

## **RIGHT-OF-WAY PERMIT CHECK LIST**

Updated October 28, 2015

In order to expedite the review and approval process for right-of-way permits, the following information must be supplied with the permit application and site plan. If all information is included with the initial submission, the Department of Public Works & Capital Projects will approve your permit within five (5) business days.

- Pay the required hundred dollar (\$100.00) permit fee and post a performance bond with the Town of Leesburg
- Locations of all water mains, sanitary sewer mains and storm sewers
- All water meters in the proposed construction area
- Profiles and cross-sections of the utilities and clearances in the affected area
- Existing and proposed utilities
- A traffic control plan per the Virginia Work Protection Manual
- Show test pit locations over all Town utilities
- Show the street right-of-way and property lines
- Show addresses in the area
- Show method(s) of installation (e.g. jacked, bored, open cut\*)
- Provide a certificate of insurance for \$2,000,000. Town of Leesburg is included as an Additional Insured

\*The applicant will have to repave 25 feet (25') on either side of the road cut and replace street markings.

The applicant must provide at least twenty-four hours' notice that right-of-way work is impending. If notice is not given, the contractor may be required to stop work.

No verbal permission will be given to conduct work within the Town right-of-way. In the case of an emergency, the repair work may be conducted as long as the applicant follows up with the submission of a right-of-way permit.