



TOWN OF SMITHFIELD

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431
(757) 365-4200 • Fax (757) 365-0215

Right of Way / Easement Permit Application No. RW-EP: _____

TYPE OR PRINT CLEARLY

APPLICANT:

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Contact Phone Number _____

Email Address _____

Location of Proposed Work (*Address and Tax Map Number*) _____

Between _____ and _____

Permittee Job No.: _____

Filing date _____

Permit Term needed _____ days

Total fees enclosed \$ _____

Method of Payment Check _____ C.C. _____ Cash _____

The estimated cost of this work is \$ _____

Surety Information:

Name _____

Amount: \$ _____

Account # _____

Obligation Amount (*120% of estimated cost*) \$ _____

Bond _____ LC _____ Check _____ Not Applicable _____

Required Documents for Submission (*As described in the attached memo*):

- Itemized Cost Estimate.....
- Plan or Sketch of Proposed Work.....
- Minimum of 3 references for any / all contractor(s) and subcontractor(s).....
- Written Evidence of sufficient experience, necessary capital, materials, machinery, and skilled workers to complete the work.....
- Experience statement with pertinent information for similar projects that have been completed by the contractor(s) and subcontractor(s).....
- List of acceptable substitute contractors and subcontractors who would be equally qualified to complete the work.....
- A copy of the applicant's Class A Heavy Contractor's License.....

Request Permission: To perform the following work and/or activity (s): _____

_____ as per attached plans.

All applicable items on this form must be completed before your request can be considered. Recheck information furnished to avoid delay. Prepayment Required - make Remittance payable to the Town of Smithfield.

Application is hereby made for permit as shown on the accompanying plan or sketch, and all required materials and documents have been provided as described above. Said work and or activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistant Act of 1972 as amended in the event the Town or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personalty of whatever kind or description that may hereafter be located, should this application be approved.

Signature of Applicant _____ Title _____ Date _____

TOWN USE ONLY

Permit Fee \$100.00 R/W-Easement Inspection Fee \$ _____ Utility Inspection Fee \$ _____

Receipt is hereby acknowledged of CHECK _____, C.C. _____ or CASH _____, in the amount of \$ _____

Signed _____, Town Representative Date _____



TOWN OF SMITHFIELD

TO: Town of Smithfield Right-of-Way (ROW) Permit Applicants
FROM: Town of Smithfield Departments of:
-Community Development & Planning
-Engineering & Public Works
RE: Work in Town ROWs

Friday, August 13th, 2021

To Whom It May Concern,

In an effort to work with you in the successful completion of your project, while protecting the integrity of the Town of Smithfield's water, sewer, stormwater, and roadway infrastructure, all work performed within Town rights-of-way (ROWs) shall be permitted, bonded, and performed by competent individuals in the regular employment of a licensed and bonded Class A Highway/Heavy and Utility contractor and subcontractors whose specialties are the type of work to be undertaken.

In order to ensure that appropriate and acceptable work conditions are instituted while working on Town infrastructure, the following items shall be submitted to the Community Development & Planning and Engineering & Public Works Departments for their review and approval prior to the granting of an ROW permit for any construction activities proposed in Town ROWs:

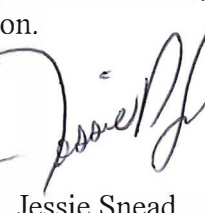
- (1) A list of all contractors and subcontractors who intend to perform the work, as well as three (3) references for each. All references for all contractors and subcontractors must be individuals who were directly involved in the contractors' and subcontractors' previous projects in the ROWs of the Town or any other agency (public or private) that regularly manages ROWs improved with infrastructure.
- (2) Written satisfactory evidence that all listed contractors and subcontractors have sufficient experience, necessary capital, materials, machinery, and skilled workers to complete the work.
- (3) An experience statement with pertinent information as to similar projects and other evidence of experience and qualifications for each person and organization directly involved in the execution of the contractors' and subcontractors' proposed project.
- (4) A list of acceptable substitute contractors and subcontractors who would be equally qualified to complete the work.

To further ensure the protection of its infrastructure, the Town may strengthen or relax any of the requirements noted above at its discretion.

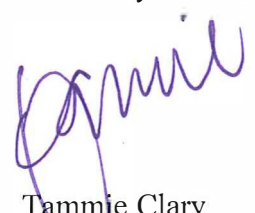
Respectfully submitted,


Jack Reed
Public Works &
Utilities Director


Wayne Griffin
Town Engineer


Jessie Snead
Public Works
Superintendent


Jeff Smith
Maintenance Supervisor
& Assistant Fire Chief


Tammie Clary
Community
Development &
Planning Director

PUBLIC WORKS AND UTILITIES DEPARTMENT

310 Institute St, PO Box 246 / Smithfield, VA 23431 / 1-(757)-365-4200 / Fax 1-(757)-357-9933

www.smithfieldva.gov