



# City of Harrisonburg, Virginia

OFFICE OF THE PUBLIC WORKS DEPARTMENT  
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STREET MAINTENANCE  
TRAFFIC ENGINEERING  
TRANSPORTATION PLANNING  
REFUSE/ RECYCLING  
CENTRAL STORES

TO: Eric Campbell, City Manager  
FROM: Thomas Hartman, PE, Director of Public Works  
DATE: September 24, 2019  
RE: Public Access Permit Program Updates

**Summary:** The Public Works Department will provide City Council with an overview of the updates to the Public Access Permit program.

**Background:** The Public Works Department currently issues Public Access Permits (PAP) to anyone performing work within the City's right of way. The PAP grants the permittee permission to work within the right of way and if necessary, install items within the right of way as well. Permit requests include items such as; private entrances, commercial entrances, underground and above ground telecommunication lines, gas lines, etc. Public Works issued 121 permits in 2017, 232 permits in 2018, and 117 permits so far in 2019.

The current permit program includes a one-page application that is reviewed and approved by Public Works prior to the work being performed. It does not include any type of fee structure or bonding requirements, nor does it include permit durations and expiration dates. The updated program includes these items as well as other changes that are meant to improve the permitting process.

Below is a summarized list of changes:

- Includes a non-refundable \$100 application fee for any submitted PAP. This fee is consistent with the VDOT Land Use Permit program.
- Additive fees for permitted activities that vary per activity. These fees offset the inspection costs associated with these types of activities. These fees are consistent with the VDOT Land Use Permit program.
- Surety requirements based on the value of the work performed in the right of way.
- Permit expiration dates and reinstatement fees if permit extensions are required.
- Enhanced City department coordination with the utilization of the LAMA permitting system.
- Provisions for the allowance of "Microtrenching" fiber optic conduit placement within City right of way.
- Provisions for the allowance of Small Cell Wireless facilities to be placed within City right of way.

The updated PAP program is planned to become effective November 4, 2019.

**Key Issues:** None.

**Environmental Impact:** None.

**Fiscal Impact:** New fee structure will provide funds to offset permit review and inspection costs.

**Prior Actions:** None.

**Alternatives:** None.

**Community Engagement:** None.

**Recommendation:** N/A

**Attachments:** Presentation, and Revised PAP Documents

**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*