

Appendix D

Permits

(Revised 5/13/20)

2.1 GENERAL

This section lists the most common and major permits needed for project development. It does not list all the permits that might be necessary for developing any particular project and is not meant to be all-inclusive. It is the Design Engineer's/Developer's responsibility to ensure that all applicable permits (whether listed in this section or not) are obtained.

Prior to commencing construction, all approvals including plan approval and all permits and easements shall be obtained and all required bonds posted. A preconstruction conference may be required prior to commencing any construction. A set of plans signed and approved by the City shall be maintained onsite at all times.

2.2 DRIVEWAY PERMIT (City of Lynchburg)

Any person desiring to cross the City sidewalks, curbs, or street right-of-way lines with such vehicle or machinery to enter any private premises, private roads, or alleys, shall make application to the City Engineer for a permit to construct a driveway across City property. Permit shall be obtained at the office of the City Engineer, Second Floor, City Hall. When such permit is granted, the persons securing such permit shall construct such crossing at their own expense of such material as specified in the latest City of Lynchburg Manual of Specifications and Standard Details and shall cause the curbing, if any, to be removed for the required width of the driveway in accordance with the latest City of Lynchburg Manual of Specifications and Standard Details applicable thereto.

The failure to exercise a driveway permit issued under the provisions of Article II – Driveways of the City of Lynchburg Code within 3 months after its date of issue shall automatically be revoked and a new permit must be obtained.

2.3 EXCAVATION PERMIT (City of Lynchburg)

No person shall excavate within the right-of-way of any street, sidewalk, alley or any other public right-of-way or thoroughfare in the City, for any purpose whatsoever, without first obtaining a permit to do so.

An excavation permit will be required for any utility company wishing to excavate or place utilities in City right-of-way. Permit shall be obtained at the office of the City Engineer, Second Floor, City Hall. Pavement cuts in streets made by private utilities or City forces shall be repaired in accordance with specification Section 02220 – *Trenching, Backfilling & Compaction of Utilities*, as well as **Standard Details 25.18** through **25.22**, as applicable.

2.4 RIGHT OF WAY PERMIT (City of Lynchburg)

Per City Code, activity/work in City (public) Right-of-Way requires a permit from the Engineering Division of Public Works.

Following is a list of activities requiring a Right of Way Permit:

Businesses/Merchants/Vendors in all areas of the Right-of-Way other than on sidewalks and walkways. Examples are Display and sale of merchandise/signs, food trucks, signs or other items protruding over Right-of-Ways.

Temporary Use of Right-of-Way. Examples are Storage pods, staging equipment, scaffolding, dumpsters and other overhead encroachments.

Maintenance of Traffic Plans (MOT). Examples are Work zones in lanes or shoulders, sidewalk closures, and any other work within the streets that involve modifying traffic.

Small Cell Facilities and Overhead or Underground Lines. Examples are small cell, communication lines, electric lines, cable lines, etc.

Businesses/Merchants/Vendors on sidewalks and walkways. Examples are Food stands, tables, chairs and Display and sale of merchandise/signs.

Fees are set by the City Manager and Violation of this Code is a Class IV misdemeanor. Permits shall be obtained at the office of the City Engineer, Second Floor, City Hall.

More information can be found under this subject on the City's Website.

2.5 LAND DISTURBING PERMIT (City of Lynchburg)

No person shall engage in any land disturbing activity until he has acquired a land disturbing permit, paid the applicable fees, and posted the required bonds, unless the proposed activity is specifically designated as exempt by the City's plan approving authority.

The Design Engineer/Developer shall be responsible for obtaining the proper erosion control permit from the City of Lynchburg Community Development Department, Second Floor, City Hall of Lynchburg, Virginia or the State ESC program should the land disturbing activity take place on State land.

2.6 BURNING (City of Lynchburg)

Unless otherwise exempted, no person shall engage in any burning activity within the corporate limits of the City of Lynchburg without first obtaining a permit and paying the applicable fees. Permit shall be obtained from the Office of the City of Lynchburg Fire Marshall. The requirements and limitations for burning can be found in the appropriate chapter(s) of the City of Lynchburg Municipal Code.

2.7 BLASTING (City of Lynchburg)

No blasting will be permitted within the corporate limits of the City of Lynchburg without first obtaining a permit and paying the applicable fees. Permit shall be obtained from the Office of the City of Lynchburg Fire Marshall. The requirements, limitations, and necessary credentials for blasting within City limits can be found in the appropriate chapter(s) of the City of Lynchburg Municipal Code, Section 01000 – *General Requirements* in the City of Lynchburg Manual of Specifications & Standard Details, and the blasting permit itself.

2.8 STORMWATER GENERAL PERMIT (City of Lynchburg/DEQ)

No person shall engage in any land disturbing activity until he has submitted a Stormwater Pollution Prevention Plan (SWPP), acquired a stormwater general permit, and paid the applicable fees unless the proposed activity is specifically designated as exempt by the City's plan approving authority.

The Design Engineer/Developer shall be responsible for obtaining the Stormwater General Permit from the City of Lynchburg Community Development Department, Second Floor, City Hall.

2.9 CERTIFICATE OF APPROPRIATENESS (City of Lynchburg)

As per the Historical Districts ordinance in City Code, all construction within a designated historical district, including city right of way, requires a certificate of appropriateness (COA).

The Design Engineer/Developer shall be responsible for obtaining the COA from the City of Lynchburg Community Development Department, Second Floor, City Hall.

2.10 OVERSIZE/OVERWEIGHT VEHICLE PERMIT (City of Lynchburg)

All operators of vehicles that qualify as an oversize or overweight vehicle/load shall obtain an oversize/overweight vehicle permit (form LPD-0711) from the Office of the City of Lynchburg Police- Deputy Chief of Field Operations Bureau.

2.11 US ARMY CORPS OF ENGINEERS PERMIT

Existing ponds, streams, ditches, etc. that are depicted on current soils and USGS maps and wetlands are potentially monitored and controlled by the USCOE. The Design Engineer/Developer will be required to provide proper notification and submittal of application for permitting (if required) prior to disturbance of these features. If a permit is required from the USCOE, forward a copy of the approved permit to the City. If the features are present and a permit is not required, forward a letter stating the exemption and acceptance by the USCOE that the disturbance is an exempted activity and a permit is not required. In either situation, the permit or letter shall to be submitted to the City of Lynchburg City Engineer prior to the commencement of construction activity.

2.12 RAILROAD PERMIT

Contact the appropriate railroad company when encroaching on any railroad right-of-way. If the railroad company requires a permit for the proposed construction activity, the

permit shall be filed and approved with a copy of the approved permit forwarded to the City of Lynchburg City Engineer prior to commencement of construction activity.

2.13 VDOT PERMITS

The following permits (if required) will need to be approved and submitted to the City of Lynchburg City Engineer prior to commencement of any construction activity:

2.13.1 DRIVEWAY PERMIT

A VDOT driveway permit will be required for residential driveways, commercial driveways, and street connections/entrances to a subdivision and to a commercial or industrial park, which ties into an existing street that is owned and maintained by VDOT. A copy of the approved permit shall be forwarded to the City of Lynchburg City Engineer prior to the commencement of construction activity.

2.13.2 ENCROACHMENT PERMIT

Any construction that is proposed within the VDOT right-of-way will require an encroachment permit to be issued and approved by VDOT. The appropriate encroachment permit shall be used for the project and a copy of the approved permit shall be forwarded to the City of Lynchburg City Engineer prior to the commencement of construction activity.

2.14 DEQ PERMITS

If the proposed construction activity will produce pollution, has the potential to be hazardous, involves filling of waterways or includes surface water or ground water withdrawal, the activity may require a permit from the Department of Environmental Quality (DEQ). The Design Engineer/Developer shall obtain the proper permits from DEQ for the construction activity. The following permits are issued from DEQ:

- Air Permit
- Water Permit
- Waste Permit
- Virginia Marine Resources Commission (VMRC) Permit

Forward a copy of the approved permit(s) to the City of Lynchburg City Engineer prior to the commencement of construction activity.

2.15 BUILDING PERMIT

All building construction within the City, including city-owned buildings, is required to be permitted. The contractor shall obtain a building permit from the City of Lynchburg Community Development Department, Second Floor, City Hall.

2.16 BUILDINGS – CERTIFICATE OF OCCUPANCY

Prior to the issuance of a certificate of occupancy for any dwelling, a City Construction Coordinator's certification of acceptance must be received by the City Engineer for any

associated water, sewer, and road extensions stating that the construction conforms substantially to the approved plans and specifications.