



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

City of Harrisonburg Public Access Permit Application Special Conditions, Guidelines & Regulations

The Department of Public Works (DPW) issues Public Access Permits (PAP) to applicants who plan to work within the City public street or 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 description of the scope of work 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.
 3. After the PAP permit is issued, the applicant must provide advance notification to Public Works Construction Management. 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.
 4. If the project will require a closure of a road or travel lane Public Works must be notified 48 hours in advance.

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.

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>.



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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. Public Works reserves the right to require surety on a permit by permit basis. 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 Residential Entrance permit requests, for applications submitted by City Franchise holding utilities or those with City approved Engineered Comprehensive Site Plans.

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 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. 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.
9. 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 cards can be used for payment through our online portal.

10. 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.
11. 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.
12. 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 8 p.m. to 6 a.m. Permittee may request with the PAP submission to work hours outside of these times. The DPW will evaluate and approve each request on a case-by-case basis.
13. Restoration of the roadway must be completed within two weeks of the first excavation and conform to standards shown in the DCSM. When asphalt plants are closed, cold patch may be used until hot asphalt is obtainable. The use of stone for temporary repair and the use of steel plates will require approval from the DPW Inspector. 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.
14. 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.
15. **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
16. **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.