

RIGHT-OF-WAY PERMIT APPLICATION

SALEM, VA ENGINEERING DIVISION FORMS



Job Address/Location: _____

Contact Name: _____

 Contractor Property Owner Other _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Brief description of activity taking place within City Right-of-Way:

Please submit all necessary maps/plans (including temporary traffic control) with this application

Overall Project Dates Start Date: _____ End Date: _____

Road/Lane Closure Dates** Start Date: _____ End Date: _____

Specific details of closure (ex. Westbound righthand lane of Main St closed from 1st St to 2nd St)

** Road or lane closures shall only be in place from **8:30 AM – 4:30 PM** Monday-Friday and **48 hour notice** is required prior to closing. To notify the city of a closure, please call 540-375-3032 or send an email to communitydev@salemva.gov with "Closure Notification" in the subject line. Extended closures along Arterials may require nighttime work from 7:00 PM – 7:00 AM. If weekend closure is requested, additional coordination may be necessary to ensure that there are no conflicts with special events.

All traffic control plans must comply with MUTCD guidelines. Closures shall not remain in place overnight unless absolutely necessary and approved. Before reopening a work zone, excavations shall be 1) temporarily backfilled with appropriate materials 2) spanned entirely using reflective steel plates or 3) permanently restored. For additional details, see page 2 of this application titled "ROW Restoration Standards" when excavation is required.

NOTE: Communications utilities check with Electric Department (540-375-3030) for necessary pole permit(s).

The City reserves the right to inspect any job upon completion to ensure restoration is satisfactory. If the effort is substandard, the permittee shall correct the problem or they will be sent an invoice if the City has to correct it.

Applicant Signature _____ Date _____

FORM SUBMISSION: Once completed, please email this form to communitydev@salemva.gov with "RW Permit" in the subject line and you will be contacted once the application has been reviewed. Email is preferred but you can also bring the completed form to the Community Development Department office located at 21 S. Bruffey St in Salem or you can mail it to the City at PO Box 869, Salem, VA 24153 (Attn: Engineering).

For Office Use Only

Approved By: _____

Approval Date: _____ Permit Type/Duration: _____

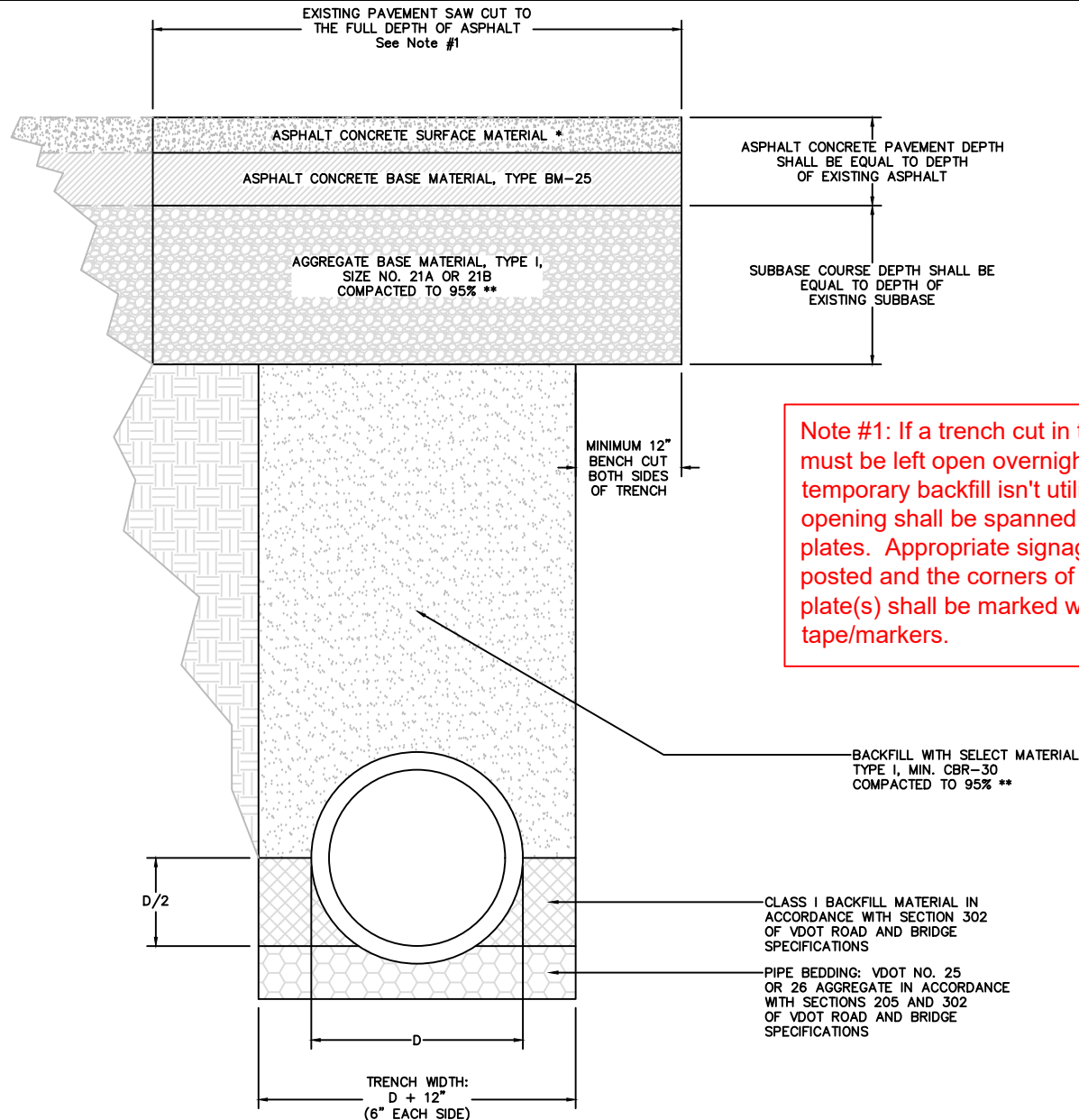
Permit Fee: \$51 \$102 Other _____

Special Conditions: _____



City of Salem
Engineering and
Building Inspections
Department

21 South Bruffey St.
Salem, VA 24153
(540)375-3032



Note #1: If a trench cut in the pavement must be left open overnight and temporary backfill isn't utilized, the opening shall be spanned with steel plates. Appropriate signage shall be posted and the corners of the steel plate(s) shall be marked with reflective tape/markers.

NOTE #2: COMPACTION TEST RESULTS SHALL BE PROVIDED TO THE CITY OF SALEM UPON REQUEST.

* ASPHALT CONCRETE SURFACE MATERIAL SHALL BE:
SM-9.5A IF ADT < 10,000
SM-9.5D IF ADT > 10,000

** BACKFILL COMPACTION SHALL BE DONE WITH HAND AND/OR MECHANICAL TAMPERS AND TESTED IN ACCORDANCE WITH STANDARD PROCTOR COMPACTION TEST (ASTM D698) OR MODIFIED PROCTOR COMPACTION TEST (ASTM D1557). See NOTE #2

Drawn By: JLP
Checked By: WLS
Date: 07/01/2015
Drawing Name: ROW Restoration Standards
Scale: Not to scale
Revisions:
Steel plates 5/25/17
Test results 9/6/2018
Sheet No: 2/2