

CITY OF PETERSBURG, VIRGINIA

ENTRANCE PERMIT POLICY

- 1.1 PURPOSE: TO PROVIDE GUIDELINES FOR THE INSTALLATION OF ENTRANCES (CURB CUTS) AND DRIVEWAYS ALONG THE STREETS AND HIGHWAYS IN THE CITY OF PETERSBURG IN ORDER TO AID IN THE SAFE, ORDERLY AND UNIFORM DEVELOPMENT OF OUR PUBLIC RIGHT OF WAYS.
- 2 APPLICABILITY: THIS POLICY COVERS ALL PUBLIC, PRIVATE AND COMMERCIAL ENTRANCES PROPOSED IN THE CITY OF PETERSBURG WHICH ARE NOT PART OF A SITE PLAN OR SUBDIVISION PLAN SUBMISSION.
- 2.2 SEE THE CITY CODE TO DETERMINE WHEN SITE PLANS OR SUBDIVISION PLANS ARE REQUIRED.
- 3.1 ADMINISTRATION: THE CITY OF PETERSBURG, DEPARTMENT OF PUBLIC WORKS DESIGNATES THE CITY ENGINEER TO ADMINISTER THE ENTRANCE PERMIT APPROVALS.
- 4.1 TECHNICAL CRITERIA: ALL ENTRANCES SHALL BE IN ACCORDANCE WITH THE LATEST PUBLICATION OF THE VIRGINIA DEPARTMENT OF HIGHWAYS "MINIMUM STANDARDS OF ENTRANCES TO STATE HIGHWAYS".
- 4.2 ALL ENTRANCES SHALL BE IN ACCORDANCE WITH THE VIRGINIA DEPARTMENT OF HIGHWAYS LATEST PUBLICATION OF THE "ROAD AND BRIDGE STANDARDS", STANDARD CONCRETE ENTRANCE GUTTER, CG-9A, OR STANDARD PRIVATE ENTRANCES, PE-1. ALL COSTS FOR MATERIALS AND INSTALLATION SHALL BE THE RESPONSIBILITY OF THE APPLICANT (SEE SECTION 5.5 FOR EXCEPTIONS).
- 4.3 ALL CONSTRUCTION SPECIFICATIONS SHALL BE IN ACCORDANCE WITH THE VIRGINIA DEPARTMENT OF HIGHWAYS LATEST PUBLICATION OF THE "ROAD AND BRIDGE SPECIFICATIONS".
- 4.4 ALL ENTRANCES SHALL BE IN ACCORDANCE WITH SECTION 32, "STREETS AND SIDEWALKS", OF THE CODE OF THE CITY OF PETERSBURG.
- 5.1 GENERAL CRITERIA: THE APPLICANT SHALL SUBMIT A COMPLETED "ENTRANCE PERMIT FORM" FOR REVIEW AND APPROVAL BY THE DEPARTMENT OF PUBLIC WORKS. STANDARD APPLICATION FORMS FOR THIS PERMIT MAY BE SECURED FROM THE DEPARTMENT OF PUBLIC WORKS. EACH APPLICATION FORM SHALL BE COMPLETELY FILLED IN, SIGNED, AND MAILED OR DELIVERED TO THE PETERSBURG DEPARTMENT OF PUBLIC WORKS.
- 5.2 A SKETCH PLAN OF THE PROPOSED ENTRANCE SHALL BE ATTACHED TO THE ENTRANCE PERMIT FORM. SKETCHES SHALL SHOW THE LOCATION OF THE WORK TO BE DONE IN RELATION TO EXISTING FEATURES, SUCH AS PROPERTY LINES, INTERSECTIONS, PAVEMENT LINES, SIDEWALKS, TREES, DRAINAGE STRUCTURES, AND UTILITY POLES BY NUMBER AND THE CHARACTER AND EXTENT OF THE WORK. THE APPLICANT WILL BE REQUIRED TO SPECIFY THE METHODS AND MATERIALS PROPOSED TO BE USED ON UNUSUAL OR COMPLEX PROJECTS.

- 5.3 WHEN APPLICATIONS ARE MADE FOR PERMITS INVOLVING WORK OF MAJOR SCOPES, COMPLETE PLANS AND SPECIFICATIONS MUST BE SUBMITTED IN DUPLICATE WITH THE APPLICATION FORM. THEY SHOULD BE DETAILED SO THAT THE EXACT LOCATION OF THE VARIOUS PARTS OF THE WORK, THE RISK OR INJURY TO ROAD USERS, AND THE PROBABILITY OF DAMAGE TO TREES, HIGHWAY STRUCTURES, AND PRIVATE PROPERTY CAN BE ASCERTAINED.
- 5.4 THE ENGINEERING DIVISION WILL DETERMINE THE REQUIRED PIPE SIZE FOR ROADSIDE DITCH ENTRANCES. THE MINIMUM SIZE SHALL BE 15" INSIDE DIAMETER.
- 5.5 THE OWNER IS RESPONSIBLE FOR PURCHASING AND SUPPLYING DRIVEWAY PIPE AND STONE FOR THE ROADSIDE DITCH TYPE ENTRANCES. THE CITY WILL GRADE THE EXISTING DITCHES AND INSTALL THE PIPE. THE OWNER WILL COVER THE PIPE AND INSTALL STONE.
- 5.6 ALL DRIVEWAY PIPE SHALL BE REINFORCED CONCRETE, CLASS III.
- 5.7 THE PUBLIC WORKS DEPARTMENT MUST BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK ON THE ENTRANCE.
- 5.8 THE OWNER SHALL EVALUATE THE PROPOSED LOCATION WITH RESPECT TO ADEQUATE SIGHT DISTANCE ON THE MAIN STREET, PLACEMENT IN RELATIONSHIP TO EXISTING PHYSICAL FEATURES, AND MAINTENANCE OF PROPER DRAINAGE.
- 5.9 WHEN IT APPEARS THAT THE WORK CALLED FOR IN AN APPLICATION WOULD NOT CONFORM TO CITY REGULATIONS, OR CAUSE SUBSTANTIAL OR NEEDLESS DAMAGE TO A HIGHWAY, THE REQUEST FOR PERMIT WILL BE DENIED. THE APPLICANT WILL BE INFORMED OF SUCH REJECTION AND THE REASONS FOR THE REJECTION. THE DIRECTOR OF PUBLIC WORKS, OR HIS DESIGNEE, MAY REFUSE TO ISSUE A PERMIT TO ANY APPLICANT IF THE APPLICANT HAS FAILED TO REIMBURSE THE CITY FOR RECOVERABLE CHARGES BILLED UNDER TERMS GOVERNING A PREVIOUS PERMIT. SHOULD BLASTING BE REQUIRED, ALL OF THE NECESSARY PERMITS FOR THE USE OF EXPLOSIVES SHALL BE OBTAINED FROM THE FIRE CHIEF.
- 5.10 THE DEPARTMENT OF PUBLIC WORKS MAY LEVY CHARGES AND FEES AS DETERMINED BY THE DIRECTOR OF PUBLIC WORKS.
- 5.11 A PERMIT FORM MUST BE SIGNED BY THE DIRECTOR OF PUBLIC WORKS, OR HIS DESIGNEE, BEFORE IT BECOMES VALID. APPROVED PERMITS WILL BE ISSUED BY THE PUBLIC WORKS DEPARTMENT. THE PERMITTEE IS FORBIDDEN TO COMMENCE WORK UNTIL THE ABOVE MENTIONED ITEMS HAVE BEEN COMPLIED WITH AND THE PERMITTEE HAS NOTIFIED THE CITY ENGINEER AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE EXACT DATE AND HOUR HE PROPOSES TO BEGIN WORK.
- 5.12 ANY PERMIT ISSUED BY THE CITY OF PETERSBURG IS REVOKABLE IMMEDIATELY UPON WRITTEN NOTIFICATION TO THE PERMITTEE.
- 5.13 A COPY OF THE PERMIT SHALL BE AT THE JOB SITE AT ALL TIMES FOR INSPECTION BY LOCAL POLICE, PUBLIC WORKS PERSONNEL, AND OTHER INTERESTED PERSONS. TO BE VALID, THE PERMIT MUST SHOW THE EFFECTIVE DATE AND MUST BE SIGNED BY THE DIRECTOR OF PUBLIC WORKS OR HIS DESIGNEE.

- 5.14 THE APPLICANT AGREES AS A CONDITION GOVERNING THE ISSUANCE OF A PERMIT, THAT HE WILL HOLD HARMLESS THE CITY OF PETERSBURG, THE DIRECTOR OF PUBLIC WORKS, AND HIS AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS AND ACTIONS WHATSOEVER ARISING FROM THE EXPERIENCE OF SAID PERMIT.
- 5.15 THE EXCAVATION WORK SHALL BE PERFORMED AND CONDUCTED SO AS NOT TO INTERFERE WITH PUBLIC UTILITIES, TRAFFIC SIGNAL EQUIPMENT, CABLES AND LOOPS, TRAFFIC SIGNAGE, AND ALL OTHER VITAL EQUIPMENT AS DESIGNATED BY THE CITY.
- 5.16 GRANITE CURB: NO PERSON OR UTILITY SHALL REMOVE, DAMAGE, HAUL AWAY OR CAUSE MISALIGNMENT OF ANY GRANITE CURBING, INCLUDING RADIUS CURB AND CATCH BASIN STONES, OR COBBLESTONES FOR ANY REASON WHATSOEVER WITHOUT FIRST RECEIVING WRITTEN PERMISSION OF THE CITY.
- 5.17 THE DEPARTMENT OF PUBLIC WORKS SHALL MAKE SUCH INSPECTIONS AS ARE REASONABLY NECESSARY IN THE ENFORCEMENT OF THESE REGULATIONS. THE DIRECTOR OF PUBLIC WORKS SHALL HAVE THE AUTHORITY TO PROMULGATE AND CAUSE TO BE ENFORCED SUCH RULES AND REGULATIONS AS MAY BE REASONABLY NECESSARY.
- 5.18 SPECIAL REQUIREMENTS MAY APPLY TO SITES WITHIN DESIGNATED HISTORICAL AREAS (ART. 35, PETG. CITY CODE). THESE DISTRICTS ARE DEPICTED ON THE HISTORIC AREAS ZONING MAP WHICH IS AVAILABLE FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT. CONTACT THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR ADDITIONAL INFORMATION 804 733-2308.

DIRECTOR, PUBLIC WORKS



**CITY OF PETERSBURG
DEPARTMENT OF PUBLIC WORKS**

ENTRANCE PERMIT FORM

REQUEST TAKEN BY: _____

DATE: _____

NAME OF REQUESTOR _____

ADDRESS OF REQUESTOR: _____

TELEPHONE NUMBER(S): HOME _____ WORK _____

TAX PARCEL NUMBER(S): _____

ADDRESS OF PROPERTY: _____

SUBDIVISION: _____

CURB AND GUTTER: _____ (YES) _____ (NO) SIDEWALK: _____ (YES) _____ (NO)

ROADSIDE DITCHES: _____ (YES) _____ (NO)

OTHER (DESCRIBE): _____

I ACKNOWLEDGE THAT I HAVE READ THE ATTACHED POLICY AND WILL COMPLY WITH ALL REQUIREMENTS.

SUBMIT THIS COMPLETED PERMIT TO THE ENGINEERING DIVISION, 103 W. TABB STREET, PETERSBURG, VA. 23803

SIGNATURE

DATE

OFFICE USE ONLY-----

PERMIT NUMBER 2011 - _____

REQUIRED PIPE SIZE (BY DEPT. PUBLIC WORKS): _____ " REINFORCED CONCRETE PIPE, CL III.

**APPROVED SUBJECT TO THE REQUIREMENTS OF ALL APPLICABLE CITY ORDINANCES,
CODES AND REGULATIONS.**

CITY ENGINEER

DATE