

Department of Public Works  
320 East Mosby Road  
Harrisonburg, VA 22801  
540-434-5928

## PUBLIC ACCESS PERMIT GUIDELINES

A Public Access Permit (PAP) shall be required for construction, demolition, replacement, installation, excavation, or maintenance within the public street or alley right-of-way (ROW) related to the following:

- Private and Commercial Entrances
- Underground Conduits
- Aboveground Structures (poles, towers, etc.)
- Overhead Utility Lines
- Excavations (test bores, emergency openings)
- Turn Lane Construction
- Curb and gutter
- Sidewalks
- Landscaping
- Tree Trimming
- Storm Sewer System
- Dumpsters (Temporarily located in ROW)
- On-Street Parking Closures
- Sidewalk and Road Closure
- Wireless Small Cell Facilities

### Application Instructions

1. Applicants who plan to work within the public ROW must submit a completed Public Access Permit Application with all required information and documents, including traffic control, maintenance of traffic plans, engineering plans or plats depicting in detail the work proposed under the requested permit, and any other information and documents required by the Special Conditions, Regulations, and Instructions document.
2. Applications may be submitted in person via fax, email, or other mail carriers. A nonrefundable application fee is required at the time of submission. Before a permit is issued, the applicant must pay the remaining balance and any applicable fees. See the Public Access Permit Fee and Surety Schedule for permit cost information

### Work Hours

Unless otherwise permitted, work hours within the ROW shall be Monday – Friday 8 a.m. to 4 p.m. Night work is only permitted on weekdays from 9 p.m. to 7 a.m. Weekend work hours will be determined on a case-by-case basis. Permittee may request with the PAP submission to work hours outside of these times, however, the Department of Public Works will evaluate and approve each request on a case-by-case basis.

### Emergency Permits

Emergency permits will be granted for conditions that need immediate attention (within 24-48 hours). Emergencies include situations that may result in death or injury to persons or property due to the interruption of essential services resulting from the destruction, disruption, or damage to utility lines, or



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conditions that will not allow for the safe functioning of the street, pedestrian facilities, or 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 after the emergency event occurred. 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 City Code, Design and Construction Standards Manual, and the Public Access Permit Application Special Conditions, Regulations and Instructions document.

### Safety Devices in Work Zones

All work zones at all times must be sufficiently protected by safety devices. Safety devices for all work authorized by a permit must conform with all codes, rules, and regulations. 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 City.

### Permit Expiration

Upon permit expiration, the permittee must immediately cease all work and remove any equipment authorized by the permit unless reapplication is made 72 hours prior to the expiration date and a new permit is issued.



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## City of Harrisonburg Public Access Permit Application Special Conditions, Regulations, and Instructions

The Department of Public Works (DPW) issues Public Access Permits (PAP) to applicants who plan to work within the City public street or alley right-of-way (ROW). These special conditions, regulations, and instructions are in addition to the requirements specified in the City's Design and Construction Standards Manual (DCSM).

For questions regarding the PAP process, visit the Department of Public Works Office at 320 East Mosby Road, Harrisonburg, VA 22801, or call 540-434-5928.

### Required Submittals

Depending on the scope of work, the Permittee is required to provide different types of plan documents for review and approval prior to issuance of the PAP.

1. For permits that include utility transmission services, utility connections to multiple customers, or that have an approved engineered comprehensive site plan approved by the City, the Permittee shall provide the following for review and approval by the DPW as outlined in each bullet below.

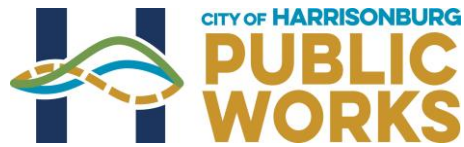
For all other PAP requests the Permittee shall disregard the bullets below and submit to the DPW a drawing depicting the location of the work, the proposed work to be performed, and any work specific construction related details that may be needed for the DPW to review and approve

- Two sets of engineering plans signed and sealed by a professional engineer or surveyor licensed in the Commonwealth of Virginia (24" x 36"; Scale [Horizontal] 1" = 25' and [Vertical] 1" = 5') showing both plan and profile views of all proposed and existing facilities and structures so the DPW can determine the exact location of the proposed facilities and/or structures to be installed within the public ROW. The applicant must include a vicinity map showing all roadways that are affected by the work proposed on the application.
- The engineering plans must show the ROW and all existing utility facilities, public and privately owned, including, but not limited to, water mains, water meters, sanitary sewers, sanitary sewer laterals (if possible), stormwater facilities, electrical lines and infrastructure, gas mains, telecommunications, manholes, catch basins, sidewalks, curbs, gutters, and trees within the public ROW. 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 shall be the permittee's responsibility to locate, identify, and resolve all potential conflicts with existing utilities in the public ROW 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 do not have profile information must be "test-holed," with the results provided to the City. Permittee shall adhere to the City's Design and Construction Standards Manual (DCSM) for underground installations.
  - As-built drawings (24" x 36"); must be submitted within 30 days following the completion of construction. The plans must be neatly and clearly marked to show all variations from the design and the work actually performed and may be submitted via hard copy or digital format. The plans must also include supplementary notes, legends, and details to fully explain the work.
2. A letter from the Permittee addressed to: Director of Public Works, 320 East Mosby Road, Harrisonburg, VA 22801, explaining the following:
- A written explanation of the scope of the project.
  - Construction schedule.
  - Future use of the proposed 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. After the PAP permit is issued, the applicant must provide advance notification to the assigned DPW inspector for the project, which will be stated on the permit. This notification must be made 48 hours prior to the commencement of the work at the site by calling 540-434-5928. At a minimum, the applicant must provide the permit number, a contact person and telephone number, and start date for the proposed work.

#### Technical Specifications for Underground Utility Installations

- The length of proposed underground facilities for each permit application will be determined by the DPW.
- The proposed design of the facilities must comply with the City's Design and Construction Standards Manual (DCSM).
- Any deviation from the approved scope of work during construction must be preapproved by the DPW Inspector prior to proceeding with the 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 until the as-built drawings have been provided.



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## General Information

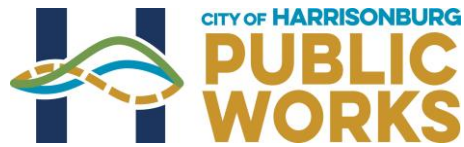
1. For the approximate location of City water, sewer, stormwater facilities, easements, and public ROW lines, visit the Harrisonburg Department of Community Development Mon.-Fri, 8 a.m.-5:00 p.m.
2. The City's Design and Construction Standards Manual (DCSM) can be downloaded online at: <https://www.harrisonburgva.gov/dcsm>.
3. 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 City 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.
4. All applications may be submitted in person, fax, email, or mail carrier by the applicant, or agent of, requesting the use of the public ROW. 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.
5. 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 rejection of accepting the application. 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 PAPs are nontransferable.
6. The permittee shall provide surety to guarantee the satisfactory performance of the activity authorized under the auspices of the land use permit issued for the initial installation. The surety shall be based on the estimated cost of work to be performed within the right-of-way and the amount shall be approved by the Public Works designee. The surety may be in the form of a check, cash, irrevocable letter of credit, insurance bond, or any other City-approved method. This surety will be refunded or released upon satisfactory completion of the initial installation and inspection by Public Works.

A surety will not be required for applications submitted by City Franchise holding utilities or those with City approved Engineered Comprehensive Site Plans.

A surety will not be required of Private Entrance permit requests.

Public Works reserves the right to modify the surety requirements on a permit by permit basis.

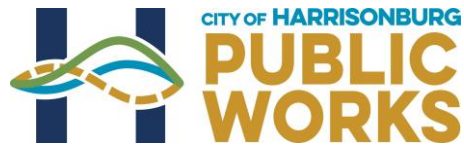
7. Application requests will be approved or denied within 30 calendar days from the date of submission, unless otherwise specified. Applicants will be notified by the DPW when the application request is approved or denied. Revisions must be submitted to the permitting office in person or in the same manner as the original request with an additional 30-day



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review period starting from the date of submission. The DPW shall determine the beginning date, duration, expiration date, and/or work hours for each permit. Permits shall be valid only for 180 days after the date of permit issuance.

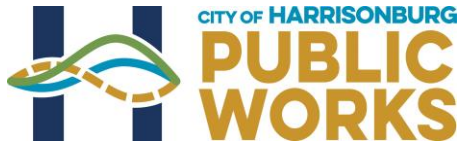
8. If the proposed work is part of an approved engineered comprehensive site plan, a copy of the approved plan must accompany the application highlighting the proposed work, showing the ROW and all existing utility facilities, public and privately owned, including but not limited to, water mains, water meters, sanitary sewers, sanitary sewer laterals, stormwater facilities, electrical lines and infrastructure, gas mains, telecommunications, manholes, catch basins, sidewalks, curbs, gutters, and trees within the public ROW. 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 proposed 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.
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 the permit conditions. Permit payments in the form of a personal or certified check may be submitted to the DPW. Credit card and cash payments will only be accepted at the City Treasurer's Office.
11. Emergency permits will be granted for conditions that need immediate attention (within 24-48 hours). Emergencies include situations that 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 will not allow for the safe functioning of the street, pedestrian facilities, or parking systems. The permittee must apply for a permit providing a Miss Utility ticket number on the application form and submit it on the first regular business day after the emergency event occurred. 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 City Code, the DCSM, and this document.
12. All work zones at all times must be sufficiently protected by safety devices. 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 Electrical 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 City.
13. Unless otherwise permitted, work hours within the ROW shall be Monday - Friday 8 a.m. to 4 p.m. Weekend work hours will be determined on a case-by-case basis. Night work shall only occur on weekdays from 9 p.m. to 7 a.m. Permittee may request with the PAP submission to work hours outside of these times. The DPW will evaluate and approve each



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request on a case-by-case basis.

14. Restoration of the roadway must be completed within two weeks of the first excavation and conform to standards shown in the DCSM. Temporary restoration of the roadway must be performed daily. It shall be the responsibility of the permittee to contact the DPW upon final restoration of the work area. Should the permittee refuse or neglect to make full restoration within the two-week timeframe, the City 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 remove any equipment authorized by the permit unless reapplication is made 72 hours prior to the expiration date and a new permit is issued.
16. **Microtrenching** – Microtrenching will be approved on a case by case basis, and the permittee shall engage in exploratory discussion with the DPW prior to making formal permit submission. Permittee shall review and adhere to the Microtrenching Installation and Construction Standards document included as Appendix B
17. **Wireless Small Cell Facilities** – Wireless Small Cell Facilities are required to obtain a PAP prior to any installation. Permittee shall review and adhere to the Wireless Small Cell Facilities standards included as Appendix A, which solely applies to the facility itself. Any underground or aerial utility installations required shall follow the respective City standard and regulation.



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## Public Access Permit Fee and Surety Schedule

### Permit Fee

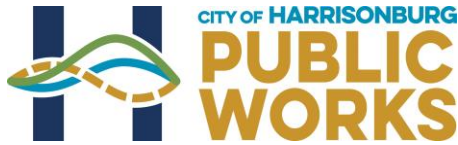
1. Application Fee – a nonrefundable application fee of **one hundred dollars (\$100.00)** shall be charged to offset the cost of reviewing and processing the permit application.
2. Additive costs shall be applied as indicated below and shall be charged to offset the cost of inspecting the project work. The Public Works Department’s designee will determine the total permit fee using the following schedule:

Activity	Fee
Private Entrances	None
Commercial Entrances	\$150 for first entrance \$50 for each additional entrance
Underground Utility – Parallel*	\$10 per 100 linear feet
Overhead or Underground Crossing (incl’s Span Guys)	\$10 per crossing
Above-Ground Structure (direct bury poles)	\$10 per structure
Above-Ground Structure (Small Cell Wireless Facilities, concrete foundations)	\$400 per structure
Excavation Charge (incl’s Test Bores and Emergency Openings)	\$10 per opening
Turn Lane Construction*	\$10 per 100 linear feet
Curb and Gutter*	\$10 per 100 linear feet
Sidewalk*	\$10 per 100 linear feet
Landscaping*	\$10 per 100 linear feet
Tree Trimming*	\$10 per 100 linear feet
Storm Sewer System*	\$10 per 100 linear feet
Dumpster (Temp located in ROW)	\$50 per dumpster
On-Street Parking Closure	\$10 per parking space – First Day \$1 per parking space – each additional day
Street and Sidewalk Closure	\$10 per day
Co-Located Small Cell Wireless Facilities	\$100 per installation for the first 5, and \$50 per installation for all remaining installations on the same permit

\*Rounded to the nearest 100 linear feet

3. Time extensions for active permits shall incur a monetary charge equal to one-half the application fee charged to the initial permit. Expired permits may be reinstated; however, fees for reinstatement of expired permits shall equal the application fee.
4. If a permit is cancelled prior to the beginning of work, the application fee and one-half of the additive fee will be retained as compensation for costs incurred by the City during plan review.





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5. The Public Works Director's designee may establish an account to track plan review and inspection costs and may bill the permittee not more often than every 30 calendar days. If an account is established for these costs, the permittee shall be responsible for the nonrefundable application fee and the billed costs. When actual costs are billed, the Public Works Director's designee shall waive the additive fees above.
6. DPW reserves the right to modify and/or waive fees associated with all PAP's.

## Surety

1. Performance surety - The permittee shall provide surety to guarantee the satisfactory performance of the work. Surety shall be based on the estimated cost of work to be performed within the right-of-way. Surety may be in the form of a check, cash, irrevocable letter of credit, insurance bond, or any other City-approved method. Under no circumstances shall the City of Harrisonburg be named the escrow agent, nor shall funds deposited with the City as surety be subject to the payment of interest. The surety will be refunded or released upon completion of the work and inspection by the Public Works Department. If a permit is cancelled prior to the beginning of work, the surety shall be refunded or released. Should the permittee fail to complete the work to the satisfaction of the Public Works Director's designee, then all or whatever portion of the surety that is required to complete work covered by the permit or to restore the right-of-way to its original condition shall be retained by the City.
  - a. Cash Surety - Applicants owing financial obligations to the City of Harrisonburg may not receive a refund of the cash guarantee provided for the issuance of a public access permit unless the amount owed is less than the amount of cash guarantee provided. Applicants providing cash guarantee for the issuance of a public access permit must provide an executed copy of the Form W-9 to receive a refund of the cash guarantee provided for the issuance of a public access permit.
2. Approved Comprehensive Site Plan – Any permit associated with a City approved Engineered Comprehensive Site Plan (ECSP) (administered by the Department of Planning and Community Development) shall provide the surety per the ECSP requirements and will not be subject to providing additional surety to the City.
3. Utility Franchise – Any utility provider within the City that has an executed franchise agreement shall not be required to provide a surety as noted in item 1 above.



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## Appendix A – Small Cell Facilities

This appendix summarizes the contents of Title 6, Chapter 1, Article F, “Small Cell Facilities in the Public Right-of-Way” of the Code of the City of Harrisonburg. In the event of a discrepancy between the two documents, the Code is controlling.

### Application Requirements

All applications for small cell facilities in the public right-of-way must contain the following:

- 1) The name, address, telephone number, and email address of the wireless service provider or wireless infrastructure provider.
- 2) The names, addresses, telephone numbers, and email addresses of any consultants acting on behalf of the applicant with respect to the application.
- 3) A general description of the proposed work.
- 4) If erecting a **new wireless support structure**:
  - A physical survey of the area and the precise location where the wireless support structure will be installed.
  - A location map and elevation drawing of the proposed wireless support structure prepared and certified by a professional engineer indicating: the location, type, and height of all structures associated with the facility; the planned capacity; means of access; position in relation to the public street or alley right-of-way lines; and all applicable American National Standards Institute technical and structural codes.
  - Photo simulations of the proposed wireless support structure.
- 5) If locating on an **existing structure**, evidence that the applicant has permission from the owner of the structure to co-locate the equipment on the structure.

### Support Structures

Proposed new or replacement support structures must:

- 1) Be either (i) no more than 50 feet above ground level, or (ii) with the attached wireless facilities, is no more than 10 feet above the tallest existing utility pole within 500 feet of the new structure within the same public right-of-way.
- 2) Be located such that they do not interfere with public health or safety, such as, but not limited to, a fire hydrant, fire station, fire escape, water valve, underground vault, valve housing structure, or any other public health or safety facility.
- 3) Be located in such a manner so as to prevent interference with existing poles or facilities in the right-of-way.
- 4) Not be located directly over any traffic signal communication, water, sewer, gas, electric or reuse main or service line.



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- 5) Be made of the same or similar material as existing poles or, if none, utility poles in the immediate area.

Applications for new support structures may be denied for, among other reasons, incompleteness, lack of a load bearing study, failure to comply with the above requirements, and concerns about structural capacity, safety, reliability, or generally applicable engineering practices.

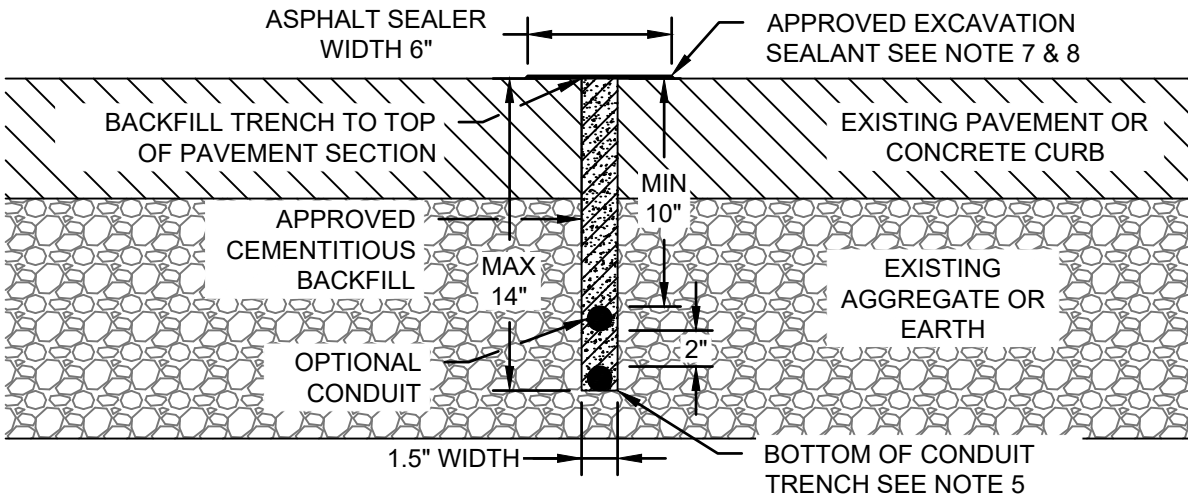
#### Co-Location

A wireless service provider or wireless infrastructure provider may install small cell facilities on an existing structure, provided the provider submits an application to the City demonstrating that permission has been granted by the owner of the structure.

Where a wireless service provider or wireless infrastructure provider wishes to co-locate on a city structure, the City will negotiate in good faith to arrive at mutually agreeable contract terms and conditions.

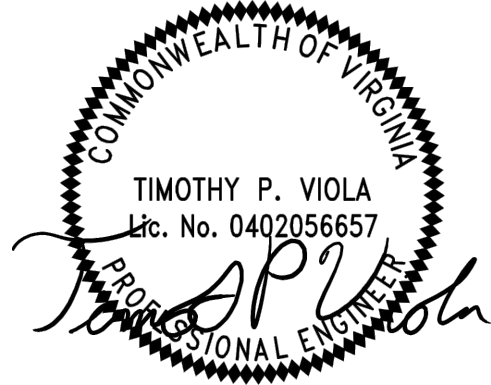
## Appendix B – Microtrenching Installation and Construction Standards


1. Microtrenching may only be approved for “local streets” within the City. The City, however, reserves the right to deny any microtrenching request on any local street. Permittee may request from the Public Works Department a list of all local streets within the City.
2. The microtrench shall be located 2’ off the lip of gutter or shoulder of roadway where possible and shall only perpendicularly cross the street at no less than 300’ intervals.
3. The City shall only approve the installation of two (2) microtrench installations per local street. Such facilities shall be installed as follows:
  - The first installation of microtrench on any local street shall be installed as follows:
    - 10” of cover (from uppermost conduit to existing top of pavement);
    - 1.5” trench width backfilled with flowable fill to the existing top of pavement elevation;
    - Sealed with a minimum 6” wide patch of an approved asphaltic sealing material;
  - For second installation on a Local Street the microtrench shall be installed as follows:
    - Placed directly above existing conduit with 2” of separation, with a minimum of 6” of cover (from uppermost conduit to existing top of pavement);
    - 1.5” trench width backfilled with flowable fill to existing top of pavement elevation;
    - Sealed with a minimum 6” wide patch of an approved asphaltic sealing material;
4. The microtrench shall not be located within 5’ horizontally of any public utility asset (manhole, sewer line, water line fire hydrant, water meter, sewer lateral, storm inlet, storm line, etc.). The microtrench may be moved to the lip of gutter in order to accommodate the 5’ offset. If encroachment within 5’ is unavoidable this shall be clearly identified on the plans, and the City will review each occurrence on a case by case basis.
5. Where the microtrench crosses a public utility line, the angle shall not be less than 45 degrees;
6. The submitted construction plans shall include a detail explaining the process by which the contractor will install conduits under the existing curb & gutter and sidewalk. The City will approve this detail on a case by case basis.

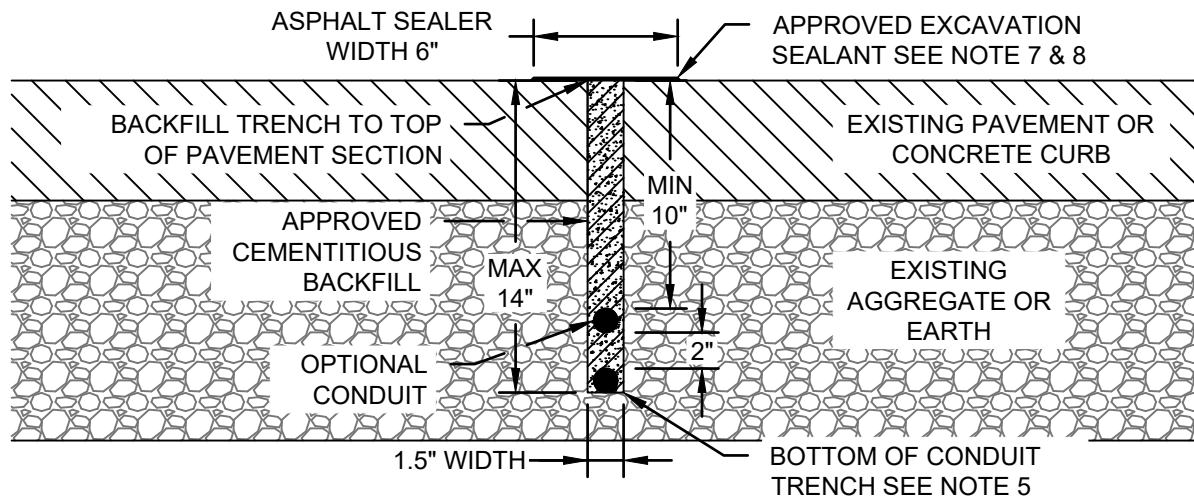


**NOTES:**

1. ALL WORK AND MATERIALS SHALL MEET THE REQUIREMENTS OF CURRENT CITY OF HARRISONBURG DESIGN AND CONSTRUCTION STANDARDS MANUAL AND VIRGINIA DOT SPECIFICATIONS AND STANDARDS UNLESS NOTED OTHERWISE OR APPROVED BY THE GOVERNING BODY OR OWNER. MICRO-TRENCHING SHALL NOT BE CONDUCTED IN SOILS WHERE RAVELING MAY OCCUR.
2. IT IS SOLELY THE CONTRACTORS RESPONSIBILITY TO FOLLOW ALL APPLICABLE SAFETY, BUILDINGS CODES, AND REGULATIONS DURING ALL PHASES OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS RELATING TO EXISTING CONSTRUCTION AND/OR SITE DRAWINGS.
3. PAVEMENT CUTS SHALL BE STRAIGHT AND CLEAN. IT IS RECOMMENDED THAT SPALLS AND POTHOLES WITHIN 12 INCHES OF THE MICRO-TRENCH BE REPAIRED PRIOR BY TRENCHING TO FACILITATE STRAIGHT PAVEMENT CUTS. A CIRCULAR VACUUM OR EQUIVALENT EXCAVATOR WHICH CAN EFFECTIVELY EVACUATE CUTTINGS SHALL BE UTILIZED.
4. MATERIALS AND METHODS SHALL BE APPROVED BY THE GOVERNING BODY OR OWNER PRIOR TO COMMENCEMENT OF WORK. TRENCH LOCATION SHALL BE THROUGH ALIGNMENTS OTHERWISE APPROVED BY THE THE OWNER.
5. A MINIMUM COVER OF 10 INCHES SHALL BE MAINTAINED FROM THE TOP OF THE CONDUIT TO THE TOP OF THE ROADWAY SECTION. A MAXIMUM TRENCH DEPTH OF OF 14 INCHES SHALL BE PROVIDED. TWO INCHES OF SEPARATION SHALL BE PROVIDED IF A SECOND CONDUIT IS INSTALLED IN THE TRENCH. EXCAVATION WIDTH SHALL BE 1-1/2 INCHES.
6. CEMENTITIOUS BACKFILL SHALL CONSIST OF APPROVED SHRINKAGE COMPENSATING HIGH EARLY STRENGTH REPAIR MORTAR WITH CORROSION INHIBITOR COMPARABLE TO CORBEL TRENCH FILL PRODUCED BY CORBEL COMMUNICATIONS INDUSTRIES, LLC. BACKFILL SHALL BE PROPERLY CONSOLIDATED TO PREVENT FORMATION OF AIR POCKETS.
7. BACKFILL TRENCH TO TOP OF PAVEMENT SECTION. CRACK SEALER SHALL CONSIST OF APPROVED MATERIALS COMPARABLE TO CRAFTCO ROADSAVER 211 MEETING THE REQUIREMENTS OF FEDERAL SPECIFICATION SS-S-164 AND ASTM D6690 (AASHTO M324), TYPE I, "JOINT AND CRACK SEALANTS, HOT-APPLIED, FOR CONCRETE AND ASPHALT PAVEMENTS". CRACK SEALER SHALL BE APPLIED ACCORDING TO MANUFACTURES RECOMMENDATIONS OR THE REQUIREMENTS OF THIS DRAWING, WHICHEVER IS MOST STRINGENT.




PROJECT NO.: PTL-192619	<b>MICRO-TRENCH CONSTRUCTION FOR DRY UTILITIES - STANDARD DRAWING</b>	This drawing has been developed in accordance with generally accepted construction practices and industry standards. Viola Engineering, PC (VEPC) shall not be held liable for misuse of this drawing or placement of materials contrary to manufacture specifications. The contractor and/or utility owner bear full liability for proper implementation of techniques depicted herein.
PROJECT NAME: SHENTEL MICRO-TRENCH DRAWING		
CLIENT: MATT ESTEP, DIRECTOR OF OUTSIDE PLANT ENGINEERING & CONSTRUCTION SHENTEL 500 SHENTEL WAY, EDINBURG, VA 22824	 <b>VIOLA ENGINEERING, PC</b> Geotechnical • Geophysical • Environmental • Materials P.O. Box 575 Broadway, Virginia 22815 (540) 434-0400 fax: (540) 434-0447	DRAWING NUMBER: <b>MT-SD</b>
DRAWING BY: TIMOTHY VIOLA, PE		SHEET NO.: 1 OF 2
DRAWING DATE: 6/24/19		



**NOTES:**

8. THE SEALANT SHALL NOT BE PLACED WHEN THE AMBIENT OR PAVEMENT TEMPERATURES FALL BELOW 45 DEGREES FAHRENHEIT OR WHEN MOISTURE IS PRESENT IN THE EXCAVATION TO BE SEALED. PRIOR TO SEALING, THE EXCAVATION SHALL BE THOROUGHLY CLEANED SUCH THAT ALL DIRT, DEBRIS, MOISTURE AND OTHER FOREIGN MATERIALS THAT WILL PREVENT BONDING OF THE SEALANT ARE REMOVED. THE SEALANT SHALL BE PUMPED DIRECTLY INTO OR OVER THE EXCAVATION FROM THE HEATER-MELTER UNIT AT THE TEMPERATURE SPECIFIED BY THE MANUFACTURER IMMEDIATELY FOLLOWING CLEANING. THE SEALANT SHALL OVERLAY THE CRACK AT THE PAVEMENT SURFACE LEAVING A MAXIMUM "OVER-BANDED" APPEARANCE OF 3-INCH WIDE (6-INCH WIDTH TOTAL) ON EACH SIDE OF THE EXCAVATION CENTERLINE. THE MATERIAL SHALL NOT CONTINUE TO FLOW BEYOND THESE LIMITS ONCE A CRACK IS SEALED. THE HEIGHT OF THE SEALANT ABOVE THE PAVEMENT SURFACE SHALL NOT EXCEED 1/8 INCH.
9. DO NOT CONDUCT MICRO-TRENCHING OR INSTALL CONDUIT IN PARALLEL ALIGNMENT ABOVE ANY PUBLICLY OWNED UTILITY UNLESS SPECIFICALLY APPROVED IN WRITING BY THE UTILITY OWNER.
10. UPON COMPLETION OF MICRO-TRENCHING, ALL GRADES, PAVEMENT MARKINGS, AND STRUCTURES SHALL BE RESTORED TO EXISTING CONDITIONS MEETING APPLICABLE SERVICE REQUIREMENTS.
11. CONTRACTOR SHALL EXCAVATE ON EITHER SIDE OF THE CURB AND GUTTER AND JACK CONDUITS DIRECTLY UNDER THE CURB AND GUTTER.
12. CONTRACTOR SHALL USE STANDARD TRENCHING METHODS TO PLACE CONDUITS BENEATH SIDEWALKS. A 5-FOOT BY 5-FOOT MINIMUM SIDEWALK PANEL SHALL BE REPLACE AT EVERY CROSSING. MATCH EXISTING SIDEWALK WIDTHS WHERE REQUIRED.

PROJECT NO.: PTL-192619	<b>MICRO-TRENCH CONSTRUCTION FOR DRY UTILITIES - STANDARD DRAWING</b>	This drawing has been developed in accordance with generally accepted construction practices and industry standards. Viola Engineering, PC (VEPC) shall not be held liable for misuse of this drawing or placement of materials contrary to manufacture specifications. The contractor and/or utility owner bear full liability for proper implementation of techniques depicted herein.
PROJECT NAME: SHENTEL MICRO-TRENCH DRAWING		
CLIENT: MATT ESTEP, DIRECTOR OF OUTSIDE PLANT ENGINEERING & CONSTRUCTION SHENTEL 500 SHENTEL WAY, EDINBURG, VA 22824	 <b>VIOLA ENGINEERING, PC</b> Geotechnical • Geophysical • Environmental • Materials P.O. Box 575 Broadway, Virginia 22815 (540) 434-0400 fax: (540) 434-0447	DRAWING NUMBER: <b>MT-SD</b>
DRAWING BY: TIMOTHY VIOLA, PE		SHEET NO.: 2 OF 2
DRAWING DATE: 6/24/19		



Department of Public Works  
320 East Mosby Road  
Harrisonburg, VA 22801  
540-434-5928

**Applicant Information:**

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Contractor Information (if applicable):**

Contractor Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name (if different): \_\_\_\_\_

City Business License Number: \_\_\_\_\_

VA DPOR Number: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Permit Request Information:**

Private Entrance     Commercial Entrance     Underground Utility Parallel

Crossing (Overhead/Underground)     Aboveground Structures     Excavation (Test Bores)

Turn Lane Construction     Curb and Gutter Installation     Sidewalk Construction

Landscaping     Tree Trimming     Storm Sewer Construction

Dumpster (Temporary in ROW)     On Street Parking Closure     Street / Sidewalk Closure

Small Cell Wireless Facility     Other



Department of Public Works  
320 East Mosby Road  
Harrisonburg, VA 22801  
540-434-5928

**Location Information:**

Street Address (closest available): \_\_\_\_\_

Between Street Name: \_\_\_\_\_ and Street Name: \_\_\_\_\_

Applicant Job Number: \_\_\_\_\_

Brief Description of Work:

Planned Start Date: \_\_\_\_\_ Planned Completion Date: \_\_\_\_\_

**Surety (Indicate the type of surety that will be or has already been provided)**

Utility Franchise                       Approved Engineered Comprehensive Site Plan

Performance / Cash Surety (complete below to determine amount)

Estimated Cost of Work\* in the Right of Way: \$ \_\_\_\_\_

Amount of Performance Surety / Cash Surety: \$ \_\_\_\_\_

\* Includes all equipment, material, and labor to accomplish work.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_





Department of Public Works  
320 East Mosby Road  
Harrisonburg, VA 22801  
540-434-5928

OFFICE USE ONLY

Application Fee: \$ \_\_\_\_\_      \_\_\_ Check Number: \_\_\_\_\_

Date Received: \_\_\_\_\_      \_\_\_ Credit Card

\_\_\_ Cash

Additive Fee: \$ \_\_\_\_\_

Calculation Notes: \_\_\_\_\_

Date Received: \_\_\_\_\_      \_\_\_ Check Number: \_\_\_\_\_

\_\_\_ Credit Card

\_\_\_ Cash

Surety:      \_\_\_ Utility Franchise      \_\_\_ Approved Engineered Site Plan

\_\_\_ Surety – Amount Provided \$ \_\_\_\_\_

Surety Information: \_\_\_\_\_

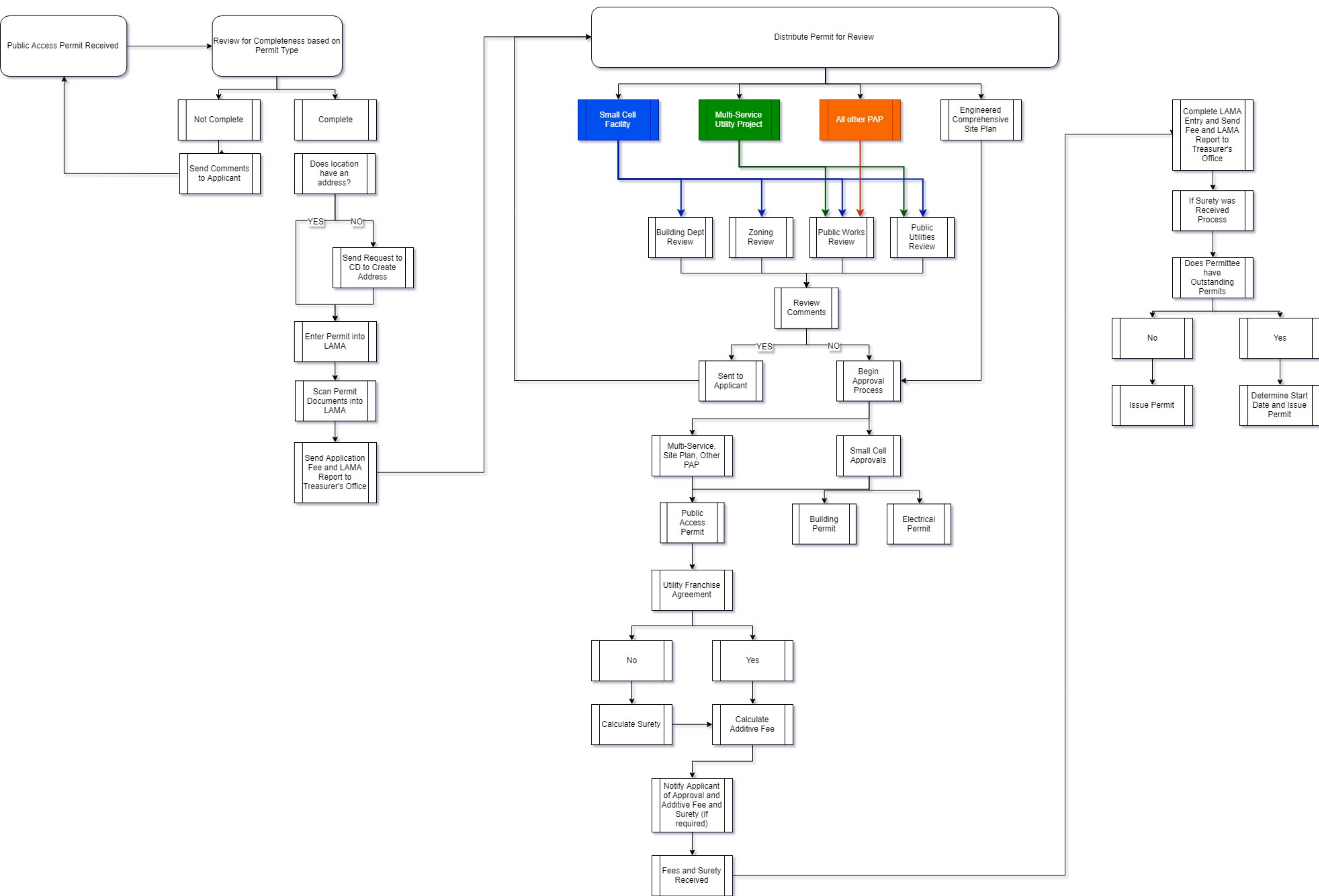
Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Assigned: \_\_\_\_\_

# Public Access Permit Application Process



# Public Access Permit Closeout Process

