\_\_

**VDOT 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 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 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 shall be made for a district-wide VDOT land use permit for the installation, maintenance and removal of temporary logging entrances on state maintained highways through the central office permit manager at 1401 East Broad Street, Richmond, VA 23236.

## **Contact Information**

A list of counties with their corresponding VDOT district offices and contact information may be obtained at the following VDOT web site: <http://www.virginiadot.org/about/districts.asp>

Brent Pollard – [brent.pollard@vdot.virginia.gov](mailto:brent.pollard@vdot.virginia.gov) - (804) 225-3523

Ryan McGrath – [ryan.mcgrath@vdot.virginia.gov](mailto:ryan.mcgrath@vdot.virginia.gov) - (804) 640-3222

## **Permit Term and Fees**

“District” is defined as no more than nine (9) contiguous counties or a single VDOT construction district.

District-wide permits are valid for a period of two (2) years. The 2-year fee for a district-wide permit for the installation, maintenance and removal of temporary logging entrances is \$750 per district.

A list of counties with their corresponding VDOT district offices and VDOT contact information may be obtained on the VDOT web site at: <http://www.virginiadot.org/about/districts.asp>

## **Surety Requirement**

A surety in the amount of ten-thousand dollars (\$10,000.00) per district is required to restore the right-of-way in the event of damage to state maintained facilities within the immediate proximity of the temporary entrance. The surety may be in the form of cash, check, Irrevocable letter of Credit or LUP-SB surety bond.

## **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.

## **Insurance Requirements**

The permittee or their agent shall secure and maintain insurance to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a land use permit and from the operation of the permitted activity up to one million dollars (\$ 1,000,000) each occurrence to protect the Board members and the Department's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Board, the Department, or the Commonwealth in event of suit. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the land use permit.

## 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 and/or their agent shall adhere to the terms and conditions as stipulated in the permit assembly without exception. Any deviation may result in the temporary revocation of the land use permit for a minimum of 30 calendar days.
- 3) The permittee or their agent must contact the appropriate district administrator's designee prior to installing a new logging entrance or initiating the use of an existing entrance for logging access.
- 4) The permittee and/or their agent must contact the appropriate district administrator's designee for final inspection upon completion of logging activities and closure of the temporary entrance.
- 5) The staging or parking of logging vehicles, trailers or other related equipment on state maintained rights-of-way is strictly prohibited.
- 6) The issuance of a district-wide permit is in no way to be inferred as a conveyance of any interest in real estate property or facilities owned in whole or part by the Virginia Department of Transportation.
- 7) The permittee and/or their agent should immediately contact the nearest local district permit office with any interpretive questions or if involved in an accident.
- 8) 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. Additional information can be found at:  
[http://www.virginiadot.org/business/resources/IIM/TE-383\\_Request\\_for\\_Marking\\_VDOT\\_Utility\\_Location.pdf](http://www.virginiadot.org/business/resources/IIM/TE-383_Request_for_Marking_VDOT_Utility_Location.pdf)

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.

- 9) Photo duplication and distribution of a district-wide land use permit, along with any/all special provisions is authorized so that the permittee or their agent can provide their respective work crew(s) and other employees with information necessary to perform the authorized activities in a safe and expedient manner.
- 10) A legible copy of the district-wide land use permit shall be posted near or at the logging entrance during logging operation.
- 11) Within the limits of a VDOT construction project it is the responsibility of the permittee to obtain the contractor's consent in writing prior to encroachment into the right-of-way. Information regarding current and/or planned VDOT construction and maintenance activities can be obtained at: <http://www.virginiaroads.org/>.
- 12) 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.

### **Inspection of the Work**

All activities authorized under the auspices of a district-wide land use permit may be subject to inspection by authorized VDOT personnel. When warranted, any/all costs associated with said inspections shall be borne by the permittee.

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

Normal hours for work under the authority of a 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 central office permit manager may establish alternate time restrictions in normal working hours and days 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)

### **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.

### **Traffic Control & Safety**

- 1) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors. 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.

- 2) The permittee shall install traffic control devices in accordance with Typical Traffic Control (TTC) layout [TTC-63.0](#) as outlined in the [Virginia Work Area Protection Manual](#) located at [http://www.virginiadot.org/business/resources/wztc/Virginia\\_WAPM\\_2011\\_web.pdf](http://www.virginiadot.org/business/resources/wztc/Virginia_WAPM_2011_web.pdf)
- 3) 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.
- 4) 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, the approved plans and specifications, the Virginia Work Area Protection Manual, and the Manual of Uniform Traffic Control Devices.
- 5) A person accredited by VDOT in [Intermediate](#) Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout or implementation of any standard Typical Traffic Control (TTC) layouts outlined in the [Virginia Work Area Protection Manual](#).
- 6) All traffic control plans shall be prepared by a person accredited by VDOT in [Advanced](#) Work Zone Traffic Control.
- 7) Individuals responsible for implementation of work zone traffic control measures shall provide evidence of their accreditation upon request from VDOT personnel.
- 8) 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 does not involve the installation, maintenance and removal of work zone traffic control devices and is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
- 9) Non-compliance with the requirements outlined in VDOT Road and Bridge Specification, Special Provision 105.14 may result in a stop work order and / or permit revocation.
- 10) 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 in accordance with the [Virginia Work Area Protection Manual](#). 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.
- 11) Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
- 12) 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.
- 13) During authorized activities, the permittee shall furnish all necessary signs, flag persons and other devices to provide for the protection of traffic and workers in accordance with the [Virginia Work Area Protection Manual](#) or as directed by the district administrator's designee.

- 14) All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- 15) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
- 16) All lane or shoulder closures on highways in the Northern Virginia construction district classified as arterial or collector routes must be authorized, documented in writing or by electronic communication by the VDOT Transportation Operations Center (NRO/TOC).
- 17) 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.

### **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>

## **Environmental**

1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification 107.16 (a), 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 and all 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, and 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 locality to insure against siltation of adjacent properties, streams, etc., in accordance with VDOT's current standards or as prescribed by the Department's Environmental Manual and the district administrator's designee.

#### **Activities Not Authorized by a District-wide Land Use Permit**

A separate single use permit will be required when the following activities associated with the installation, maintenance and removal of temporary logging entrances:

- Constructing a permanent entrance;
- Making permanent upgrades to an existing entrance. Improvements to existing entrances that are not permanent upgrades will not require the issuance of a separate single use permit;
- Cutting the pavement;
- Grading within the right-of-way beyond the immediate area of the temporary entrance.
- Performing timber harvesting activities within state maintained right-of-way.
- Stopping or impeding highway travel in excess of 15 minutes or implementing traffic control that varies from the standard, or any combination of these, as outlined in the Virginia Work Area Protection Manual.

#### **Permit Revocation**

A district-wide permit authorizing the installation, maintenance and removal of temporary logging entrances may be revoked for a minimum of 30 calendar days upon written finding that the permittee violated the terms of the permit or any of the requirements of this chapter, including but not limited to any, all, or a combination of the following:



- The permittee fails to implement all necessary traffic control in accordance with the [Virginia Work Area Protection Manual](#).
- The permittee fails to utilize VDOT certified flag persons for traffic control. Each certified flag-person must carry a certification card when flagging traffic and have it readily available for inspection when requested by authorized personnel.
- The permittee fails to contact the appropriate district administrator's designee prior to installing a new temporary logging entrance or initiating the use of an existing entrance for logging access.
- The permittee fails to contact the appropriate district administrator's designee for final inspection upon completion of logging activities and closure of the temporary logging entrance.
- The permittee fails to restore all disturbed right-of-way at the temporary entrance, including but not limited to ditches, shoulders, and pavement, to pre-activity condition subject to acceptance by the appropriate district administrator's designee.
- The permittee or their agent fails to remove excessive mud and any debris that constitutes a hazardous condition from the highway pursuant to a request from the appropriate district administrator's designee. Non-compliance may also result in the issuance of a separate citation from the Virginia State Police or a local law enforcement authority.
- The permittee performs activities under the jurisdiction of a district-wide permit that requires the issuance of a single use permit.

The permittee must obtain single-site single use permits from the local district permit office where the activity is to occur to continue the installation, maintenance and removal of temporary logging entrances during this revocation period. In addition VDOT may apply additional penalties in accordance with [§33.2-1221](#).

#### **Permittee Notice**

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager and affirmation from the [Land Use Permit Regulations](#).

LAND USE PERMIT LUP-LC Bank Irrevocable Letter of Credit

[Bank Letterhead]

LETTER OF CREDIT BANK AGREEMENT

Date: \_\_\_\_\_

APPLICANT NAME:

Issuing Bank: \_\_\_\_\_

Tax ID number or Driver's license Number:

Address: \_\_\_\_\_

Telephone Number:

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Address:

Amount:

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Expiration Date: \_\_\_\_\_

VIRGINIA DEPARTMENT OF TRANSPORTATION

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

We hereby issue Irrevocable Letter of Credit number \_\_\_\_\_ in favor of the Virginia Department of

Transportation (the Department) for the account of

\_\_\_\_\_ in an amount not to exceed \_\_\_\_\_ U.S. Dollars (\$ \_\_\_\_\_ ) available by sight draft on the above stated issuing bank accompanied by the documents specified below:

A certified statement signed by the Department's Permit Manager or their representative stating that \_\_\_\_\_ has not satisfactorily completed work pursuant to the permit issued to the permittee or his agent to perform the work as described on the face of the land use permit in the **County of** \_\_\_\_\_, Virginia.

A certified statement signed by the Department's Permit Manager or their representative stating that: **"This draw is for the explicit purpose of providing for completion or restoration of the right of way to the terms of the Land Use Permit Regulations and pursuant to the agreement of the permittee or their Agent to perform the work covered by permit to the satisfaction of the Department."** All drafts must bear the clause "Drawn under \_\_\_\_\_ Irrevocable Letter of Credit No. \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_\_."

We hereby engage with drawers, endorsers and bona fide holders that all drafts drawn in compliance with the terms of this credit shall be duly honored upon presentation and delivery of this document. This Irrevocable Letter of Credit shall remain in full force and effect for a period of two (2) years from the date hereof and shall automatically renew itself from year to year for three (3) years, one (1) year periods thereafter unless and until the above issuing bank shall give ninety (90) days prior written notice to the department by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, of its intent to terminate same at the expiration of said ninety-day period. During said ninety (90) days notice period, this Irrevocable Letter of Credit shall remain in full force and effect.

During the last thirty (30) days while this Irrevocable Letter of Credit is in force and effect after notice of termination has been given, the Department may draw up to the full amount of this Irrevocable Letter of Credit when accompanied by a document stating that \_\_\_\_\_ has failed to provide an acceptable substitute Irrevocable Letter of Credit or deposit in an escrow account, and further stating that **"The draw will be held by the Department for the sole purpose of providing for the completion or restoration of the right of way for work covered by the land use permit issued to \_\_\_\_\_ until such work is completed or restored to the Department's satisfaction.**

**This Irrevocable Letter of Credit shall be terminated upon the Department's Permit Manager or their appointed representative giving written release stating that the terms of the permit have been completed and accepted by the Department."** Requests for the termination of this Irrevocable Letter of Credit should be addressed to the local Department office that issued the land use permit.

Except as otherwise expressly stated herein, this credit is subject to the Uniforms Customs & Practices for Documentary Credit (2007 Revision), International Chambers of Commerce Publication No. 600.

Attest: \_\_\_\_\_

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title



2010 Land Use Permit Regulations
LUP-SB Surety Bond

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 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 \_\_\_\_\_ (month), 20\_\_\_\_\_ (year).

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, city or town 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 in effect at time of permit issuance, 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 \_\_\_\_\_

TAX ID # or DMV ID #

Address \_\_\_\_\_

Address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact person \_\_\_\_\_

Contact person

Telephone number \_\_\_\_\_

Telephone number

Attorney-in-Fact Name \_\_\_\_\_

Signature

Signature \_\_\_\_\_

**POWER OF ATTORNEY AUTHORIZATION TO BE ATTACHED**

**Acknowledgement of Principal**

**Attorney-In-Fact**

**(Seal)**

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 this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_\_ (year), personally appeared before me and acknowledged the same.

Given under my hand this day of \_\_\_\_\_ (month), 20\_\_\_\_\_ (year)

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, . (Name of Attorney in Fact) 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 \_\_\_\_\_ (month), 20\_\_\_\_\_ (year)

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

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