



CITY OF MANASSAS  
 DEPARTMENT OF COMMUNITY DEVELOPMENT  
 PLANNING & DEVELOPMENT  
 9800 Godwin Drive  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
[www.manassasva.gov/permits](http://www.manassasva.gov/permits)  
 Email: [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov)



## RIGHT OF ENTRY/EXCAVATION PERMIT APPLICATION

### Applicant Information

Applicant Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Applicant Email Address \_\_\_\_\_ Applicant Phone Number \_\_\_\_\_

Franchise / Utility  
 Applicant Type

Other (Test Pits, Small Cell, Red Light Camera, etc.)

### Work Site Information

Project Name and Address of Proposed Work (include starting location and ending location) \_\_\_\_\_

Owner Name \_\_\_\_\_ Owner Phone Number \_\_\_\_\_

Sub-Contractor Name (if known) \_\_\_\_\_ Superintendent Name (if known) \_\_\_\_\_

Superintendent Email Address (if known) \_\_\_\_\_ Superintendent Phone Number (if known) \_\_\_\_\_

Attach detailed map/plan (REQUIRED). Utility profiles must be provided except for residential service laterals. Provide a detailed description of the proposed work including lot addresses along the impacted areas **AND** total square footage of required pavement restoration if applicable.

Brief Project Description \_\_\_\_\_ # of Conduits and Total Length of Conduit \_\_\_\_\_

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. Feet

Are roads impacted:  Yes  No  If YES, provide MOT/TMP Plan and Work Zone Certification.

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, if applicable. (Note: Franchise Agreement holders are required to provide a copy)

Proof of current DEQ Annual Standards & Specifications if applicable (projects 1 acre or more of disturbance)

### 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 | EXCV Permit Number: _____         |
| 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**

1. Permittee (or Applicant) must contact the City of Manassas Engineering 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 necessary, it will be documented at that time. A stop work order will be issued immediately if work commences without this required advanced coordination.
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 and multiple projects shall be bonded individually.
4. All excavation and reconstruction performed in the City Right-of-Way paved areas shall be in conformance with Chapter 102 of the Code of Manassas and Article 9 of the DCSM and VDOT Specifications. Pavement shall be restored in conformance with DCSM transportation standard details **TS-15.0 to 15.2**. Pavement cuts that are not fully restored within 14 days shall be replaced with a VDOT approved base or intermediate asphalt mix, until permanent restoration can be made prior to permit expiration.
5. All work performed within the City's right-of-way shall be subject to a 12 month guarantee period at the expense of the Permittee to ensure no damage to City facilities as a result of the work completed by the Permittee.
6. All applicable regulations of Federal, State, or City agencies that exceed the provisions contained herein shall have precedence over the same.
7. 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. Test pitting is required at all utility crossings.
8. 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. Any road or sidewalk closures shall be identified in the MOT/TMP Plan and discussed during the pre-construction meeting.
9. 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.
10. 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.
11. Boring under concrete should be avoided. If unavoidable, all concrete, curb and gutter, sidewalk and/or driveway must be saw-cut, removed and replaced from control-joint to control joint. All concrete restoration shall be in compliance with VDOT standards for curb and gutter, DCSM TS-10 for driveway aprons and DCSM TS-14 detail for sidewalk, and include appropriate compaction of subgrade. Any other concrete restoration/replacement will be determined on a case by case basis.
12. Excess excavated material shall be placed directly in a truck or trailer for removal from the site.
13. Roadway drainage shall not be blocked in any manner during or after completion of the work.
14. Erosion and sediment control measures consistent with the Virginia Erosion and Sediment Control Handbook shall be used when applicable. Permittee shall be responsible to clean and remove all dirt, debris, and mud from roadways and sidewalks prior to leaving the work area.
15. 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 graded/tamped to ensure positive drainage and raked free of rocks/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 vegetated condition.
16. 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.
17. All restoration work must be scheduled for inspection (703-257-8227) prior to 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.
18. Emergency work shall require verbal authorization during normal business hours. After hours emergency work shall require notification to the City's Operations Center 703-257-8353. The Engineering Tech/Inspector must also be notified the next business day, 703-257-8227. A permit for emergency work must be applied for no later than 72 hours after performing the necessary disturbance within the right-of-way.
19. 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 Transportation Management Plan (TMP) must be submitted as part of the application if the proposed work will impact roads, sidewalks or lot entrances.
20. As-Built drawings shall be prepared and submitted in accordance with DCSM requirements for approval prior to permit/bond release.
21. Test Pit locations must be reflected on the plan with proper symbology. The approved plan must be amended to reflect the test pit results.
22. An increased bond for restorations is required if working in an area of the city that was previously built within the past three (3) years.
23. Steel Plates are not permitted between October 15<sup>th</sup> and April 15<sup>th</sup>, unless otherwise approved by the City of Manassas Director of Public Works.
24. All utilities installed with this permit shall provide a minimum of eighteen (18) inches vertical clearance from existing City of Manassas water, sanitary sewer and electric facilities; twelve (12) inches vertical clearance from existing City of Manassas storm sewer facilities.
25. All utilities installed with this permit shall provide a minimum of six (6) feet horizontal separation from existing parallel City of Manassas water, sanitary sewer, electric facilities and storm sewer facilities, unless otherwise approved.
26. When critical City facilities are on the proposed route, Water and Sewer Department personnel must be onsite during active construction.
27. Any boring or construction activity covered by this permit requiring the use of a fire hydrant shall obtain a City of Manassas hydrant meter. Contact the Water and Sewer Administrative Office @ 703-257-8380 prior to the pre-construction discussion/meeting.

28. Methods to protect from stray current transfer to existing water and sewer infrastructure must be reviewed and approved by the City of Manassas Water and Sewer Department.
29. All water and sewer utility locations exposed during excavation must be backfilled in accordance with City of Manassas standards, to include "chaulking" of the line in the prevention of future sagging issues.
30. All contractors working in the same corridor must proactively coordinate with each other.
31. Any field conditions encountered that are not reflected on the approved permit plans must be reported to the Site Inspector (703-257-8227) prior to performing work in and/or immediately adjacent to the observed location.
32. Permittee (or Applicant) must contact the City of Manassas Engineering 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 necessary, it will be documented at that time. A stop work order will be issued immediately if work commences without this required advanced coordination.
33. Permittee (or Applicant) must contact the City of Manassas Engineering Department at 703-257-8227, to schedule a substantial completion site visit prior to project/permit close-out.

**Note: A copy of the Excavation Permit must be maintained on the project at all times work is being performed and be presented to Official City representatives upon demand. Failure to do such may result in immediate Project Stop Work.**

**Signature:**

*By signature, the applicant does hereby certify that they 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 Chapter 102 of the City of Manassas Code as well as the City of Manassas Design & Construction Standards Manual (DCSM).*

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*Signature*

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*Date of Signature*



**CITY OF MANASSAS**  
 DEPARTMENT OF COMMUNITY DEVELOPMENT  
 PLANNING & DEVELOPMENT  
 9027 Center Street, 2<sup>nd</sup> Floor  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
[www.manassascity.org/691/Development-Services](http://www.manassascity.org/691/Development-Services)  
 Email: [PermitStatus@ci.manassas.va.us](mailto:PermitStatus@ci.manassas.va.us)

**FOR STAFF USE ONLY**

QC PERFORMED BY: \_\_\_\_\_

DATE PERFORMED: \_\_\_\_\_

w/in 2 days of submission \_\_\_\_\_

**RIGHT OF ENTRY/EXCAVATION PERMIT CHECKLIST**

Date of Application: \_\_\_\_\_ (Note: Applications submitted after 2PM are dated for the next day)

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

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

**PROJECT SCOPE**

|                  |  |
|------------------|--|
| Land Disturbance | Area in SQFT _____; Area in Acres _____<br><i>Note: DEQ VAR10 permit required if over 1 acre; or if less than 1 acre and part of a larger plan of development that disturbs over 1 acre.</i> |
|------------------|--|

**SITE PLAN CONTENTS**

| DCSM          | GENERAL INFORMATION  | YES - NO - N/A        |
|---------------|--|-----------------------|
| 2-502.4.D     | Date of Plan   |                       |
| 2-502.4.D     | Sheets numbered (in consecutive order)   |                       |
| 2-502.4. A, D | Match Lines  |                       |
| 2-504.2.I     | Test Pit locations @ all known utility crossings   |                       |
| 2-502.4.B     | Scale Provided per DCSM and Plans Legible (1" = 20' or 1" = 30')   |                       |
| 2-502.4.D     | North Arrows Provided  |                       |
| 2-400         | Copy of Current Statewide Annual Standards and Specifications Certification; otherwise compliance w/ Articles 4 and 8 of DCSM required |                       |
| 2-502.2.J     | All existing drainage facilities   |                       |
| 2-505.1.B     | <b>COVERSHEET (CURRENT VERSION)</b><br><i>Required for all plans except minor level 2</i>  | <b>YES - NO - N/A</b> |
| 2-502.4.A     | Sheet Index  |                       |
| 2-502.4.L     | Vicinity Map with scale and north arrow  |                       |
| 2-502.4.D     | Referenced Meridian  |                       |
|               | Completed Title Block  |                       |
| 2-302.1,2     | -Unique Project Name   |                       |
| 2-503.4.E, F  | -Parcel Address and Tax Map Number at Project Start and at Project End   |                       |

|                        |  |                       |
|------------------------|--|-----------------------|
| Coversheet             | -Owner's Information (including Address and Phone Number)  |                       |
| Coversheet             | -Developer's Information (including Address and Phone Number)  |                       |
| Coversheet             | -Engineer's Information (including Address and Phone Number)   |                       |
| Coversheet             | Test Pit Schedule  |                       |
| Coversheet             | Summary Description of Work  |                       |
| Coversheet             | Schedule of Materials to be Installed  |                       |
| <b>DCSM</b>            | <b>SITE PLAN SHEETS</b>  | <b>YES - NO - N/A</b> |
| 2-502.4.C<br>2-505.1.G | Topographic contours with intervals no greater than two (2) feet in the current datum used by the City   |                       |
| 2-502.4.E              | The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name shall be noted for all adjoining parcels, if applicable  |                       |
| 2-502.4.F              | The project parcel(s) Tax Map number(s), and the Tax Map number of all adjacent parcels, if available  |                       |
| 2-502.4.H              | The proposed pattern of improvements to existing streets and rights-of-way to include Limits of Disturbance (LOD). Provide detailed Traffic Management Plan (TMP) and Sequence of Construction (SOC) Narrative and Typical Traffic Control (TTC) Template(s) as applicable to project conditions |                       |
| 2-504.2.I              | Test Pit Locations at utility crossings  |                       |
| <b>DCSM</b>            | <b>EROSION CONTROL SHEETS</b>  | <b>YES - NO - N/A</b> |
| 2-505.1.E              | Details  |                       |
| 2-505.1.E              | Notes and Completed Check List – (MS 1 to 19):   |                       |
| 4-200                  | E&S Narrative  |                       |
| 4-300                  | Phase 1 & 2 Erosion Controls, to include Limits of Disturbance (LOD)   |                       |
| <b>DCSM</b>            | <b>GENERAL NOTES/LEGEND/DETAILS/TYPICAL SECTION SHEETS</b>   | <b>YES - NO - N/A</b> |
| 2-506                  | As Needed  |                       |
| <b>DCSM</b>            | <b>PROFILE SHEETS</b>  | <b>YES - NO - N/A</b> |
| 2-506                  | Proposed Utility Profile w/ Test Pits, utility crossings, Ex/Pr Ground elev  |                       |

**FOR STAFF USE ONLY: COMMENTS TO ENGINEER PRIOR TO SUBMISSION**

- Provide with your corrected submission a letter with a brief explanation of the scope of the plan.
- Provide new site plan number: SP# \_\_\_\_\_
- Provide new site plan name: \_\_\_\_\_

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**\*THE ABOVE COMMENTS MUST BE VERIFIED PRIOR TO PLAN SUBMISSION.**

**IF COMMENTS ARE INCOMPLETE, PLAN IS TO BE RETURNED TO ENGINEER.**

# TECHNICAL REQUIREMENT CHECKLIST

## EROSION AND SEDIMENT CONTROLS

Refer to the DCSM, Sec 4

### EROSION AND SEDIMENT CONTROL NARRATIVE

Each plan has to have a specific construction site narrative and must include a detailed schedule of when the erosion controls are initially installed in each phase. Boiler plate Narratives will not be approved.

#### YES/NO/NA

\_\_\_\_\_ 1. Erosion and Sediment Control Estimate

\_\_\_\_\_ 2. **Plan Sheet showing the Erosion and Sediment Control Phase 1**

- \_\_\_\_\_ a. Site Development – Show all improvements such as buildings, parking lots, access roads, utility construction, etc.
- \_\_\_\_\_ b. Existing site conditions - A description of the existing topography, vegetation and drainage.
- \_\_\_\_\_ c. Soils – The boundaries of different soil types. A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.
- \_\_\_\_\_ d. Existing contours – The existing contours of the site.
- \_\_\_\_\_ e. Existing vegetation – The existing tree lines, grassed areas, or unique vegetation.
- \_\_\_\_\_ f. Existing drainage patterns – The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
- \_\_\_\_\_ g. Location of Phase 1 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- \_\_\_\_\_ h. Limits of clearing and grading – Areas which are to be cleared and graded.
- \_\_\_\_\_ i. On-site areas – Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.) Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- \_\_\_\_\_ j. Existing Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. Steep slopes, channels, wet weather/underground springs, etc.).
- \_\_\_\_\_ k. Adjacent areas – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
- \_\_\_\_\_ l. Erosion and sediment control measures – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in the DCSM Chapter 4.)
- \_\_\_\_\_ m. Temporary stabilization/restoration – A brief description, including specifications, of how the site will be temporarily stabilized.
- \_\_\_\_\_ n. Maintenance – A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

\_\_\_\_\_ **3. Plan Sheet showing the Erosion and Sediment Control Phase 2**

- \_\_\_\_\_ a. Final contours – Changes to the existing contours, including final drainage patterns.
- \_\_\_\_\_ b. Proposed critical erosion areas – Areas with potentially serious erosion problems.
- \_\_\_\_\_ c. Location of Phase 2 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- \_\_\_\_\_ d. Off-site areas – Identify any off-site land-disturbing activities. Add off-site permission letters. Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- \_\_\_\_\_ e. Proposed Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. steep slopes, channels, wet weather/underground springs, etc.). (See DCSM, Chapter 6 for criteria).
- \_\_\_\_\_ f. Detailed drawings – Any structural practices used that are not referenced to the E&S handbook or local handbooks should be explained and illustrated with detailed drawings.
- \_\_\_\_\_ g. Permanent stabilization/restoration – A brief description, including specifications, of how the site will be stabilized after construction is completed.
- \_\_\_\_\_ h. Storm water runoff considerations – Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control storm water runoff.
- \_\_\_\_\_ i. Calculations – Detailed calculations for the design of temporary sediment basins, permanent storm water detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.