

Special Conditions, Regulations and Instructions for Right of Way Permit Applications

The Department of Environmental Services (DES) issues public right of way (PROW) permits to **contractors** with a valid Virginia State contracting license who plan to work within the County right of way. These special conditions, regulations and instructions are **in addition to** the requirements specified in [Chapter 22 of the County Code](#) and within the [Arlington County Construction Standards and Specifications Manual](#).

The two required PROW permits are:

- [Public Right of Way Permit](#)
- [Transportation Right of Way \(TROW\) Permit](#)

Required Submittals

DES requires the following prior to any review and/or approval:

1. Five sets of engineering plans (24² x 36²; Scale [Horizontal] 1" = 25' and [Vertical] 1" = 5') showing both plan and profile views of all proposed and existing facilities and structures so DES can determine the exact location of the proposed facilities and/or structures to be installed within the County right of way. The applicant must include a vicinity map showing all roadways that are affected by the work proposed on the application. Each plan sheet must be related to the Virginia Coordinate System North of 1983 (VCS 83) with four control grid marks referenced to it shown in feet.
 - The engineering plans must show the right of way and all existing utility facilities, public and privately owned, including, but not limited to, water mains, water meters, sanitary and storm sewers, sanitary laterals, electrical, gas mains, telecommunications, manholes, catch basins, sidewalks, curbs, gutters, and street trees. In addition, all existing traffic signal facilities (e.g., all traffic conduits, traffic cabinets, junction boxes, utility traffic loops and traffic and pedestrian signal poles) must be identified on the plans. Actual vertical locations of all existing facilities must be shown on the profile views.
 - It's the permittee's responsibility to locate, identify and resolve all potential conflicts with existing utilities in the right of way prior to the submission of engineering plans. All utility conflicts must be highlighted and addressed by the applicant's engineer and any service drops noted. Utility crossings with existing facilities that don't have profile information must be "test-holed," with the results provided to the County. A minimum clearance of 5 feet horizontal and 12 inches vertical between the proposed underground facility and the existing utility facility will be required.

2. A Commonwealth of Virginia professional engineer or land surveyor must seal the engineering plans submitted with the application. This professional seal on the plans indicate that the existing conditions shown on the plans are true and accurate.
3. A letter on the applicant's company letterhead addressed to: Engineering Supervisor, Permitting and Inspections Office, #1 Courthouse Plaza, 2100 Clarendon Blvd., Suite 800, Arlington, VA 22201, explaining the following:
 - Scope of the project.
 - Construction schedule.
 - Future use of the proposed underground facilities.
 - Name of the field superintendent.
 - Phone numbers (office and cell) and email of the applicant's personnel who would provide additional information as needed.
 - Plans for any conduit facilities to be leased to other companies, if any.
4. A letter must be sent seven days prior to the start of construction to all property owners abutting the right of way along the location(s) of the proposed work and the presidents of the neighborhood civic associations, and condominium, homeowner and tenant associations. The letter must outline:
 - Scope of the project.
 - Construction schedule.
 - Future use of the proposed underground facilities.
 - Name of the field superintendent.
 - Phone numbers (office and cell) and email address of the applicant's personnel who would provide additional information as needed.

A copy of the letter must be provided to us prior to the issuance of the permit along with a certified mail receipt confirming that notification letters have been sent.

5. After the PROW permit is issued, the applicant must provide advance notification to the assigned DES inspector stated on the permit. This notification must be made 48 hours prior to the commencement of work at the site by calling 703-228-0760. At a minimum, the applicant must provide the permit number, a contact person and telephone number, and start date for the proposed work.
6. A TROW permit is required for proposed work that will block or substantially limit the use of County roadways, sidewalks and/or parking meters. The TROW permit may be applied for at the same time as, but not prior to, the associated PROW permit. It must be applied for at least 72 business hours prior to work commencing in the public right of way. Both permits will be issued simultaneously.
 - Requests for a TROW permit must include a completed TROW application and a traffic control plan prepared in accordance with the U.S. Department of Transportation Federal Highway Administration's *Manual on Uniform Traffic*

Control Devices (MUTCD) or the Virginia Department of Transportation's (VDOT) Virginia Work Area Protection Manual.

- Requests to block metered parking spaces must be noted on the application and indicated with the meter identification number(s) affected.
 - Construction work can't begin until DES has approved the subsequent PROW permit and issued both permits that must be displayed at the construction site at all times.
7. As-built drawings (24" x 36"; Scale [Horizontal] 1" = 25' and [Vertical] 1" = 5') related to the Virginia Coordinate System North of 1983 (VCS 83), having four control grid marks referenced to it – shown in feet – must be submitted within 30 days following the completion of construction. The prints or compact disc (CD) must be neatly and clearly marked to show all variations from the design and the work actually performed. The drawings or CD must also include supplementary notes, legends and details to fully explain the work.

Technical Specifications for Underground Utility Installations

- The length of proposed underground facilities for each permit application will be determined by the permitting supervisor.
- The proposed design of the facilities must comply with [Arlington County Guidelines for Installing Underground Utilities Near Trees](#).
- No new permit will be issued until the work and restoration of the proceeding permit has been completed and inspected by County staff.
- Any deviation from the approved engineering design plans during construction must be preapproved by County staff prior to proceeding with work.
- Failure to provide accurate as-built drawings within 30 days after the certified date of inspection will result in denial of future permit application requests.
- To bury underground utility lines, every operator – excluding the Department of Transportation – must join the notification center for the area, as stated in the Code of Virginia, Chapter 890, §56-265.16:1.
- Any work outside the PROW permit will require permission from adjacent property owner(s), and may require a permit from the [Inspection Services Division](#).

General Information

1. For the approximate location of County water, storm and sanitary sewer facilities, easements, or right of way information, visit the DES Permitting and Inspections Office Mon.-Fri, 8 a.m.-4:30 p.m. except for the third Thursday of every month when office hours are 8 a.m.-12 p.m. This information is only available in our office. Requests won't be processed via fax, email or other mail carriers.
2. For questions regarding the PROW process, visit the Permitting and Inspections Office at 2100 Clarendon Blvd., Suite 800, or call 703-228-3629 and select option 2.

3. The [Arlington County Construction Standards and Specifications Manual](#) can be downloaded online.
4. The permit application must be submitted using the most current form(s) provided. The application must be accompanied by all information and documents required by the County including, without limitation, plans and plats depicting in detail the work proposed to be carried out under the requested permit and other information and documents required by, and in strict accordance with, these Special Conditions, Regulations and Instructions.
5. All applications must be submitted in person by the contractor requesting the use of the right of way. Permit application request or plans will not be accepted via fax, email or other mail carriers. The applicant must pay a nonrefundable application fee per application at the time of submission. Before a permit is issued, the applicant must pay the remaining balance and any applicable fees.
6. Failure to complete all applicable sections of the application and/or comply with plan submission requirements may result in a delay of the plan review, issuance of a permit or the permit office denying submission of the application package. A permit may be revoked for misrepresentation of information on the application, fraud in obtaining a permit, alteration of a permit or unauthorized use of a permit. All right of way permits are nontransferable.
7. Application requests will be approved or denied within 30 calendar days from the date of submission, unless otherwise specified. Applicants will be notified by DES when the application request is approved or denied. Revisions must be submitted to the permitting office in person and in the same manner as the original request with an additional 30 day review period starting from the date of submission. The DES permitting supervisor or designee shall determine the beginning date, duration, expiration date and/or work hours for each permit. No permit will be valid for a time period longer than 180 days after the permit issuance date.
8. If the proposed work is part of an approved site plan, special use permit or new construction with an approved engineering site plan, a copy of the approved site plan and/or civil engineering drawings showing the plan and profile views, to scale, must accompany the application highlighting the proposed work, showing the right of way and all existing utility facilities, public and privately owned, including but not limited to, water mains, water meters, sanitary and storm sewers, sanitary laterals, electrical, gas mains, telecommunications, manholes, catch basins, sidewalks, curbs, gutters, , and street trees. In addition, all existing traffic signal facilities (e.g., all traffic conduits, traffic cabinets, junction boxes, utility traffic loops, and traffic and pedestrian signal poles) must be identified on the plans. Actual vertical locations of all existing and purposed facilities shall be shown on the profile views.
9. The issuance of a permit will not relieve the permittee of the independent obligation to obtain all other federal, state and local rights, permits, permissions and licenses to perform the work or engage in the use which is the subject of the permit. The County requires the applicant to submit written evidence of the applicant's compliance with such obligation before a permit is issued.

10. Upon issuance of a permit the applicant must pay any additional fees to offset the cost of plan review, inspections and permit processing to guarantee the work performed meets the guidelines under that permit conditions. DES requires a \$2,200 deposit per lane approach in the form of a certified check for all permit requests within or adjacent to a signalize intersection where existing traffic conduits, traffic cabinets, junction boxes or utility traffic loops are located. All permit payments must be in the form of a personal or certified check. Credit card payments will only be accepted at the Treasurer's Office and no cash payments will be accepted.
11. Emergency permits will be granted for conditions which need immediate attention (within 24-48 hours), and may result in death or injury to persons or property due to interruption of essential services resulting from the destruction, disruption or damage to utility lines, or conditions that won't allow for the safe functioning of the street, pedestrian and parking systems. The permittee will apply for a permit providing a Miss Utility ticket number on the application form and will submit it on the first regular business day. The permit will be retroactive to the date when the work began. Any person commencing an emergency excavation and/or emergency activity of any kind without a permit as allowed herein thereby implies acceptance of all requirements and conditions as set forth in the County Code, [construction standards](#), and these Special Conditions, Regulations and Instructions.
12. All work zones must be sufficiently protected by safety devices at all times. Safety devices for all work authorized by a permit must conform with the Virginia Manual of Uniform Traffic Control Devices for Streets and Highways, Virginia Uniform Statewide Building Code, National Electric Code, Virginia Work Area Protection Manual, and the Occupational Safety and Health Administration. Safety devices will be maintained by the permittee to protect vehicular and pedestrian traffic and the public. Existing street lighting must be maintained or temporary street lighting must be provided as approved by the County.
13. Unless otherwise permitted, work hours will be Mon.-Fri., 9 a.m.-4 p.m. Weekend work hours will be determined on a case-by-case basis. Night work on weekdays from 9 p.m.-7 a.m. and weekends from 9 p.m.-10 a.m. must file for a noise exemption request from Code Enforcement.
14. Restoration of the roadway must be completed within two weeks of the first excavation and conform to Section 02650 of the Arlington County Construction Standards and Specifications. Temporary restoration of the roadway must be performed daily. Should the permittee refuse or neglect to make full restoration within the two week timeframe, the County will have the authority to make such repairs by force account or contract. The cost of restoration will be the responsibility of the permittee.
15. Upon permit expiration, the permittee must immediately cease all work and/or remove any equipment authorized by the permit unless reapplication is made 72 hours prior to the expiration date and a new permit is issued.

Application Instructions

PROW Permit Application Instructions

Sections 1-10: Information of Applicant

Line 1: Individual or Company Full Legal Name (if applicable).

The complete name of the utility owner and the name and title of the company authorized official who is responsible for the project or the name of the contractor/ subcontractors, who will be performing the work.

Line 2: Name of Representative (First, Middle Initial, Last).

The authorized representative from Line 1.

Line 3: Title of Representative.

The official title of the representative from Line 2.

Line 4: Telephone Number.

The phone number of the “home office” or “regional office” of the representative.

Line 5: Cellular Phone Number.

The cellular phone number of the representative.

Line 6: Fax Number.

The fax number of the representative.

Line 7: Address.

The numbered address of the representative. It should be the numbered address of the “home office” or “regional office” which will oversee the permit work.

Line 8: City, State, Zip Code.

The city, state and zip code of the utility owner. It should be the city, state and zip code of the “home office” or “regional office” which will oversee the permit work.

Line 9: State Contractor’s License Number.

The contractor’s Class “A,” “B” or “C” license number from the Virginia Department of Professional and Occupational Regulation.

Line 10: Arlington Business License Number.

The license Arlington County has granted the representative.

Sections 11-14: Information of Owner of Real Property Served by Work (if applicable).

Line 11: Name.

Legal owner of the real property.

Line 12: Telephone Number.

Phone number of the property owner from Line 11.

Line 13: Property Address.

The complete legal address of the property owner from Line 11.

Line 14: City, State, Zip Code.

The city, state and zip code of the property owner from Line 11.

Sections 15-18: Description and Address of Work, Activity or Use of Public Right-of-Way.

Line 15: Street Name and Address (Exact Location of Proposed Work or Activity).

The name of the street(s) on which the permit work will be performed.

Line 16: From, To.

Location of the start of the work area – and the of end of the work area – must be identified as a distance and direction from a cross street.

Line 17: Purpose of Work or Activity.

Identify the type of work that will be performed under the permit.

Line 18: Description of the Facility (Check all applicable).

Identify the type of work that will be performed under the permit.

Line 19: Full Description of Work, Activity or Use of the Public Right-of-Way (“Work”).

Provide a complete description of the proposed work, activity, or use including all future uses. If additional space is needed, use company letterhead.

Line 20: Number of Calendar Days Needed to Complete Work After Permit Issuance Date.

The number of days requested for work to be completed.

Sections 21-26: Signature and Contact Information of Applicant.

Line 21: Signature of Applicant.

Sign the name of the authorized company official who will be responsible for the project.

Line 22: Date.

Date of signature.

Line 23: Print Name.

Print the name of the authorized company representative who will be responsible for the project.

Line 24: Telephone Number.

The phone number of the authorized representative.

Line 25: Company Full Legal Name (if applicable).

The complete name of the utility owner and the name and title of the company authorized official who is responsible for the project.

Line 26: Title of Representative.

The title of the authorized company representative.

TROW Permit Instructions

Sections 1-10: Information of Applicant.

Line 1: Individual or Company Full Legal Name (if applicable).

The complete name of the utility owner and the name and title of the company authorized official who is responsible for the project or the name of the contractor/ subcontractors, who will be performing the work.

Line 2: Name of Representative (First, Middle Initial, Last).

The authorized representative from Line 1.

Line 3: Title of Representative.

The official title of the representative from Line 2.

Line 4: Telephone Number.

The phone number of the “home office” or “regional office” of the representative.

Line 5: Cellular Phone Number.

The cellular phone number of the representative.

Line 6: Fax Number.

The fax number of the representative.

Line 7: Address.

The numbered address of the representative. It should be the numbered address of the “home office” or “regional office” which will oversee the permit work.

Line 8: City, State, Zip Code.

The city, state and zip code of the utility owner. It should be the city, state and zip code of the “home office” or “regional office” which will oversee the permit work.

Line 9: State Contractor’s License Number.

The contractor’s license is not required for TROW permits.

Line 10: Arlington Business License Number.

The license Arlington County has granted the representative.

Sections 11-14: Information of Owner of Real Property Served by Work (if applicable).

Line 11: Name.

Legal owner of the real property.

Line 12: Telephone Number.

Phone number of the property owner from Line 11.

Line 13: Property Address.

The complete legal address of the property owner from Line 11.

Line 14: City, State, Zip Code.

The city, state and zip code of the property owner from Line 11.

Sections 15-18: Description and Address of Work, Activity or Use of Public Right-of-Way.

Line 15: Street Name and Address (Exact Location of Proposed Work or Activity).

The address or name of the street(s) on which the permit work will be performed.

Line 16: Block Number and Linear Feet of Work.

The street block number(s) where the work will be performed. Also, the linear feet of work to be performed in the public right-of-way.

Line 17: Date of Activity, Time and Duration.

The exact date(s) of work and the time of day the work will be performed, as well as the duration in days.

Line 18: Purpose of Work, Activity or Use of Public Right-of-Way (“Work”). Check and circle all applicable.

Identify the type of work, any dimensions, parking meters, traffic control plans needed for any work performed under the permit.

Sections 19-24: Signature and Contact information of Applicant.

Line 19: Signature of Applicant.

Name of the authorized company official who will be responsible for the project

Line 20: Date.

Date of signature.

Line 21: Print Name.

Print the name of the authorized company representative who will be responsible for the project.

Line 22: Telephone Number.

The phone number of the authorized representative.

Line 23: Company's Full Legal Name (if applicable).

The complete name of the utility owner or the name and title of the company authorized official who is responsible for the project.

Line 24: Title of Representative.

The title of the authorized company representative.