



CITY OF MANASSAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 PLANNING & DEVELOPMENT
 9027 Center Street, Room 201
 Manassas, VA 20110
 Phone: 703-257-8278 Fax: 703-257-5831
www.manassascity.org/691/Development-Services
 Email: PermitStatus@ci.manassas.va.us



RIGHT OF ENTRY/EXCAVATION PERMIT APPLICATION

Applicant Information

Applicant Name _____ Permit Number _____ Date of Application _____

Applicant Email Address _____ Applicant Phone Number _____

Franchise / Utility
 General Customer (Plumber/Homeowner)
 Other (Small Cell, Red Light Camera, etc.)
 Applicant Type

Work Site Information

Address of Proposed Work _____

Owner Name _____ Owner Phone Number _____

Sub-Contractor Name _____ Superintendent Name _____

Superintendent Email Address _____ Superintendent Phone Number _____

Attach detailed map/plan (**REQUIRED**). Provide a detailed description below of the proposed work including lot addresses along the impacted areas.

Location of proposed work: Street Yard Alley Sidewalk Ditch Other _____

Type of Surface and Exact Size of Disturbance: Concrete Asphalt Other _____ Size of Area: _____ Linear Sq. Ft.

Are roads impacted: Yes No Work Zone Certification Attached

Proposed Construction Schedule: _____ Estimated Start Date _____ Estimated Completion Date _____

Proposed Major Milestones: _____

A copy of bond to be used to cover the project is attached. (Note: Franchise Agreement holders are required to provide a copy)

For Staff Use Only:

Permit Expiration Date: _____	Permit Fees: \$ _____
Has street been repaved in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Restoration Fee: _____	Check Number: _____
Bond Amount: _____	Miss Utility Ticket Number: _____
Reviewed / Approved By: _____	Approval Date: _____
Restoration / Inspection Approved By: _____	Inspection Date: _____

**THE CITY OF MANASSAS RIGHT-OF-ENTRY/EXCAVATION PERMIT
RULES AND REGULATION**

Franchise/Utility/Small Cell Customers

1. Permittee (or Applicant) is responsible to contact the City of Manassas Construction Inspections Department at 703-257-8227 a minimum of 72 hours prior to the commencement of any work. A pre-construction discussion is required and if a pre-construction meeting is mandatory it will be noted at that time.
2. Certificate of Insurance shall be provided to the City prior to the issuance of any Land Disturbing Permit or Excavation Permit.
3. A copy of the bond shall be provided as part of the application including Permittee with Franchise Agreement.
4. All pavement open cuts, to include test pits, shall be shown on the attached map/plan.
5. The Permittee agrees to provide traffic control in accordance with current Virginia Department of Transportation Specifications, the Virginia Work Protection Manual Standards and Guidelines, and the Manual on Uniform Traffic Control Devices (MUTCD) and as approved as part of this permit. A work zone certification form and a Maintenance of Traffic (MOT) must be submitted as part of the application if the proposed work will impact roads, sidewalks or lot entrances.
6. All work performed within the City's right-of-way shall be subject to future maintenance and/or relocation at the expense of the Permittee.

All Customers

7. All applicable regulations of Federal, State, or City agencies that exceed the provisions contained herein shall have precedence over the same.
8. Permittee shall contact Miss Utility at 811 or 800-552-7001 for location of all utilities in the vicinity of the proposed work. Issuance of this permit does not constitute notification of the City for it to mark its utilities through the Miss Utility Program.
9. All excavation performed in the City Right-of-Way paved areas shall be in conformance with the DCSM.
10. Public travel is to be blocked only in the manner as described in this permit. Access to private properties shall be maintained during all times.
11. The Permittee shall immediately correct any situation that may arise as a result of the work that is deemed hazardous by the City of Manassas.
12. The City of Manassas reserves the right to stop work at any time if the terms of this Permit are not satisfactorily complied with; and at its discretion may complete any of the work covered in the permit at the expense of the Permittee. This permit may be revoked and the Permittee may be required to relocate, alter, change, or remove from the right-of-way any installations made under this permit when the work, conditions, or safety measures as specified in this permit are not complied with.
13. Any roadway improvements constructed under this permit must be made to meet current City DCSM and VDOT Specifications.
14. If any concrete, curb and gutter, sidewalk, or driveway is cut and removed, it must be replaced per the DCSM and all cuts of the aforementioned items are to be "saw-cut" to assure a clean and neat joint for restoration. All concrete restoration shall be in compliance with the DCSM 9-5100.
15. Excavated materials shall be placed directly in a truck or trailer for removal from the site.
16. No road drainage is to be blocked in any manner during or after completion of the work.
17. Completion of permitted work performed on the City Rights-of-Way in paved areas shall be immediately backfilled and compacted in six-inch (6") lifts to at least a 95% density to safely allow the Rights-of-Way to be open to public use. Unless otherwise notified in writing of a delay, restorations of all disturbances of Rights-of-Way in paved areas are to be restored completely to be in conformance with the DCSM prior to this permit expiration.
18. Erosion and sediment control measures consistent with the latest edition of the Virginia Erosion and Sediment Control Handbook shall be used when applicable.
19. All disturbances in "green" areas of the Rights-of-Way shall be restored with backfill compacted to 85% density to within six inches (6") of finished grade. The final six inches (6") shall be a layer of topsoil, properly tamped and raked free of rocks or debris larger than one inch in diameter, then seeded and mulched to complete the restoration of the disturbed vegetated area. Landscaped areas shall be restored to their previous condition.
20. No tree roots shall be cut to the extent of rendering the tree unsafe. If possible, tunneling through or under the roots shall be utilized in lieu of cutting anchor roots.
21. At the conclusion of work, all rubbish, excess earth, rock, and other debris resulting from the work shall be removed and disposed of properly by the Permittee.
22. When an emergency warrants, a permit must be applied for no later than 72 hours after performing a necessary disturbance or within the right-of-way.

City of Manassas Code

Sec. 102-32. – Obstructions or encroachments generally.

- a. Except as provided in this Code, no person shall cause or maintain an obstruction of or encroachment over, under or in any street, highway, road, alley, bridge, viaduct, subway, underpass or other public right-of-way or place. The city may remove such obstruction or encroachment and charge the cost thereof to the owner or occupant of the property so obstructing or encroaching, and may collect the cost in any manner provided by law for the collection of Commonwealth or local taxes. The city may require the owner or occupant of the property so obstructing or encroaching to remove the property and, pending such removal, may charge the owner of the property so obstructing or encroaching compensation for the use of such portion of the street, highway, road, alley, bridge, viaduct, subway, underpass or other public right-of-way or place obstructed or encroached upon the equivalent of what would be the tax upon the land so occupied if it were owned by the owner of the property so obstructing or encroaching. If removal is not accomplished within the time ordered, the city may impose penalties for each day that the obstruction or encroachment is allowed to continue. The city may authorize encroachments upon such public rights-of-way and places subject to such terms and conditions as the city council may prescribe. However, owners or occupants shall be liable for negligence on account of such encroachment, and the city council may institute and prosecute a suit or action in ejectment or other appropriate proceedings to recover possession of any such public right-of-way or place or any other property unlawfully occupied or encroached upon.
- b. Every person who desires to construct a building, fence, gate, porch, steps, post, pole, door or grating encroaching on any street or sidewalk in the city shall secure permission from the city council so to do. The applicant shall have a certified land surveyor establish the line of such street at the place where such improvement is intended to be constructed. The city manager shall note the details of such proposed construction in his records. Such applicant shall not be required to remove any improvement constructed in accordance with such permission. It shall be unlawful for any person, without obtaining such permission, to construct any such improvement in such manner as to encroach upon the street or sidewalk or interfere with the grade thereof.

Sec. 102-38. – Building materials placed in street.

- a. *Permit.* No person shall place building materials upon a street for use in connection with construction work unless he shall first have obtained a permit therefor from the director of public works or other authorized person. Such a permit shall indicate the period for which the permit is valid, which period shall be for such reasonable time as may be necessary for the completion of the construction. No person shall allow building materials placed pursuant to such a permit to remain after the expiration of the term designated in the permit.
- b. *Location.* A person placing building materials upon a street pursuant to a permit issued under subsection (a) of this section shall place such materials in the space designated and in the manner directed by authorized persons.
- c. *Penalty.* Any person violating subsection (a) or (b) of this section shall be guilty of a Class 4 misdemeanor

Sec. 102-41. – Obstructing drainage.

It shall be unlawful for any person to fill up, stop or obstruct any ditch, culvert, pipe, drain or other opening made or provided to drain the water from any street, road, alley or other property under the control of the city, without first obtaining a permit from the director of public works. Upon proof that such obstruction has been made by any person directly, or by others acting by and under the authority from such person, the person authorizing such obstruction shall be ordered by the director of public works to remove the obstruction, and each day he fails to remove such obstruction after being so ordered shall be deemed a separate offense. The city manager can cause the obstruction to be removed and bill the owner of the property for the cost.

Disclaimer and Signature:

By signature, the applicant does hereby certify that he/she are acting as an authorized agent for the owner and agrees to comply with all conditions of the attached Rules and Regulations of this permit and Sections 102-31,102-61,102-63, and 102-64 of the City of Manassas Code as well as the City of Manassas Design & Construction Standards Manual (DCSM).

Signature

Date of Signature