CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
9027 Center Street, 2nd Floor
Manassas, VA 20110
Phone: 703-257-8278 Fax: 703-257-5831
www.manassasva.gov/permits
Email: permitstatus@manassasva.gov

RIGHT OF ENTRY/EXCAVATION PERMIT APPLICATION
For Simple Projects: Homeowners & Plumbers Only (on outer fringe of RoW)

Applicant Information

Applicant Name | *Associated Permit Number(s)* | *Date of Application*

Applicant Email Address | *Applicant Phone Number*

Work Site Information

Project Name and Address of Proposed Work

Owner Name | *Owner Phone Number*

☐ 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.

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:

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.

For Staff Use Only:

Permit Expiration Date:		Permit Fees: $	
Has street been repaved in the last 3 years? ☐ Yes ☐ 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:	

Revised 11/15/2024

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

1. Permittee (or Applicant) must contact the City of Manassas Engineering Department at 703-257-8445, 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. Permittee shall give advanced notification to all occupied/active properties adjoining or affected by the permitted activities. This notice shall be delivered a minimum of 48 hours prior to commencement of work, although this time requirement may be lengthened on a situational basis.
3. Hours of construction activity is not permitted between the hours of 7:00PM Monday through Friday and 7:00AM the following day, and Saturdays after 6:00PM. No lane closures are permitted at any time on Sundays and legal holidays observed by the Manassas City Government unless otherwise approved by the City. Lane closures shall not be in effect (1st cone in the road) during the peak hours congestion periods of 7:00A-9:00 A.M. and 4:00P-6:00P.M. on collector or arterial roads, unless otherwise approved by the City. In the Months of February through November, on the First Friday of each month, daily deployed lane closures must be removed by 3P, following the project being 100% cleaned and pedestrian paths opened.
4. Any Permit spanning any City of Manassas City Council Sanctioned Events shall observe additional operational restrictions as identified and reviewed during the pre-construction meeting.
5. All applicable regulations of Federal, State, or City agencies that exceed the provisions contained herein shall have precedence over the same.
6. Permittee shall have all utilities in the vicinity of the proposed work identified and located by calling 811 or 800-552-7001 or online at va811.com. Issuance of this excavation permit does not constitute notification of the City for it to mark its utilities through this service. Permittee must confirm City Utility marking during the pre-construction meeting. Test pitting is required at all utility crossings prior to construction across, near or adjacent to the utility. The City may require test pitting of utilities as part of plan development/permit approval in accordance with Section 2-805 of the DCSM.
7. All excavation 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. 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.
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. Any roadway improvements constructed under this permit must be made to meet current City DCSM and VDOT Specifications.
12. Boring under concrete should be avoided. If unavoidable, all concrete, curb and gutter, sidewalk and/or driveway must be cut, removed and replaced per the DCSM. All concrete restoration shall be in compliance with the DCSM.
13. Excess excavated material shall be placed directly in a truck or trailer for removal from the site.
14. Roadway drainage shall not be blocked in any manner during or after completion of the work.
15. 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 permit expiration.
16. 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.
17. 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.
18. 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.
19. All restoration work must be scheduled for inspection at 703-257-8445 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.
20. 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, 703-257-8445. A permit for emergency work must be applied for no later than 72 hours after performing the necessary disturbance within the right-of-way.
21. 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.
22. Steel Plates are not permitted between October 15th and April 15th, unless otherwise approved by the City of Manassas Director of Public Works.
23. When critical City facilities are on the proposed route, Water and Sewer Department personnel must be onsite during active construction.
24. 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.
25. All contractors working in the same corridor must proactively coordinate with each other.
26. Any field conditions encountered that are not reflected on the approved permit plans must be reported to the Site Inspector 703-257-8445 prior to performing work in and/or immediately adjacent to the observed location.

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).

Signature *Date of Signature*