



## APPLICATION TO WORK WITHIN THE RIGHT OF WAY

- Minimum Residential Permit Fee \$30
- Minimum Commercial Permit Fee \$200
- Other Permit Fee \$ \_\_\_\_\_

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

### Property Owner Information:

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Contractor / Applicant (If other than owner):

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### Description of Work Within the Right of Way:

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### Surety Information: (choose one)

Performance Bond # \_\_\_\_\_ Amount \_\_\_\_\_  
 Letter of Credit # \_\_\_\_\_ Amount \_\_\_\_\_  
 Cash Deposit Agreement (Refunded once project completed) Amount \_\_\_\_\_

(Signature required on page 2)

**TEMPORARY TRAFFIC CONTROLS:** When affecting vehicular and pedestrian traffic, V-DOT work zone certification must be presented and temporary control measures approved prior to execution of work zone traffic controls.

**Before any concrete is poured or any culvert is covered, the permittee must contact the City of Hampton Call Center at 727-8311 and request a forms inspection. A final right of way inspection must also be requested at completion of project.**

Revised 06/14/2019



Work under this permit will be performed pursuant to the provisions of Chapter 34 of the Hampton City Code. Permits are issued for a 90-day period. However, when situations warrant, the permit expiration date may be extended one time when prior notification is received. If the work occurs in the Chesapeake Bay Preservation District and involves more than 2,500 sf of land disturbance, a land disturbance permit must be obtained per Chapter 13.1 of the City Code before the right of way permit can be issued. This work shall be completed in a manner satisfactory to the Department of Public Works (the "Department") and shall not damage any plant material or trees installed pursuant to Section 9-168 of the City Code. If the work is not completed before this permit expires, the Department, at its discretion, may complete the work or cause it to be completed at the expense of the permittee.

The permittee agrees to: (1) place and maintain adequate barricades, fencing, or boarding around any construction within the City's right-of-way; (2) provide and maintain adequate warning signs and lights (during dusk and darkness); (3) indemnify and save the City harmless from all claims and damages arising from the work cited in this permit; and (4) keep this permit at the work site at all times and produce it upon request.

Pursuant to Section 34-28 of the City Code, if the Director of Public Works (the "Director") determines the permittee is not continuing to move the work forward and more than the normal number of inspections will be necessary, the Director shall give the permittee written notice of this fact. If additional inspections are required after notice is given, the Director will charge permittee additional inspection fees estimated at \$40.00 per each re-inspection.

This permit may be revoked if the work has not begun before the expiration date specified. A new permit must then be obtained and fee paid prior to starting the work.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_