



# 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:

**APPLICANT:**

**TYPE OR PRINT CLEARLY**

\_\_\_\_\_  
Owner

Filing date \_\_\_\_\_

\_\_\_\_\_  
Agent

Permit Term needed \_\_\_\_\_ days

\_\_\_\_\_  
Address (Owner)

Total fees enclosed \$ \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Method of Payment Check \_\_\_\_ M.O. \_\_\_\_ Cash \_\_\_\_

\_\_\_\_\_  
Owner Tax ID Number

**Surety Information:**

Name \_\_\_\_\_

\_\_\_\_\_  
Agent Tax ID Number

Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Phone Number (Owner / Agent)

Account # \_\_\_\_\_

\_\_\_\_\_  
Contact Number (Owner / Agent)

Obligation Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Fax Number (Owner / Agent)

Bond \_\_\_\_ LC \_\_\_\_ Check \_\_\_\_ Not Applicable \_\_\_\_

The estimated cost of this work is \$ \_\_\_\_\_

(A detailed cost estimate must be provided with this application)

**Request Permission:** To perform the following work and/or activity (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ as per attached plans.

**Locations:** Tax Map Number \_\_\_\_\_ Permittee Job No. \_\_\_\_\_

Located in Town of Smithfield on the following street(s) \_\_\_\_\_

between \_\_\_\_\_ and \_\_\_\_\_

Signature of owner or agent \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

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 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.

**TOWN USE ONLY**

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

Receipt is hereby acknowledged of CHECK \_\_\_\_, M.O. \_\_\_\_ or CASH \_\_\_\_, in the amount of \$ \_\_\_\_\_

Signed \_\_\_\_\_ Town Representative, \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Town Attorney, \_\_\_\_\_ 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 13<sup>th</sup>, 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:

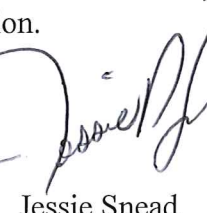
- (1) A list of all contractors and subcontractors who intend to perform the work, as well as three (3) references for each. All references for all contractors and subcontractors must be individuals who were directly involved in the contractors' and subcontractors' previous projects in the ROWs of the 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.

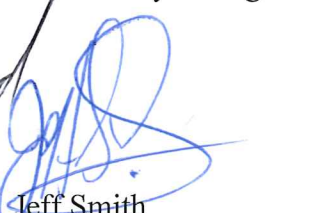
To further ensure the protection of its infrastructure, the Town may strengthen or relax any of the requirements noted above at its discretion.

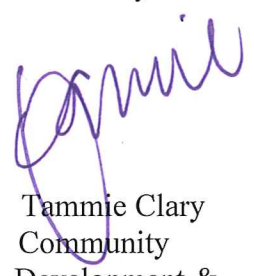
Respectfully submitted,

  
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](http://www.smithfieldva.gov)