

# Prince William County Pre-Construction Package



## Site Development Inspection Requirements

Rev. 7/2024

**Please be advised** that while every effort has been made to include the most recent information in this package, forms, fees, and specifications are subject to revision at any time. It is solely the responsibility of the permittee to ensure that the forms and fees tendered are current and correct. The current fee schedule is available on the Development Services website.

<https://www.pwcva.gov/department/land-development-division/idd-documents>

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**NOTES:** References taken from the most recent publication of the Prince William County (PWC) Design and Construction Standards Manual (DCSM).

**Legend:**

AADAG	American with Disability Act Accessibility Guidelines
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institution
ADA	Americans with Disability Act
ADAAG	Americans with Disability Act Accessibility Guidelines
APM	Administrative Procedures Manual
ASTM	American Society for Testing and Materials
BLD	Building Development
BMP	Best Management Practice
BOCS	Board of County Supervisors
CBR	California Bearing Ratio
CCTV	Closed-Circuit Television
CER	Civil Engineer of Record
CGP	Construction General Permit
DEQ	Department of Environmental Quality
E&S	Erosion and Sediment
EPA	Environmental Protection Agency
F	Fahrenheit
GER	Geotechnical Engineer of Record
HOA	Homeowners Association

LDD	Land Development Division
LGR	Lot Grading Plan
LND	Land Disturbance Permit
LUP	Land Use Permit
P2P	Pollution Prevention Plan
PWC	Prince William County
PWC-DOT or DOT	Prince William County Department of Transportation
PWC-EMD or EMD	Prince William County Environmental Management Division
PWC-PW or PW	Prince William County Public Works
R/W	Right-of-Way
REZ	Rezoning
RLD	Responsible Land Disturber
SDR	Subdivision Plan
SLPC	Street Light Program Coordinator
SPR	Site Plan
SSAR	Secondary Street Acceptance Requirements
SSR	Subdivision Street Requirements
SUP	Special Use Permit
SWM	Stormwater Management
SWPPP	Stormwater Pollution Prevention Plan
VAR	Variance
VDOT	Virginia Department of Transportation
VESCH	Virginia Erosion and Sediment Control Manual
VPDES	Virginia Pollutant Discharge Elimination
VSMP	Virginia Stormwater Management Program
VTM	Virginia Test Method
WACEL	Washington Area Council of Engineering Laboratories



## **Pre-Construction Meeting Requirements & Invitation Letter:**

As requested, you have been invited to a pre-construction meeting on the emailed date, time and location.

### **For said meeting please have the following:**

#### **Personnel Required:**

- Owner or Representative
- Developer or Representative
- Contractor or Representative
- Responsible Land Disturber (**RLD**, Virginia Certified, Certification Number)
- 24 Hour Emergency Contact
- Civil Engineer & Geotechnical Engineer

#### **Paperwork Required:**

- **Approved** perforated **site plan**
- **Proof of application of submission for Construction General Permit through DEQ (e-mail from DEQ)** (if applicable, 1 acre or greater of disturbance)
- **Recorded plats**
- **VDOT** Entrance Permit (Requirement must be determined by VDOT prior to work beginning)
- **SWPPP** (Stormwater Prevention Plan). (1 acre or greater)
- **Army Corps of Engineers, Wetland** and all other applicable permits
- **Proffer Analysis** e-mailed to the site inspectors in Excel format prior to the pre-construction meeting

During the meeting, we will discuss several topics including, but not limited to the specifics of the project and general state and local regulatory requirements and – permit conditions – as they relate to (E/S) and storm water control. In addition, the County's Transportation Department representative(s) will further discuss their inspection processes and applicable regulatory conditions pertaining to the proposed work.

Furthermore, it will be an ideal opportunity to raise questions regarding proposed sequence of construction, developer's needs and plan, and general regulatory enforcement topics. We will also discuss any other subjects or concerns that we may be able to assist you.

As noted above, a follow-up e-mail will be sent containing specific forms and documentation listed above that will need to be completed and reviewed by the permit holder. Also, although not likely, you may receive an updated invitation meeting request should we need to reschedule or update the date, time or location of said meeting. Should you have any questions or need to reschedule please reach out to us promptly. We look forward to assisting you and your client during this project and thank you for choosing Prince William County for your construction and development needs!

Sincerely,  
Site Inspections



**Project Inspection Overview:**

This document is intended to provide the developer/land disturber with an overview of information pertaining to the inspection requirements for projects in Prince William County and is by **NO MEANS** all inclusive. With this information, you will be more aware of the requirements for inspections, documentation, and final inspections which should help to make the land development process as smooth as possible. This document is **NOT** intended to replace any county or state requirements. A set of **APPROVED** plans and a developer’s representative shall be made available to the inspector on the site at all times during normal business hours.

**A. INSPECTIONS**

1. The developer must notify the Site Inspector **at least 48 hours in advance** before commencing any new operations, i.e. storm pipe installation, placement of concrete, aggregate, asphalt, etc.
2. Call the Site Inspector when the project’s clearing limits have been flagged and are ready to be inspected.
3. After the clearing limits have been approved by the Site Inspector, initial clearing may commence for installation of the Phase 1 Erosion and Sediment controls, including tree protection. The Site Inspector may add or delete controls in the field. Major deviations from the approved plan require a written, approved variance.
4. When the E&S controls are approved by the Site Inspector(s), he/she will sign off on the permit and the remaining site clearing can commence. Inspections are required for any stripping of topsoil, grading, excavation, fill, embankment, landscaping and buffers.
5. Inspections are required for construction of SWM/BMP facilities.
6. **PRIOR APPROVAL FROM THE SITE INSPECTOR IS REQUIRED FOR REMOVAL, MODIFICATION OR CONVERSION OF E&S CONTROLS, BASINS, AND TRAPS.**
7. Installation of storm drainage systems shall conform to all applicable DCSM and VDOT specifications. Prior to installation, the Site Inspector must have in hand certified cut sheets from a licensed surveyor or P.E. The cut sheets **MUST** include the following statement:

“The professional seal and signature appearing on this document certifies that the information shown conforms to the approved plan and/or actual field conditions.  
Minor deviation for the approved plan shall be performed in a manner comparable to the original design and shall meet all applicable standards.”

The cut sheets are to be emailed to both the Site Inspector and [EMDSUBMISSION@PWCgov.org](mailto:EMDSUBMISSION@PWCgov.org).

8. **STORM SEWERS WILL BE CCTV'D BY PWC.**
9. Storm sewers **SHOULD** be inspected and **APPROVED BEFORE** final paving.

**B. OCCUPANCIES**

Commercial:

1. Developer’s representative must fill out a Site Inspection Request form and pay an associated fee. Upon receipt of a Site Inspection Request, the Site Inspector will contact the developer’s representative and schedule the occupancy inspection.
2. A certified impervious area worksheet will be required as part of the inspection.

3. The approved site inspection is necessary to obtain the Certificate of Occupancy.
4. Landscape buffers **MUST** be in place.

### **C. PHASING:**

Commercial and townhouse projects may be phased. Common areas **MUST** be included in the phasing plan. All work in a given phase must be completed in order to receive an Occupancy Permit. Frontage requirements and SWM **MUST** be included in the first phase. The Site Inspectors will explain aspects of phasing as needed.

### **D. STORM EASEMENTS**

**ALL obstructions MUST be removed from stormwater easements. This includes, but is not limited to, trees, shrubs, phone and cable boxes, etc.** Fences may be permitted with prior approval from Zoning and Watershed Management.

### **E. SITE FINALS, GENERAL REQUIREMENTS**

Most projects will require as-built drawings. One (1) set of as-built drawings and one (1) recorded plat are to be provided to the Site Inspector for a preliminary review; for commercial sites an Impervious Area calculation is also required. If the Site Inspector approves the preliminary review, a transmittal form will be issued to the developer/owner or their authorized representative. The as-built, Impervious Area Calculation form and signed transmittal form are to be taken to the Environmental Management Division office for a complete review. Upon approval by the Environmental Management Division engineers, five (5) sets of drawings and recorded plats, along with a compact disk containing an as-built plan in .TIFF format will be required. All become the property of Prince William County.

If the streets are to be accepted into the VDOT system, **VDOT acceptance must take place before the PWC final** inspection. Upon VDOT acceptance, the site will be walked by the Site Inspector one more time to note any deficiencies. If all deficiencies are corrected within ninety (90) days or less, the bond release can be recommended. If not corrected within the 90 days, the walk and inspection process must be repeated.

**PW Service Authority and VDOT**, as appropriate, must sign off on all improvements and any **proffer conditions** must be met before Bond Administration will release any funds.





**The Minimum Inspection Program Requirements are as Follows:**

1. The developer/developer's representative shall be accessible to Prince William County (PWC) personnel at any time as needed.
2. Prior to commencement of land disturbance activity, the developer/developer's representative shall assure that appropriate erosion control devices are installed in accordance with approved plans and signed off by the site inspector. The developer is also responsible for effectively maintaining the erosion control devices in accordance with the requirements of the Virginia Erosion and Sediment Management Regulation throughout the life of the project (Virginia Administrative Code 9VAC25-875-10 through 9VAC25-875-1420, effective July 1, 2024).
3. Comprehensive projects (those projects with streets dedicated to public use) shall comply with the Virginia Department of Transportation (VDOT) approved Comprehensive Inspection Program through compliance with testing requirements.
4. The project shall comply with Prince William County's current Design and Construction Standards Manual (DCSM) and VDOT's current standards and specifications. PWC and VDOT (comprehensive) shall review and approve any changes to the approved plans prior to construction.
5. The project shall comply with all applicable proffers, provisions of the developer's performance bond agreements, erosion and sediment control and landscaping escrow agreements prior to bond release. (Administrative Procedures Manual 4.07.5)
6. All roadway construction materials shall come from VDOT approved sources. Prior to installation, the developer will furnish the manufacturers or producer's certifications to PWC Site Inspector for verification that the materials utilized (storm sewer pipe and structures, liquid asphalt, etc.) meet VDOT's current standards and specifications. Certified cut sheets are to be presented to the PWC site inspector prior to placement of storm sewer ([page 28](#)).
7. All pavement designs for streets with traffic volume exceeding one thousand (1,000) vehicles per day (VPD) shall provide 21B, Type I aggregate as subbase or base material. This will also necessitate consideration of underdrains in the design. (DCSM 602.10 E)
8. It shall be the developer's responsibility to coordinate with all builders in his/her development to ensure that construction within the dedicated right-of-way conforms to the standards and specifications of PWC and VDOT. The developer should urge builders to contact the site inspector for inspection of driveway entrances and sidewalks prior to construction.

9. To facilitate and schedule integration, a minimum of 48 working hours notice to the inspector is required for CBR sample acquisition, aggregate and asphalt paving and hydraulic cement concrete placement. The developer shall also be responsible for overtime pay if the inspector is needed outside regular working hours.
10. Prior to the preliminary acceptance walk with VDOT personnel, a "Documentation Review" meeting is required with the PWC site inspector and VDOT. It is the developer's responsibility to provide all applicable documentation as detailed on (pages 56-58). As part of the applicable documentation, a Draft Resolution must be prepared; in order to facilitate this preparation a Recorded Plat and an overall view not to exceed 24" x 36" must be submitted to the PWC Site Inspector Supervisor. The plat must be legible, to scale, contain all line and curve data and contain an instrument number or deed book, page number, and recordation date. In addition, all streets to be considered for acceptance are to be redlined, and ties to any existing VDOT maintained street(s) clearly marked.
11. Prior to the issuance of Occupancy, the streetlights shall be installed as shown on the approved plans or as amended by the Street Lighting Program Coordinator. (pages 47-52)
12. The developer shall comply with the requirements of the attached flow chart for landscaping located within the dedicated right-of-way but not eligible for VDOT maintenance. (page 71)
13. The developer shall comply with the VDOT letter of March 26, 2012, concerning phased construction of subdivision and secondary streets. (page 53)
14. The developer shall inform the contractor(s) of the need to keep all temporary fueling tanks secured and located away from live streams, wetlands and RPA's. Fueling stations are to be constructed in such a manner that they are surrounded by an earthen berm to prevent an environmental event.
15. The developer shall have a copy of the applicable permits and approved site plan on site and available.
16. Requests made for a Performance Bond reduction or extension shall be accompanied by a current estimate for work left to be completed, along with a copy of the proffers and current proffer analysis. (Administrative Procedures Manual 4.07.4) (pages 35-37)
17. **TESTING:** Tests for density and/or concrete are to be submitted on PWC approved forms only. Ensure that all test reports have only one project section per page attached. Multiple project sections on the same page will not be accepted.
18. Environmental Management Division requires that the developer contact the inspector when the site is flagged for clearing. A joint inspection shall be made with the developer and inspector to ensure that limits are correct.

19. Where applicable, it is the developer's responsibility to provide and install "End (or Begin) State Maintenance" signs as directed by the VDOT inspector. (pages 67-68)
20. Streets that are ultimately to be extended to provide access to adjacent development shall be posted indicating possible extension of the street per DCSM 604.04. (page 33)
21. VDOT policy requires a Post Installation Inspection of Storm Drain Pipe and Pipe Culverts consisting of a camera inspection and documentation of any comprehensive streets. Details are located in Virginia Test Method - 123. (pages 84-66)
22. Any utility repairs requiring open cutting of the street shall comply with VDOT's LUP-OC Open Cut Pavement Restoration Detail. (page 31)
23. All ties to existing asphalt pavement shall conform to DCSM 650.63. (page 32)
24. All testing shall be performed by technicians certified through VDOT or through a program recognized by VDOT. WACEL certification is only recognized in lieu of ACI. (page 93)
25. Per the Policy for Stone and/or Asphalt Placement Acknowledgement, Prince William County Department of Transportation (PWC-DOT) requires 48-hour notice be sent by email to PWC-DOT Staff: Area Inspector, Inspection Supervisor and Inspection Manager, and shall be done prior to any placement of any stone or asphalt. (page 12) The Acknowledgement of Stone/Asphalt Placement Requirements form shall be given to the developer representative and contractor at the PWC pre-construction meeting and can be requested anytime after (page 13)



### **Policy for Stone and/or Asphalt Placement Acknowledgment:**

Prior to placement of any stone or asphalt, the Prince William County Department of Transportation (PWC-DOT) requires an electronic notice, by email, be given to the PWC-DOT area site inspector, PWC-DOT inspection supervisor and the PWC-DOT inspection manager. The email shall be responded to by a minimum of at least one staff member of the PWC-DOT with a minimum of 48-hour notice. Furthermore, prior to sending the email request, CBRs and requested pavement design shall have been submitted to PWC-DOT review staff and the pavement redesign approved. Any soil modifications required by the approved pavement design shall require the geotechnical form to state all modifications have been completed and provided to the PWC-DOT inspector at the time of the proof roll inspection. The email shall include the requested date and time of the inspection. The Agreement of Stone and Asphalt Placement form shall be given to the developer representative and contractor at the PWC pre-construction meeting and can be requested at any time after.

Furthermore, this acknowledgement is required for new projects, as well as existing projects where road construction is incomplete.

Any failure in the above requirements shall result in the stone and/or asphalt placement to not be approved, and any stone and/or asphalt that is placed shall be considered null and void and shall be removed. Once removed, the proper documentation listed above is to be resubmitted and inspections are required to be performed by PWC-DOT staff. A violation will be issued by PWC-DOT staff to document the failure and describe the process to move forward. The violation will stop any future reductions to the bond until corrected.

If any attempt by the developer and/or site contractor to reach PWC-DOT should go without response, please contact the PWC-DOT main office at 703-792-6825. Project information, to include the PWC-DOT inspector, inspection area, project location etc. will be required in order for PWC-DOT to act accordingly to avoid delay.



**Acknowledgement of Stone/Asphalt Placement Requirements:**

The Prince William County Pre-Construction Package Minimum Inspection Program requires any placement of sub-base stone and/or asphalt be placed only after 48-hour notice has been electronically requested and acknowledged by Prince William County Department of Transportation (PWC-DOT) staff through email correspondence. Only after an email has been sent by the project developer’s representative or site contractor, to the PWC-DOT Inspector, PWC-DOT Site Inspection Supervisor, as well as the PWC-DOT Inspection Manager, and the request has been acknowledged by an email reply, shall any stone or asphalt be placed. Furthermore, this acknowledgement is required for new projects, as well as existing projects where road construction is incomplete.

Area Inspector Name and Email Address: \_\_\_\_\_

Inspection Supervisor: Chris Adams [CAdams@pwcgov.org](mailto:CAdams@pwcgov.org) Inspection Manager: Don Margraf [DMargraf@pwcgov.org](mailto:DMargraf@pwcgov.org)

Any failure to do so shall result in the removal of the material that has been placed and then obtaining the required inspections and approval prior to placement. Furthermore, no reductions will be granted until corrected.

By signing below, I acknowledge my responsibility with the electronic request requirements listed above.

**Developer’s Representative / Site Contractor:**

Project: \_\_\_\_\_ Plan #: \_\_\_\_\_

Owner’s Rep (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**(It shall be the sole responsibility of the Developer’s Representative to forward document to the Owner for review & signature)**

**Owner:**

Project: \_\_\_\_\_ Plan #: \_\_\_\_\_

Owner (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



## **Minimum Testing Requirements for Comprehensive Street Inspections:**

**All testing must comply with current VDOT and PWC DOT specifications**

### **CBR's**

#### **Test method**

All CBR values are to be determined in accordance with "The Virginia Test Method for Conducting California Bearing Ratio Tests" (Designation VTM-8). For each roadway, a sufficient number of CBR tests must be conducted to determine the average CBR value for the various soil types anticipated to be in the subgrade.

#### **Soil Sampling**

Representative soil samples for CBR tests shall be taken from the top 12 inches of the finished subgrade by a qualified soils technician or engineer.

#### **Soil Sample Frequency**

- 1) For streets less than 200 feet in length, one soil sample for conducting AASHTO soil classification and CBR test is required.
- 2) For streets 200 to 500 feet in length, at least two soil samples for conducting AASHTO soil classification and CBR tests is required, which includes one at each intersection of an existing state road.
- 3) For longer streets, one soil sample shall be taken at each intersection with an existing state road plus one test sample every 500 feet in length, or portion thereof, is required for conducting AASHTO soil classification and CBR tests.

A sample must be obtained for each soil type present in the subgrade. **A representative of Prince William County must be present when samples are obtained.**

### **EMBANKMENTS**

#### **General Requirements**

Embankment shall not contain muck, frozen material, roots, sod, or other deleterious material. Embankment shall not be placed on frozen ground or areas covered with ice or snow.

When excavated material consists predominantly of soil, embankment shall be placed in successive uniform layers not more than 8 inches in thickness before compaction over the entire roadbed area. Each layer shall be compacted within a tolerance of  $\pm 20$  percent of optimum moisture content to a density of at least 95 percent of the theoretical maximum density as defined in Section 101.02 (Road and Bridge Specifications).

The surface area directly beneath the pavement and shoulders on which embankments of less than 5 feet in depth are to be constructed shall be denuded of vegetation. These areas shall be

scarified and compacted to a depth of 6 inches to the same degree as the material to be placed thereon. Rock not more than 4 feet in its greatest dimension may be placed in an embankment to within 10 feet of the subgrade. The remainder of the embankment to within 2 feet of the subgrade shall not contain rock more than 2 feet in its greatest dimension. Each layer shall be constructed so that rock voids are filled with rock spalls, rock fines, and earth. Rock shall be placed, manipulated, and compacted in uniform layers. However, density requirements may be waived. Rock, rock spalls, rock fines, and earth shall be distributed throughout each embankment layer and manipulated as specified herein so that the voids are filled. Rock shall not be end dumped over the edges of the layer being constructed but shall be deposited on the layer and moved ahead so as to advance the layer with a mixture of rock, rock spalls, rock fines, and earth. The 2 feet of the embankment immediately below the subgrade shall be composed of material that can be placed in layers of not more than 8 inches before compaction and compacted as specified herein for embankments. Rock more than 3 inches in its greatest dimension shall not be placed within 12 inches of the subgrade in any embankment.

### **Testing Frequencies**

#### **Embankment \***

One test per 2,500 cubic yards or less plus:

- (a) for fills less than 500 ft. one density test per every other 6in. layer bottom to top of fill starting with the second lift.
- (b) for fills from 500-2000 ft. two tests per 6 in. layer within the top 5 ft. of fill.
- (c) for fills greater than 2000 ft., break into equal segments not to exceed 2000 ft. and use same frequency as (b) above.

#### **Backfill for Pipes and Box Culverts \***

Minimum one test per lift on alternating sides of structure for each 300 linear feet or portion thereof in structure length, starting after first 4 inch layer above bedding and continue to 1 foot above the top of the structure.

#### **Backfill for Drop Inlets \***

To include Drop Inlets, Junction Boxes, etc. Minimum one test every other lift around the perimeter of the structure after first 4-in. layer above bedding and continue to top of structure.

#### **Backfill for Manholes \***

Minimum one test (around the perimeter of the structure) every fourth compacted layer until the top five feet of the structure after first 4-in. layer above bedding and continue to the top of the structure. Top five feet shall have one test every other lift around the structure to the top of structure.

**Sanitary Sewer and Water Laterals \***

One test per 10 laterals.

**Other Utilities (Telephone, Gas, etc.) \***

One test per street crossing.

**Finished Subgrades** (Both cut and fill)

**General Requirements/Density \***

In the finished subgrade in both cut and fill sections, a minimum of one test shall be made for each 1000 linear feet of subgrade for each roadway (full width). The amount of rock present in the embankment that will preclude conducting the density test should remain flexible, and should be at the discretion of the Project Inspector. However, it should be understood that if it is possible to conduct a test, then the test should be conducted. If a test can not be conducted, location documentation of the rock layer shall be submitted in lieu of the test data on the appropriate density report.

The subgrade area shall be scarified to a depth of 6 inches for a distance of 2 feet beyond the proposed edges of the pavement on each side. If sandy or other soil is encountered that will not compact readily, clay or other suitable material shall be added or water applied in such quantity and within the allowable moisture content specified herein as will permit compaction of the subgrade. Subgrade material shall be compacted at optimum moisture, within ±20 percent of optimum. The density of the subgrade when compared to the theoretical maximum density as determined in accordance with the requirements of VTM-1 shall conform to the following:

<b>% Retained on No. 4 Sieve Min.</b>	<b>% Density</b>
0-50	100
51-60	95
61-70	90

If lime is to be utilized for drying or stabilization, refer to pages 22-24.

**Depth**

Stabilized subgrade shall be tested for proper depth at intervals not to exceed 0.5 mile per paver (mixer) application width.

**NOTE:** Prior to the placement of sub-base material, the geotechnical testing firm of record shall provide a signed and sealed letter to the PWC DOT inspector stating that any and all undercuts and/or soil modification required by the approved pavement design have been completed, the replacement material is suitable and the geotechnical firm is accepting the work.



## AGGREGATE

### **General Requirements/Density**

Where the required thickness is more than 6 inches, the material shall be spread and compacted in two or more layers of approximately equal thickness. The compacted thickness of any one layer shall not exceed 6 inches except when vibrating or other approved types of special compacting equipment are used. In such event, the compacted depth of a single layer of the base course may be increased to 10 inches upon the approval of the Engineer.

After mixing and shaping, each layer shall be compacted at optimum moisture within  $\pm 2$  percentage points of optimum. The density of each layer of base aggregate material, when compared to the theoretical maximum density as determined in accordance with the requirements of VTM-1, shall conform to the following:

<b>%Material Retained on No. 4 Sieve</b>	<b>Min.%Density</b>
0-50	100
51-60	95
61-70	90

Cement stabilization will not be permitted when aggregate or the surface on which the course is to be placed is frozen. Manipulation operations shall not be started until the air temperature is at least 40 degrees F in the shade and rising. When material may be exposed to freezing temperatures during the first 24 hours of curing, the Contractor shall protect the stabilized material from freezing for 7 days or shall cover the stabilized surface with the next pavement course within 4 hours after the cement stabilization has been finished as specified.

**Protecting and Curing:** The next course may be placed after the cement stabilization has been approved. In the event the next pavement course is not placed immediately, the cement-treated aggregate course shall be moist cured continually or covered by the application of liquid asphalt to prevent surface drying until the next pavement course is placed. The Contractor shall endeavor to place the next pavement course within 7 days after cement stabilization is finished. In the event this is not possible and a liquid asphalt cover has not been applied, the Contractor shall either seal the cement-stabilized layer with approved cover material or continually maintain the surface of the cement-stabilized course with moisture until the next pavement course can be successfully applied. The surface of the cement-treated aggregate course shall be maintained in such a manner that the entire surface of the course remains in a moistened condition.

Prior to placing the next course or applying asphalt cover material, the surface of the cement-stabilized layer shall be lightly moistened. In no case shall the cement-treated aggregate course be allowed to dry out completely or go uncovered through the winter. The stabilized course shall be tightly knit and free from loose and extraneous material.

Testing will be performed in accordance with the current Virginia Test Methods Manual and VDOT Road and Bridge Specifications.

## **Depth**

One test per 0.5 miles of material per paver application width per layer.

## **BITUMINOUS CONCRETE**

### **General Requirements**

The Contractor shall perform roller pattern and control strip density testing on surface, intermediate, and base courses in accordance with the requirements of VTM-76. The Contractor shall have a certified Asphalt Field Technician perform all density testing.

### **Density**

Density testing will be performed in accordance with the current Virginia Test Methods Manual and VDOT Road and Bridge Specifications.

### **Depth**

Tests are to be taken at intervals not to exceed 1000 feet per street.

## **HYDRAULIC CEMENT CONCRETE**

### **General Requirements**

Concrete shall not be placed against surfaces whose temperature is below 40 degrees F.

Concrete shall be protected from rain.

Concrete shall be protected from freezing by approved coverings and, when necessary, heating the surrounding air in such a manner that the concrete will not dry.

### **Curing Concrete:**

**Membrane-forming compounds:** The entire surface of the pavement shall be sprayed uniformly with a white-pigmented membrane-forming compound immediately following the texturing operation.

**PE film:** When PE film is used for curing, it shall be white. However, from November 1 to April 1, clear or opaque PE film will be permitted.

**Protection in cold weather:** The Contractor shall prevent the temperature at the surface of the concrete from falling below 40 degrees F during the first 72 hours immediately following concrete placement. Protective material shall be left in place for an additional 48 hours if freezing air temperatures are expected to continue. Such protection shall be furnished in addition to the curing material required elsewhere in these specifications.

Within 3 to 7 days, the Contractor shall backfill curb, gutter, and combination curb and gutter to the required elevation with approved material. Backfill material shall be compacted with curbs and gutters remaining plumb.

**Curing in hot, low-humidity, or windy weather:** Care shall be taken in hot, dry, or windy weather to protect the concrete from shrinkage cracking by applying the curing medium at the earliest possible time after finishing operations and after the sheen has disappeared from the surface of the pavement.

## **STRUCTURAL CONCRETE**

### **Air Content**

One test per truck, and when making compressive specimens.

### **Slump**

One test per truck, and when making compressive specimens.

### **Compressive Strength**

Compressive strength cylinders shall be procured in accordance with ASTM C31/C31M – 19: Standard Practice for Making and Curing Concrete Test Specimens

## **INCIDENTAL CONCRETE**

### **Air Content**

One test per day and when making compressive specimens.

### **Slump**

One test per day and when making compressive specimens.

### **Compressive Strength**

Compressive strength cylinders shall be procured in accordance with ASTM C31/C31M – 19: Standard Practice for Making and Curing Concrete Test Specimens

\* Field density determinations will be performed in accordance with the requirements of AASHTO T191, modified to include material sizes used in the laboratory determination of density, with a portable nuclear field density testing device or by other approved methods. When a nuclear device is used, density determinations for embankment material will be related to the density of the same material tested in accordance with VTM-1 or VTM-12 and a control strip will not be required.

**NOTE:** All testing must be coordinated with the appropriate Prince William County inspector. All private testing technicians must possess VDOT materials certifications.

12/7/2017



Effective Date  
1/11/2018

**Geotechnical Certification for Undercuts and/or Soil Modification:**

The Prince William County Pre-Construction Package Minimum Inspection Program for Finished Subgrades (Both cut and fill) note, states as follows:

Prior to the placement of sub-base material, the geotechnical testing firm of record shall provide a signed and sealed letter to the Prince William County Department of Transportation Inspector stating that all undercuts and/or soil modification required by the approved pavement design have been completed, the replacement material is suitable and the geotechnical firm is accepting the work.

In lieu of the aforementioned letter, the geotechnical engineer of record shall complete and sign the information below, certifying that the undercuts and/or soil modification are completed and suitable as per the approved pavement design for the road.

Project: \_\_\_\_\_ Plan #: \_\_\_\_\_

Geotechnical Engineer (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seal:



Right-of-Way Locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certification shall be signed, sealed and given to the Site Inspector prior to placement of sub-base material.

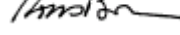



COUNTY OF PRINCE WILLIAM  
4379 Ridgewood Center Drive, Prince William, VA 22192-5308  
(703) 7924820 Metro 631-1703 Fax (703) 7924828

DEPARTMENT OF  
PUBLIC WORKS

**Thomas Bruun**  
Acting Director

**TO:** Developers, Builders, Architects and Engineers

**FROM:** Thomas Bruun  Eric M. Mays, P. E.   
Acting Director of Public Works Building Official

**RE:** Policy and Procedure 1-01-06  
Use of Lime for Drying and Stabilization of Soil  
(Effective March 8, 2006/Revised March 21, 2006)

This is to establish the policy for use of lime for drying and stabilization of soil used as structural fill for roads, buildings and other structures. This policy is effective immediately. All on-going construction is subject to this policy.

Geotechnical Engineering Report

The geotechnical engineering report submitted to the County for approval shall address the proposed use of lime for a project/subdivision. Following are the three general categories for the proposed use of lime:

1. Drying of Non-Expansive Suitable Structural Fill Material - The soil meets the standards of suitable structural fill material as established by the VDOT Road and Bridge Specifications, Virginia Uniform Statewide Building Code, the County's Design and Construction Standards Manual, and project documents. There are no expansive soils located within the limits of the site work.
2. Drying of Non-Expansive Suitable Structural Fill Material with Expansive Soils Present - The soils meet the standards of suitable structural fill material as established by the VDOT Road and Bridge Specifications, Virginia Uniform Statewide Building Code, the County's Design and Construction Standards Manual, and project documents. There are expansive soils located within the limits of the site work, and the report must identify how the site work will be managed to prevent the use of the expansive material.

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### **3. Stabilization of Expansive Soils**

- ◆ VDOT Right-of-Way – VDOT has approved the Fairfax County Stabilization of Expansive Soils with Lime for Roads, dated October 20, 1989 as an acceptable standard for the stabilization of “marine” and “blackjack” clays within the right-of-way. Prince William County hereby adopts the Fairfax County policy for road construction.

- ◆ Virginia Uniform Statewide Building Code (VUSBC) – The VUSBC, International Building Code, Section 1805.8 Design for Expansive Soils allows the stabilization of soil when approved by the Building Official. Expansive soils are defined as:

“Soils meeting all four of the following provisions shall be considered expansive, except that tests to show compliance with Items 1,2 and 3 shall not be required if the test prescribed in Item 4 is conducted:

1. Plasticity Index (PI) of 15 or greater, determined in accordance with ASTM D 4318.
2. More than 10 percent of the soil particles pass a No. 200 sieve (75 mm), determined in accordance with ASTM D 422.
3. More than 10 percent of the soil particles are less than 5 micrometers in size, determined in accordance with ASTM D 422.
4. Expansion Index greater than 20, determined in accordance with ASTM D4829.”

- ◆ The Geotechnical Engineering Report/Specifications shall:

1. Provide sufficient laboratory testing to establish the amount of lime and water required to stabilize the expansive soil.
2. Specify the equipment and provide the method to ensure uniform mixing of the lime, soil and water. The lime treatment of soils is restricted to below 4 feet of final grade in landscaping and open areas. Also, specify the required mellowing period (to be confirmed during the test pad construction) prior to placement of the mixed material.
3. Specify the necessary controls to protect the health of workers and neighbors and environmental controls to protect adjacent properties and water sources (i.e. ponds and streams) during construction.
4. Specify the type and frequency of quality control testing to be conducted during the mixing and placement operation.
5. Require the construction of a test pad with the required field testing to confirm the proposed methodology and mix design will produce results that comply with the approved Geotechnical Engineering Specifications.

Policy and Procedure 1-01-06  
Use of Lime for Drying and Stabilization of Soil  
(Effective March 8, 2006/Revised March 21, 2006)  
Page 3 of 3

Construction and Inspection

The County approved geotechnical engineering report must include the specifications for the use of lime for drying or stabilization. Prior to the lime operations commencing, the contractor is to meet with the Public Works Site Inspector to review the approved procedure. If conditions change during the course of the work and the contractor proposes to use alternative equipment or methods, an addendum to the Geotechnical Specification must be submitted to and approved by Public Works prior to commencing the work.

The Professional Engineer's Certification with all test results shall be submitted to the Department of Public Works. If the structural fill work sits "dormant" after certifications have been submitted and approved by the County, Public Works reserves the right to require a recertification when the weather or other events have adversely affected the structural fill prior to the commencement of work on the road or building pads.

Attachment:

Fairfax County Stabilization of Expansive Soils with Lime for Roads, dated October 20, 1989



**CODE OF ORDINANCES**  
**County of**  
**PRINCE WILLIAM, VIRGINIA**

Codified through  
Ordinance No. 11-71, adopted December 13, 2011.  
(Supp. No. 17)

**CHAPTER 14 NOISE** *(excerpts)*

**Sec. 14-2. Violations of chapter.**

Any person violating any provision of this chapter shall be guilty of a Class 2 misdemeanor (Ord. No. 89-143, 10-24-89)

**Sec. 14-4. Maximum permissible sound levels generally.**

(c) Any person, with lawfully obtained permits, who between the hours of 6:00 a.m. and 10:00 p.m. weekdays and between the hours of 9:00 a.m. and 10:00 p.m. on Saturdays, Sundays and legal holidays observed by county government operates or causes to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys or appurtenances thereto in the outdoors in any residential district within 100 yards of a lawfully occupied dwelling shall not be subject to the levels enumerated above.

*(table omitted for this document)*

(d) Persons performing construction of public projects, repair or maintenance work for such projects or persons performing work for private or public utilities for the repair of facilities or restoration of services shall not be subject to the levels enumerated above.

(Ord. No. 89-143, 10-24-89; Ord. No. 90-20, 2-6-90)



**NOISE ORDINANCE EXEMPTION REQUEST APPLICATION**

Date \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Project Name and Location \_\_\_\_\_

I hereby request exemption of Section(s) and Subsection(s) \_\_\_\_\_ of Prince William County's **NOISE ORDINANCE** for the above-referenced project. I believe this exemption is justified based on the following information which I hereby certify as being correct:

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further understand that if determined necessary by the Director, this exemption may be revoked in accordance with Section 14-8, paragraph (3) of Prince William County's Noise Ordinance.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Director's Action: Approved/Denied

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name/Title

**FOR COUNTY USE ONLY**

Exemption Fee Required Yes [ ] No [ ]  
Exemption Fee Paid Yes [ ] No [ ]

Amount \_\_\_\_\_ File # \_\_\_\_\_

If you feel you have been aggrieved by the decision of the Director, you may obtain review of such decision by the County Executive or his authorized agent by delivering a written statement of appeal to the Office of the County Executive within ten (10) days of the date of this decision.

- Cc: Police Chief
- Director of Public Works
- Director of Transportation
- Director of Development Services
- Environmental Management Division Chief
- Site Inspection Supervisor



### **Noise Ordinance Signage Requirement:**

**DCSM 604.01 H.** All construction sites shall be provided with temporary signs acceptable by Public Works referencing the requirements of Section 14-4(c) of the Prince William County's Noise Ordinance. The signs shall be conspicuously posted in all construction sites and fully visible to all construction personnel. The signs should be bi-lingual (written in English and in Spanish). Adherence to this requirement shall be the responsibility of the developer(s) and/or contractor(s) and shall be monitored by the Department of Public Works. Violation of this sign posting requirement is a class II misdemeanor.

The temporary warning signs (one in English and one in Spanish), smaller than two square feet, shall be installed by the developer and/or contractor at each construction entrance of a project prior to the commencement of land disturbing activities. The signs shall read:

#### **WARNING**

**PRINCE WILLIAM COUNTY CODE PROHIBITS CONSTRUCTION WORK  
MONDAY – FRIDAY: BEFORE 6:00 A.M. & AFTER 10:00 P.M.  
WEEKENDS AND HOLIDAYS: BEFORE 9:00 A.M. & AFTER 10:00 P.M**

#### **AVISO**

**LA LEY DEL CONDADO DE PRINCE WILLIAM PROHIBE EL TRABAJO DE  
CONSTRUCCION LUNES A VIERNES: ANTES DE LAS 6:00 A.M.Y DESPUES DE  
LAS 10:00 P.M. SABADOS Y DOMINGOS Y DIAS FERIADOS : ANTES DE LAS  
9:00 A.M. Y DESPUES DE LAS 10:00 P.M.**

The developer must maintain these signs in good condition during the active life of a project. These signs shall be removed at the recommendation of the Department of Public Works prior to final site acceptance and bond release inspection.

These signs shall be exempt from zoning approval or permit requirements.



## **Cut Sheet Requirements for Installation of Drainage Appurtenances:**

### **DCSM 704.03 Cut Sheets**

- A. After setting grade lines and stakes, the applicant's engineer or surveyor shall prepare suitable cut sheets in a clear and legible manner, giving necessary construction data.
- B. Two (2) sets of cut sheets, certified by a professional engineer or surveyor shall be submitted to the Department of Public Works. The engineer or surveyor who certifies the cut sheets shall also provide the following statement on both sets:

"The professional seal and signature appearing on this document certifies that information shown conforms to the approved plan and/or actual field conditions. Minor deviation from the approved plan shall be performed in a manner comparable to the original design and shall meet applicable standards."

The Department of Public Works may perform a cursory review to verify conformance to the approved plans.

- If any significant deviation is contemplated in location, line, or grade of any storm drain, masonry structure, or accessory from that shown on the plans approved by the Director, details of the proposed deviation shall be submitted to the Department of Development Services for review and approval before the changes are constructed.



**Policy for Concrete Re-Inspection Fees and Roadway Open Cut Trenching Fees:**

- Concrete Re-Inspection Fee:

The Department of Transportation (DOT) area inspector shall require a re-inspection fee for any inspection of driveway aprons and sidewalks where the work is deemed not ready or incomplete when the contractor has requested an inspection. The DOT Inspector will issue the concrete re-inspection form requiring a re-inspection fee shown on the Concrete Re-Inspection form, to be paid prior to scheduling the re-inspection. At the time of the re-inspection, the responsible party will need to provide the DOT Inspector with the paid receipt. Failure to pay the re-inspection fee, provide the paid receipt and/or failure to notify the DOT inspector shall result in a Notice of Violation until corrected.

- Open Cut Trenching Fee:

Open Cut Trenching of any travel ways and streets to be maintained by the County, State or HOA, which are not in the State Highway System requires a fee shown on the Concrete Re-Inspection form for each open cut. This fee shall be paid prior to performing any open cut(s). The DOT area inspector shall be notified 48 hours prior to any open cutting of any paved surface. Failure to notify the DOT inspector and/or failure to pay the fee may result in a Notice of Violation until corrected and may require a warranty bond to be posted for 5 years from the time of bond release.

- Concrete Re-Inspection and Open Cut Trenching Fees are to be paid at:

Department of Development Services Land Development Division – Land Counter  
5 County Complex Court, Suite 180  
Prince William County, VA 22192

- Notice of Violation:

If a Notice of Violation is issued - DCSM 130.03.02 - Reduction requests shall not be approved if the performance agreement is in default or if the site is in violation.



**FY25 Concrete Re-Inspection and Roadway Open Cut Trenching Fees:**

Fees must be paid at: Department of Development Services Land Development Division – Land Counter  
5 County Complex Court, Suite 180 Prince William, VA 22192 703-792-6830

**Concrete Re-Inspection Fee:**

Any inspection of driveway aprons and sidewalks where the work is deemed not ready or incomplete, the Department of Transportation Area Inspector will require a re-inspection fee of **\$181.01 per lot**. At the time of the re-inspection, the responsible party shall provide the Department of Transportation Area Inspector with the paid receipt.

Re-Inspection Required

Inspection Date: \_\_\_\_\_ Project: \_\_\_\_\_ Plan #: \_\_\_\_\_ Lots: \_\_\_\_\_

**Open Cut Trenching Fee:**

Open Cut Trenching of any paved surface, travel ways and streets which are not in the State Highway System requires a fee of **\$255.84 for each open cut**. This fee shall be paid prior to performing any open cut(s). The Department of Transportation Area Inspector shall be notified 48 hours prior to any open cutting of any paved surface. Failure to notify the Department of Transportation Area Inspector and/or failure to pay the fee shall result in a Notice of Violation until corrected and may require a warranty bond to be posted for up to 5 years from the time of bond release.

Date: \_\_\_\_\_ Inspection Area: \_\_\_\_\_ Project: \_\_\_\_\_ Plan #: \_\_\_\_\_

1.	Utility:	Location:	
2.	Utility:	Location:	
3.	Utility:	Location:	
4.	Utility:	Location:	
5.	Utility:	Location:	
6.	Utility:	Location:	
7.	Utility:	Location:	
8.	Utility:	Location:	
9.	Utility:	Location:	
10.	Utility:	Location:	
			TOTAL FEE:

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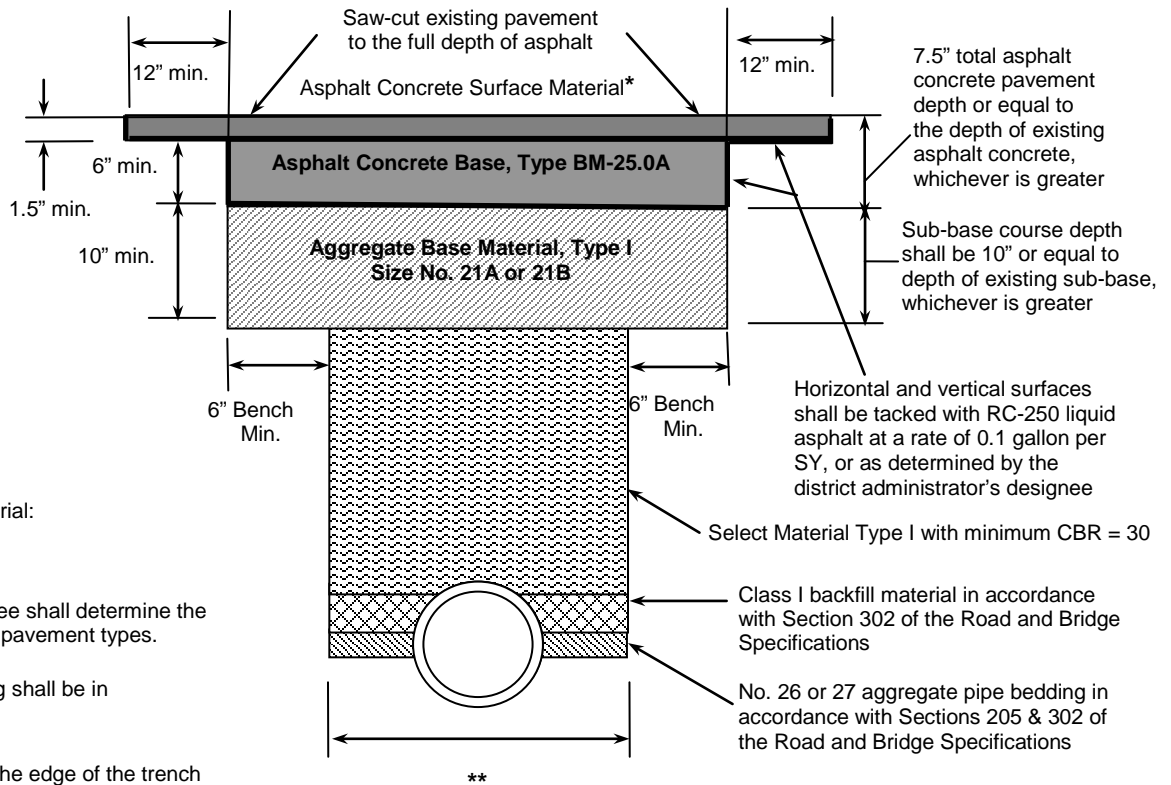
APPLICANT \_\_\_\_\_ COMPANY \_\_\_\_\_ CONTACT PHONE NUMBER \_\_\_\_\_

---

INSPECTOR (PRINT & SIGN) \_\_\_\_\_ AREA \_\_\_\_\_

**Open-Cut Pavement Restoration Requirements**

**Asphalt Pavement Restoration Detail for Open Cut Utility Installations**



**NOTES:**

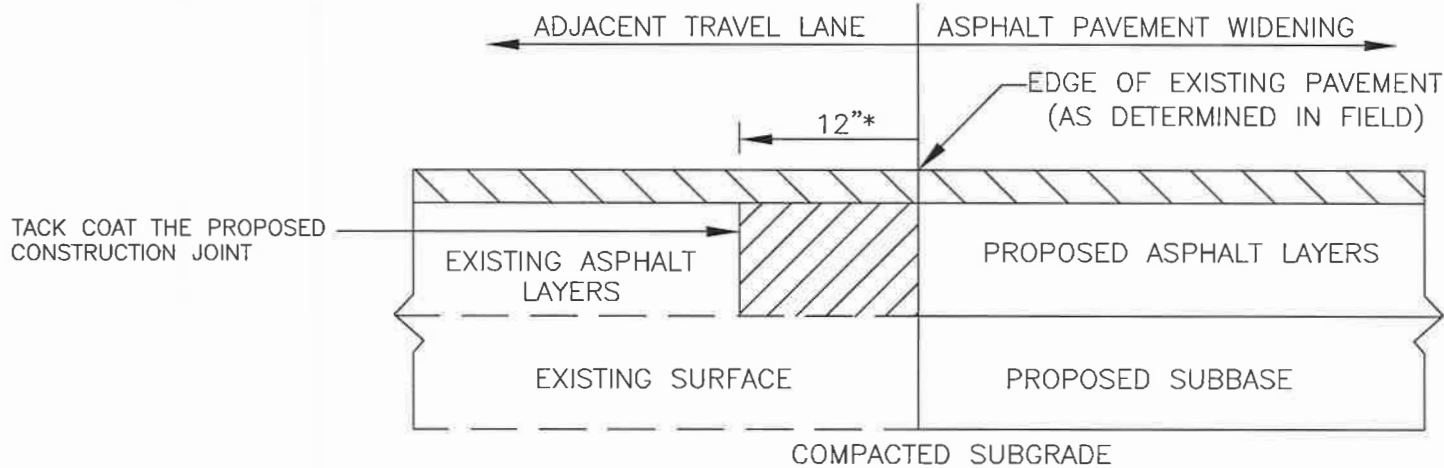
\* Asphalt Concrete Surface Material:  
SM-9.5A for ADT < 10,000  
SM-9.5D for ADT > 10,000

The district administrator's designee shall determine the restoration requirements for other pavement types.

\*\* Trench width and pipe bedding shall be in accordance with VDOT Std. PB-1

\*\*\* 12 inches minimum beyond the edge of the trench on longitudinal open cuts, or 25 feet minimum beyond the trench centerline on perpendicular open cuts, or as determined by the district administrator's designee.

**Date: August 27, 2014**



CONSTRUCTION JOINT DETAIL



Remove existing asphalt layers to existing subbase and replace with proposed asphalt widening layers.




Proposed minimum 1-1/2 inch thick asphalt surface course (See Note 5).

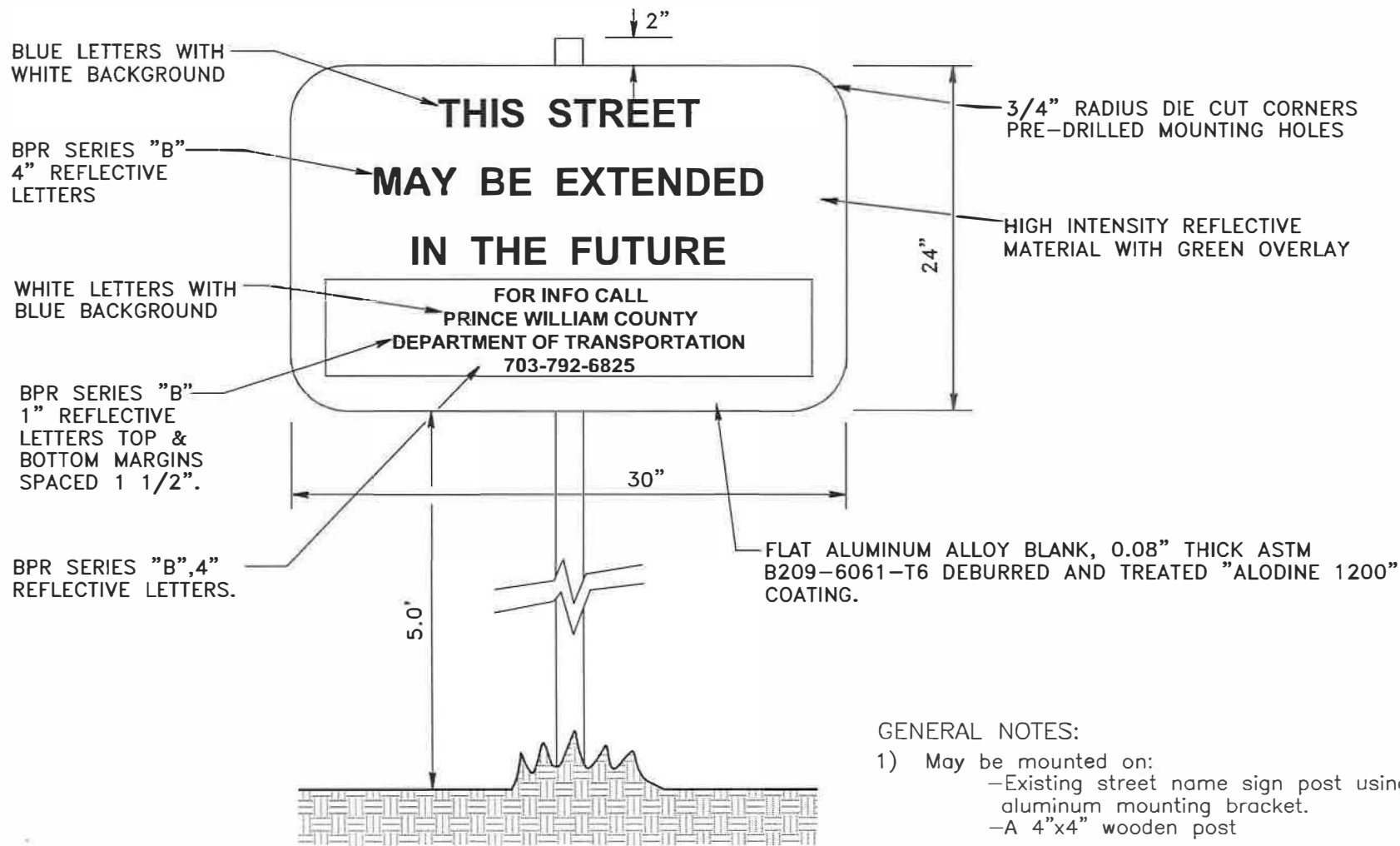
\* Minimum 12 inches or greater as necessary to abut the full thickness of existing asphalt layers as determined by cores (See Note 3).


NOTES:

- 1) Asphalt pavement widening shall have a pavement design in accordance with current VDOT procedures and be approved by the Engineer.
- 2) The pavement design for asphalt pavement widening shall meet or exceed the depths and types of the layers of existing pavement. Subsurface drainage of the existing and proposed pavement shall be addressed in the pavement design.
- 3) A minimum of three cores shall be taken along the center of the adjacent travel lane to determine the type and thickness of existing pavement layers. These cores shall be spaced no more than 500 feet apart.
- 4) The adjacent travel lane shall be milled a minimum depth of 1-1/2 inches and replaced with an asphalt surface course to match the proposed pavement widening surface course, unless waived by the Engineer.
- 5) The Engineer may required the milling depth of the existing pavement to be adjusted to achieve an acceptable pavement cross slope and effective surface drainage.
- 6) Existing pavement markings and markers within the project limits shall be restored subject to the approval of the Engineer.
- 7) Final transverse pavement tie-in shall conform to the requirements of Section 315.05 (c) of the specifications except that all joints at tie-in locations shall be tested using a 10-foot straightedge in accordance with the requirements of Section 315.07 (a) of the latest VDOT Road and Bridge Specifications Manual.

Detail No.	<b>APW-1</b>		<b>COUNTY OF PRINCE WILLIAM VIRGINIA</b>	<b>ASPHALT PAVEMENT WIDENING FOR WIDENING SUBJECT TO TRAFFIC</b>	Date 7/15/14
<b>650.63</b>					





Detail No.	TSS-1		COUNTY OF PRINCE WILLIAM VIRGINIA	THRU STREET SIGN STANDARD	Date
650.54					7/15/14



**Prince William County Government Snow Removal Policy**  
**For Active Site Development Projects:**

- The complaint is brought to the attention of the Department of Transportation (DOT) Site Inspector. The inspector logs in complainant's name, address, and telephone phone number. The inspector also provides their name and telephone number and requests the complainant to notify DOT immediately if the developer plows the snow.
- Site inspector tries to contact the developer using available telephone number(s). The inspector notifies the developer to take appropriate action to ensure the streets are safe for driving within 24 hours or 2:00 P.M. the following day, whichever occurs first. The inspector also informs the developer, if the work is not completed within the specified time period, the Department of Public Works (DPW) will perform the required work and the developer will be responsible for reimbursement of costs to the county within ten (10) working days.
- If attempts to contact the developer or their staff are unsuccessful, the site inspector leaves a detailed voicemail as specified in the above paragraph.
- The site inspector logs the date and time when information was conveyed to the developer over the telephone or through their voicemail.
- The site inspector contacts Environmental Management Division (EMD) and alerts them of the possibility of snow plowing or other necessary action if the developer does not respond in a timely fashion. The site inspector provides the name of the subdivision, street name(s), location, etc., to EMD, and approximate time when work may be done.
- The site inspector contacts the complainant to inform the action that occurred, and the time given to the developer for snow plowing.
- On the next day after contact with the complainant, the site inspector verifies whether the developer has plowed the snow by the specified time.
- If the developer has plowed the snow, site inspector advises EMD that no further action is necessary. If the snow has not been plowed, the site inspector gives a notice to proceed to EMD staff and requests that invoice be sent to DOT after the snow has been plowed.
- DOT sends a copy of the invoice to the developer and requests reimbursement within ten (10) working days.
- If payment is not received within the specified time period, DOT advises developer that their requests for bond reduction, extension, occupancy, street acceptance and/or release will not proceed until the reimbursement is made to the County.
- Upon receipt of reimbursement check from the developer, DOT forwards it to EMD for credit to their appropriate account.



## **BOND AND ESCROW EXTENSION AND/OR REDUCTION REQUEST INSTRUCTIONS**

### **Intent and General Requirements:**

The intent of these instructions is to provide the preparer of the extension and/or reduction request a better understanding of the policies and guidelines used by the County in processing, reviewing and calculating extension and reduction requests and to reduce confusion when requesting a reduction by providing the developer or their representative an opportunity to discuss with the site inspectors any discrepancies relating to the amounts and quantities used to determine a reduction of the Performance Bond, Siltation Erosion Escrow or Landscape Escrow.

Extension and/or Reduction requests must comply with Section 130.03 of the Design and Construction Standards Manual and Section 4.07 of the Administrative Procedures Section of the Design and Construction Standards Manual (DCSM).

Thirty percent (30%) of the bonded improvements must be completed before any Performance Bond reduction request will be processed [Section 4.07.4(2)]. The maximum reduction(s) for the Performance Bond cannot exceed ninety percent (90%) of the original amount. Generally, at least fifty percent (50%) of the project should be completed for the first extension request, and eighty-five percent for the second request [Section 4.07.3(D)(1)].

Siltation and Erosion Control Escrows may be permitted a reduction(s) provided work has satisfactorily progressed to the stage where sufficient escrow remains to ensure the installation, maintenance, and performance of erosion and sediment control measures. The maximum reduction(s) for the Siltation and Erosion Control Escrow cannot exceed seventy-five percent (75%) of the original amount.

Landscape Escrows may be permitted a reduction provided work has satisfactorily progressed to the stage that all required landscaping items are installed and thriving upon the determination of the County Site Inspectors. If a project is deemed eligible for a Landscape Escrow reduction; a one-time fifty percent (50%) reduction will be allowed.

The County may accept up to three (3) reduction requests in any twelve (12) month period. Requests for bond and escrow reduction will not be processed if there are unresolved site violations.

## Submission Requirements:

All extension and/or reduction requests must be submitted via e-mail at [LDD@pwcgov.org](mailto:LDD@pwcgov.org) or on a compact disc. Please see [www.pwcva.gov/department/land-development-division/ldd-documents](http://www.pwcva.gov/department/land-development-division/ldd-documents) for the latest requirements. The request must contain:

- A written explanation for the extension. The written explanation must include reasons and conditions which have precluded the completion of the required physical improvements.
- A written detailed timeline to complete the project (what needs to be completed and anticipated date of completion). The request will be rejected if the timeline fails to provide sufficient details on what needs to be completed and anticipated date of completion.
- A copy of the original Proffer Statement or Special Use Permit Conditions along with a current Proffer or Special Use Permit analysis must be submitted (if there is a rezoning or special use permit for the property). The analysis must display a current date and the information contained within the analysis must be up to date. The request may be rejected if any of the requested documents are not provided.
- Bond Extension and/or Reduction Estimate Worksheet. The worksheet must be completed for all requests. Bond extension and/or reduction requests do not require certification by a professional engineer. However, certified requests will be accepted for processing. Please see below for more information regarding the worksheet.
- The request must include name, address, telephone number and e-mail address for the developer and the preparer.

## Extension and/or Reduction Fee

**The filing fee for an extension and/or reduction request submitted prior to the agreement expiration date is \$1,765.20. The filing fee for an extension and/or reduction request submitted after the agreement expiration date is \$2,649.30.**

Fees are required with the request, unless the request is submitted by e-mail. Fees for e-mail requests must be received within three (3) business days. The request will be rejected, and the applicant will be required to resubmit the request if the fees are not submitted within (3) business days.

## **Bond Extension and/or Reduction Estimate Worksheet:**

The form is in MS Excel format and must be completed electronically by the preparer and submitted via e-mail or on a compact disc. The form requires the retention of a certain percentage of the construction for specific bonded items. The notes at the end of the form specify the required retention percentages. These are guidelines and the actual percentages of monies held are determined by the inspectors and are based upon the level of quality of workmanship and materials. The preparer and/or applicant can meet with the inspectors to discuss any differences in the reduction amount.

To facilitate review of the extension and/or reduction request, an "Original Bond Quantity" column was added to the worksheet. The Original Bond Quantity column is to be used for items from the Unit Price List (UPL) of the approved plan, approved plan revisions and pavement redesigns (as noted on page 1 of the worksheet).

*The current version of the Bond Extension and/or Reduction Estimate Worksheet must be submitted in MS Excel format. The worksheet can be downloaded from [www.pwcva.gov/department/land-development-division/idd-documents](http://www.pwcva.gov/department/land-development-division/idd-documents)*

## **Review Process:**

Reduction requests are processed in accordance with the Bond Reduction Procedure. Once the extension and/or reduction request is reviewed and processed, the developer will receive a letter from the Department of Development Services. Projects that are considered for an extension and/or reduction will require proper documentation from the Surety Company or Financial Institution to officially extend and/or reduce the bond or escrow. Documentation from the Surety Company or Financial Institution must be submitted within thirty (30) days from the date of the Department of Development Services letter.

Documents from the Surety Company or Financial Institution cannot be accepted until the Department of Development Services has notified the developer that the extension and/or reduction request is under consideration. Documents received prior to this notification will be returned to the applicant.

## **DCSM 303.02 Fire Department Emergency Access in General:**

**E.** All weather Fire Apparatus access roads to construction and demolition sites shall be provided during the time of construction or demolition of a building. These requirements are not applicable to driveways serving single family dwellings. The access road need not be paved or graveled, but must be able to meet the following criteria:

1. Such roadways shall be readily accessible to emergency and inspection staff vehicles.
2. Complies with Section 303.02B which states: Fire apparatus access roads shall be capable of supporting a minimum of eighty thousand (80,000) pounds vehicular load, have a minimum width of twenty (20) feet, a minimum vertical clearance of at least thirteen feet six inches (13'6"), a maximum vertical projection of eight (8) inches, and be able to accommodate the turn characteristics of a forty-five (45) foot long truck.
3. Such roadways shall not be blocked or obstructed by vehicles, construction equipment, or construction materials.

**F.** Such roadways in excess of one hundred fifty (150) feet with a dead end must be provided with an approved emergency apparatus turn-a-round.

## **Virginia Statewide Fire Prevention Code Chapter 33: Fire Safety During Construction and Demolition, Section 3312 Water Supply for Fire Protection:**

**3312.1 When required.** An *approved* water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on site.

## **Virginia Statewide Fire Prevention Code, Chapter 5: Fire Service Features, Section 505 Premises Identification:**

**505.1 Address identification.** New and existing buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall not be less than 4 inches (102 mm) high with a minimum stroke width of ½ inch (12.7 mm). Where required by the *fire code official*, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the *public way*, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

**505.2 Street or road signs.** Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be on an *approved* size, weather resistant and be maintained until replaced by permanent signs.

**Failure to provide appropriate address identification and/or street signs will be a violation of the DCSM and SFPC.**



## Design and Construction Standards Manual General Requirements for Occupancy:

**601.09 E.** Prior to the issuance of occupancy permits for lots in the vicinity of the roadway luminaires, the developer shall be required to submit a street lighting packet for the roadway lighting associated with the developer to the Transportation Department. If the roadway lighting installations are delayed prior to occupancy, then a County-approved form, "Acknowledgement of Street Lights Installation" must be completed by the contractor purchasers or property owners. The completed form and a paid receipt from the servicing power company shall be submitted to the site inspector before any bond reduction or bond release.

**602.07 R.** Pedestrian accessible ramps in accordance with IIM-LD-55 shall be provided at all curbed intersections, even when sidewalks and paths are not present and shall be constructed in accordance with VDOT standards, or ADAAG (American with Disability Act Accessibility Guidelines) whichever is more restrictive.

**602.11 H.** For staged construction, two and one-half (2-1/2) inches shall be the maximum thickness of the bituminous concrete surface (SM-9.5A or SM-9.5D). The thickness of each lift shall be of one and one quarter (1-1/4 inches).

**602.11 I.** If staged construction is performed, a four (4) foot radius area, measured from the center of the manhole cover around protruding utility manholes, shall be paved with leveling asphalt concrete surface mix (SM-9.5A) to provide a relatively smooth riding surface. In addition, the asphalt concrete paved peripheries shall be painted with twelve (12) inch wide white colored paint acceptable to County inspectors. The maximum exposure limit for staged construction shall be two (2) years, unless it is extended by the Director of Transportation.

**602.12 G.** Guardrails shown on the approved plan shall be installed after the asphalt base course of the roadways is in place and/or prior to the issuance of occupancy permit for uses within the development.

**602.18 E.** No occupancy permit shall be issued until all sidewalks and/or shared use paths in the general area of the units scheduled for occupancy, have been constructed, inspected, and approved.

**603.15 B.** The plans shall provide the following note: "A joint inspection will be held with the developer and representatives of the County and VDOT to determine if and where guardrails will be needed. The developer shall be responsible for providing guardrails as determined by this joint inspection." The guardrails shall be installed per VDOT standards prior to granting the first occupancy in each section, in which streets are constructed and the guardrails are determined necessary.

**604.01 F.** No occupancy permit will be issued to structures unless the frontage improvements and all roadways within the specific phase including the main entrance are paved. Full pavement depth, with the exception of the final top coat, is acceptable provided it is agreed to by Transportation.

**604.04 E.** Street name signs and stop signs shall be posted at all street intersections, and at all entrances to parking bays for residential development. Temporary street signs must be posted before the use of vehicular traffic, inclusive of construction vehicles. Permanent street signs and stop signs must be posted prior to the occupancy of any house or unit being served by the street.

**604.06 A.** Street name signs shall be installed at all street intersections in accordance with Details 650.52 and 650.53 of this manual.

**610.06 D.** Before occupancy of any single-family attached unit, the parking spaces assigned to the particular unit should be demarcated or marked (labeled) on the curb.

**610.06 H.** The cost of luminaires shall be bonded with the County during the site plan approval. The luminaires shall be installed prior to occupancy of any unit in which the luminaires service. Deviation from this requirement, due to utility company policies, will be reviewed and approved on a case-by-case basis by the director of Transportation.

**610.08 Accessible Parking:**

**A.** Accessible parking and building or sidewalk accessibility shall be provided in accordance with the current edition of the Virginia Uniform Statewide Building Code (VUSBC).

**B.** Accessible parking spaces shall be identified by above grade signs and demarcated in accordance with Details 650.57 and 650.58 of this manual and ADAAG (Americans with Disabilities Act Accessibility Guidelines) standards.

**C.** Accessible parking spaces shall be located as close as possible to a main building entrance ramp or walkway. However, the Director of Transportation may require some spaces at alternate locations to provide greater accessibility for the entire development. A combination of ramps, walkways, crosswalks or curb ramps shall be required in conjunction with those spaces.

**D.** Where curb exists between the parking lot and sidewalk, an inclined approach shall be provided to allow convenient access for wheelchairs. Built-up curb ramps shall be located so that they do not project into vehicular traffic lanes. This approach shall have a slope of not more than one (1) foot in twelve (12) feet and be three (3) feet wide, exclusive of flare sides. Inclined approaches shall be provided and arranged to allow convenient access to a building entrance and from one (1) curb area to another. Such approaches shall be provided at intervals not exceeding one hundred (100) feet.

**E.** A request for modification of any of the requirements of this section must be submitted in writing to the Director of Transportation.

**710.05 A.** All approved plan(s) and permit shall be required to be on the job site during construction. The approved grading plan is used to check the final grading prior to the issuance of the occupancy permit. The occupancy permit may be denied if the grading plan and the actual grading of the site do not substantially agree.

**710.06 F.** No occupancy permit shall be issued until all retaining walls in the general area of the units scheduled for occupancy have been constructed, inspected and approved.



**711.04 A.** Subdivision Lighting: On each single-family detached residential building lot within a subdivision, where the minimum required lot area is twenty thousand (20,000) square feet or less including lots with no minimum area requirements, the subdivider shall install a yard light on each lot which conforms to the design standards of this manual (See Exhibit 21-DCSM Section 700). All required yard lights shall be installed prior to occupancy.



### **Commercial Phasing Guidelines:**

The following guidelines are for phasing of townhome/condominium developments or commercial/industrial site for occupancy purposes.

1. Unless a multi-family residential or multi-tenant commercial/industrial project can be built and occupied as a complete, contiguous unit, an occupancy phasing plan must be completed by the developer and approved by the site inspector; there is an associated cost per approved phase. Please see most current fee schedule.
2. If an occupancy phasing plan is required, no occupancy inspections will be scheduled without an approved occupancy phasing plan. There is an occupancy inspection fee per phase.
3. A minimum of five (5) occupancy plans must be submitted for approval, such plans will be stamped as approved, and signed and dated by the site inspector. One copy must be available on site for any occupancy inspection.
4. A residential phase may not have less than one townhouse row or building unit.
5. The first phase must include all required frontage improvements including street lights, sidewalks, traffic control signs, functioning stormwater management, etc. All subsequent phases must include safe ingress and egress of emergency vehicles, landscaping, signage, ADA, striping, etc.
6. Grading around each building shall be in accordance with the building code, 6% fall within the first 10 feet. All other grading shall be in general conformance with the approved grading plan. There should be no trees planted, utility boxes installed, or any other structure placed within Prince William County's easements
7. The last phase should contain approximately 25% of the total number of units.
8. If, after approval, it is necessary for a builder to split a phase which has at least two rows or blocks of residential units, or two commercial/industrial units, the phasing plan should be revised. At the inspectors discretion new phasing fees may be required for adjusted phases.
9. During the final phase inspection, the entire site should be inspected to ensure completion of all non-bonded items. If any of the non-bonded items are not complete at this time, the site inspector will prepare a punch list of deficiencies. A cash escrow of an acceptable amount to be determined by Environmental Management and Transportation, must be posted with the Bond Administrator prior to issuance of the final occupancy as a guarantee that this work will be done diligently.
10. The site work for the entire phase will be inspected for compliance with the approved site plans, Erosion and Sediment Control/Stormwater Laws & Regs, and PWCs Design and Construction Standards Manual.



**FY25 Occupancy Phasing Plan Fee Verification:**

<i>Staff Use Only</i>	
ILP # _____	Amount Received (@ <b>\$123.95 per phase</b> ): \$ _____
Received By: _____	RCPT # _____
Received/Emailed Date: _____	

**PART A: APPLICANT**

LND NUMBER: \_\_\_\_\_ Number of Phases Requested: \_\_\_\_\_

PROJECT NAME/SECTION PHASE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**PART B: DEPT. OF PUBLIC WORKS/DEPT. OF TRANSPORTATION USE ONLY**

I have reviewed the occupancy plans for the referenced project. These plans will be approved upon verification that the appropriate fees have been paid as follows:

The number of phases approved/revised is: \_\_\_\_\_ @ **\$123.95/per phase.**

\_\_\_\_\_  
Site Inspector Name/Signature

\_\_\_\_\_  
Date

EFFECTIVE 7/1/2025  
FY25 EG Occupancy Phasing Request



**FY25 Occupancy Site Inspection Request:**

<i>Staff Use Only</i>	
ILP# _____	Amount Received (@ <b>\$176.22</b> /per bldg.): \$ _____
Received By: _____	RCPT: _____
Received/Emailed Date: _____	Site Inspection Area _____

LND NUMBER: \_\_\_\_\_ OCCUPANCY SECTION/PHASE\*\* \_\_\_\_\_  
*\*\*One per building*

PROJECT NAME\*: \_\_\_\_\_

*\*Note: Use formal project name as shown on County-approved plan.*

Site of Subdivision Plan Number: \_\_\_\_\_

Site Address(es): \_\_\_\_\_

Building Permit Number(s): \_\_\_\_\_

Lot or Building Number(s): \_\_\_\_\_

**ONE OF THE FOLLOWING BOXES MUST BE CHECKED TO SCHEDULE A SITE INSPECTION:**

- Site Occupancy Inspection Request (**Impervious Area Certification Required on Site**)
- OR
- A phased site plan has been approved for this project

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

It is understood that the requested site inspection will be conducted within five (5) working days, weather permitting. It is further understood that a Certification Use and Occupancy will be issued only when either all outstanding items have been completed or the developer has provided assurance (cash escrow or irrevocable letter of credit) in an amount sufficient to complete the unfinished work as described on the site inspection report punch list items.

SIGNATURE: \_\_\_\_\_

EFFECTIVE 7/1/2024  
FY25 EG Occupancy Phasing Request

**Impervious Area Calculation:**

PWC Site Plan Name: \_\_\_\_\_ Marketing Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel Address: \_\_\_\_\_

Site GPIN: \_\_\_\_\_ Is this a Phased Project?    Yes    No

Land Permit Number: LND \_\_\_\_\_ PWC Plan Number: \_\_\_\_\_

The total impervious area (footprint) within the site (outside of any public right-of-way) is \_\_\_\_\_ square feet.

This includes all **new** paved areas such as driveways, parking areas, roofs, sidewalks etc. This does not include areas with dirt or gravel surfaces.

**CERTIFIED BY:**

\_\_\_\_\_  
Printed Name of P.E. or L.S.    Date

\_\_\_\_\_  
Signature    VA. License #

RETURN THIS COMPLETED FORM TO ENVIRONMENTAL MANAGEMENT DIVISION, 5 COUNTY COMPLEX COURT, SUITE 170, PRINCE WILLIAM, VA 22192.

**For Office Use**

Account Number: \_\_\_\_\_ Occupancy Inspection Date: \_\_\_\_\_

Information Verified: \_\_\_\_\_ Recorded By: \_\_\_\_\_

**Storm Billing Notes:**



**Requirements for Opening a New Road to the General Public:**

- Correction of any violation items
- Approval by PWC-DOT Site Inspector
- Density testing records up-to-date
- VDOT approval of large (>36 sf) storm drainage structures
- Base pavement
- Guardrail (if necessary)
- Installation of signage and striping per approved signage and striping plan
- Snow caps around manholes (if not topped)
- Removal of all dumpsters, portable toilets and construction material from the right-of-way
- Street Lights (when required)
- Traffic Control Signals (when required)
- Other (Concerns relevant to a specific project)

### **General Street Lighting Notes:**

**The following pages contain miscellaneous requirements and general notes which are pertinent to the County's street lighting process. Please see the "Street Lighting Guide for Developers" for a full summary of the street lighting process.**

The developer shall contact the Street Lighting Program Coordinator (SLPC) within 10 days of the pre-construction meeting to initiate the installation process. The street lighting process can be extensive and may take longer than six months to complete. Therefore, developers shall submit their project's Street Lighting Packet to the SLPC within 30 days of the pre-construction meeting. If revisions are made to the projects street lighting design the developer shall be responsible for submitting a revised Street Lighting Packet to the SLPC.

An approved County site plan does not constitute an approved street lighting plan. The approved County plan will be checked by the SLPC for deficiencies pertaining to the DCSM street lighting requirements by the SLPC. The applicant will be notified if corrections to the submitted plans are necessary. All site plans will have a final review for street lighting requirements by the SLPC. If revisions are necessary, it is the responsibility of the developer/applicant to make the necessary changes to meet the County or VDOT's street lighting requirements. It is also the responsibility of the developer/applicant to contact the SLPC for corrections concerning street lighting requirements.

Developers are required by the County to install street lighting in all new developments. Section 602.13 now requires that in single-family detached residential developments and single-family attached and multi-family developments a minimum of two (2) luminaires shall be provided at all entrances. A minimum of two (2) luminaires shall be provided at all internal intersections within the development where the minor street carries greater than four hundred (400) vehicles per day. One luminaire shall also be provided at all public and private cul-de-sacs, stub-outs, and dead ends, including temporary cul-de-sacs. In addition, two (2) roadway luminaires shall be provided at all entrances of commercial industrial developments that carry greater than 400 (400) vehicles per day (vpd). One (1) roadway luminaire shall be provided at all primary and secondary entrances of commercial and industrial developments that carry greater than two hundred (200) vehicles per day (vpd).

The developer shall submit to the SLPC a Street Lighting Packet to include a clear and legible copy of the most recent and up to date set of approved County site plan sheets pertinent to the street lighting for their project; with a plan cover sheet, plan pages that have been highlighted showing the proposed streetlight types and their locations as well as the unit price list/quantities sheet. Together with the plan sheets shall be a cover letter outlining the proposed number of streetlights, fixture type, wattage, project name, project address, Prince William County approved plan/file number, contact information for the developer (and or party responsible for billing), magisterial district and the name of the servicing power company. A PDF file of the complete approved plan set shall also be submitted for the County's electronic filing system. Incomplete packets shall be returned for correction and submittal.

If applicable, the developer will be responsible for providing copies of all Special Use Permit Conditions as well as all Proffers which pertain to street lighting for their proposed development.

It shall be the sole responsibility of the developer to make sure that the proposed streetlight designs are in accordance with the most current Prince William County Design and Construction Standards Manual (DCSM), the Virginia Department of Transportation (VDOT) specifications and standards as well as any additional requirements set forth by the servicing power companies. If discrepancies are found within the street lighting submittal, the SLPC will issue a letter to the developer outlining the deficiencies which will need to be corrected before final approval is given. Once the appropriate corrections have been made, the developer shall submit a revised set of site plans to the SLPC for review and final approval. If the specifications and standards are met, then the SLPC will issue an authorization letter and preliminary design sketch to the servicing power company to obtain a cost estimate for the developments proposed street lighting.

The Developer will work directly with the servicing power company to accurately stake and install the proposed street lighting locations. It shall be the sole responsibility of the developer to confirm that the pole placements are correct and per Prince William County and VDOT specifications and standards. If relocation of the lights within the project is required to meet set standards subsequent to installation, the developer shall be responsible for all expenses incurred by the

servicing power company. The developer shall also be responsible for the cost of any required easements if relocation is necessary.

Waivers to the DCSM criteria for street lighting are reviewed on a case-by-case basis. Whenever feasible a field adjustment to the approved site plan will be made to correct the deficiency in lieu of a waiver. If the waiver is still necessary, it shall be the responsibility of the applicant to fill out and submit the DCSM Waiver form. The applicant shall also be responsible for all costs associated with the processing of the waiver and or required plan revisions.

The developer is responsible for granting utility easements and financing the cost of all construction related to the installation of streetlights for their development. Upon final inspection and approval by the County the servicing electric company will then be authorized to add the projects streetlights monthly service and yearly maintenance costs to the County's street lighting account.

The developer shall have the "Acknowledgement of Streetlight Installations Form" signed by the prospective property owners and notarized if the required streetlights have not been installed by the servicing power company prior to the request for occupancy. If the proposed streetlights are on the property line, then the developer shall be responsible for obtaining the signatures of both property owners. This form will be required for final lot grading inspection. Per section 601.09 of the DCSM occupancy will not be granted and developers will not be released from bond unless the "Acknowledgement of Streetlight Installations Form" is signed, notarized, and the developer possesses a paid receipt for the developments streetlights from the servicing power company.

The developer will be responsible for all costs of streetlight construction, including easement acquisitions if necessary. The servicing power company will inform the developer of any modifications or field adjustments that are needed to the streetlights shown on the approved plans that may be required to comply with current Virginia Department of Transportation specifications and standards.

Street lighting cost estimates from the servicing power company are good for 90 days. If the cost is not paid within that timeframe, then the project will have to be recalculated. Should conditions exist beyond levels included in the cost estimate (Such as the need for rock excavation and/or blasting or the presence of hazardous materials, etc.) which may substantially change the magnitude of the project, the servicing power company reserves the right to halt construction and submit a revised cost estimate. Also, the project cannot be released to their construction department until full payment has been made by the developer.

If the developer decides not to move forward with their lighting project or there is a significant lag in development time, then the servicing power company reserves the right to collect associated design fees. This amount is typically between \$400 and \$600 depending on the complexity of the associated work. In addition, if any type of redesign is needed during the design phase, the servicing power company reserves the right to charge additional fees. These fees shall be paid by the developer and may need to be collected before they continue their design process.

Section 601.09 of the DCSM no longer allows the use of decorative streetlight fixtures at the entrances to residential communities or commercial/industrial properties. The amended standard requires the use of either the cobra head or expressway/interstate style fixtures. In addition, the fixtures shall have full cut-off lenses and provide Type III light distribution. Waivers for this requirement will not be granted. Decorative, area, or security lighting fixtures are acceptable as internal roadway lighting if the fixtures have full cut-off lenses and provide Type III light distribution.

When a developer is requesting a change and or pole relocation on a plan after it has been approved by the Department of Development Services, a field revision may be granted by the Street Lighting Program Coordinator (SLPC) without the developer having to resubmit a revised site plan through the Department of Development Services. This shall be done only if all specifications and standards are met. The developer will submit in writing a revised plan showing the proposed changes. Once the letter and plans have been reviewed and approved by the SLPC then a field revision approval letter will be issued to the developer by the SLPC. However, if the proposed revisions will require an easement, then the developer will have to submit a revised plan through the Department of Development Services for approval (This is required due to the fact that all easements are recorded within the Department of Development Services).



From receipt of the developer's Street Lighting Packet the SLPC shall have 45 days to review the developers Street Lighting Packet and confirm that the proposed street lighting is acceptable per the County's DCSM, Special Use Permit Conditions and Proffers as well as VDOT's standards. If discrepancies are found within the site plan, the developer shall be responsible for making the appropriate changes and resubmitting a revised Street Lighting Packet. From receipt of the revised packet the SLPC shall have an additional 14 days to complete the review process. If a DCSM Waiver is requested, upon receipt of the processed waiver the SLPC shall have 14 days to complete the review.

Developers which have not met the required lighting standards per their developments approved plan shall not receive priority status for reviews. i.e. developers who are within the Occupancy of Bond Release process, shall not receive preferential treatment over applicants already within the review process. In these situations, they will be reviewed on a case-by-case basis.

If a DSCM Waiver is requested and either Special Use Permit Conditions or Proffers exist pertaining to street lighting for the proposed development, it may be denied. Special Use Permit Conditions and Proffers would preside over Waivers. In these situations, they will be reviewed on a case-by-case basis.

The servicing power company will not release jobs for construction until the developer/applicant has made full payment for their bonded streetlights. In addition, the developer must have finalized all of the cable runs, grading within the area or lot where the lighting is proposed to within six inches of final grade and all sidewalks, shared use trail and guardrail have been installed.

***Special Notes:***

It shall be the sole responsibility of the developer to confirm that the pole placements are correct and meet all current Prince William County, Virginia Department of Transportation's specifications and standards. If relocation of the lights within the project is required to meet current standards subsequent to installation, the developer will be responsible for all expenses incurred by the servicing power company. The developer shall also be responsible for the cost of any required easements or permits if relocation is necessary.

Poles which are set within utility strips, VDOT clear zone, VDOT right-of-way or any other easements (without County & VDOT permits) whether they are shown in those locations on the approved site plan or not shall be the responsibility of the developer to have relocated and pay any associated fees for their relocation.

It shall be the sole responsibility of the developer to have all private utilities marked. These may include but are not limited to the following: sprinkler systems, invisible fencing or phone and water lines. It is the developer's responsibility to mark any private facilities that may be damaged during streetlight construction. The servicing power company will not be responsible for damage to private facilities if their location is not clearly marked in the field.

The developer shall be responsible for all costs associated with the relocation of any poles which do not meet current County and State specifications and standard. This includes any easement costs and or permit costs which may be associated with the relocation.

The developer's bond money will be used to correct any deficiencies pertaining to the projects street lighting plan. Occupancy permits will not be granted, and the bond money will not be released until all current standards and specifications have been met.

## **Occupancy Inspections for Street Lighting:**

Prior to the issuance of occupancy permits, the streetlights should be installed as per approved plans at project entrances, street intersections, cul-de-sacs, etc. and in the general vicinity of the homes to be occupied. However, if street lights have not been installed due to servicing Power Company's scheduling procedures, the following two documents must be submitted to the County inspector conducting the occupancy inspections:

1. A paid receipt from the servicing power company, at least 30 days prior to the occupancy request. This will indicate that the developer has paid the necessary fees allowing the servicing power company sufficient time to install the required streetlights.
2. A fully executed Statement of "Acknowledgement of Streetlight Installations Form" signed by the future property owners at closing.

Whenever possible, the site inspectors should remind the developers/ superintendents that in order to avoid delays, the streetlights should be installed well ahead of the planned occupancy inspection requests to the County.

Memo:

The Street Lighting Branch requires that an "Acknowledgement of Streetlight Installations Form" be signed and submitted by the builder or developer from the homeowner(s) in the immediate vicinity of the proposed streetlight location requesting occupancy. This requirement will remain in effect until the servicing power company completes all the streetlight installations included with the performance bond.

If the required streetlights have not been installed prior to the request for occupancy, then the developer is responsible to provide temporary lighting at locations shown on the approved plan or streetlight sketch and complete the "Temporary Street Lighting Request for Occupancy" form. If the temporary lighting is not provided or maintained, then a fee of \$1,000 dollars is required to be paid for each month the streetlight(s) are not installed. Furthermore, after 3 months if the streetlight(s) are not installed, then the fee will increase by \$1,000 and remain until such time as the streetlights have been installed. The temporary streetlights shall be solar, or gas powered.

You may contact the Prince William County Street Lighting Program Coordinator at the following address if you have any questions or comments. Also, please submit all Street Lighting Packet's to the address below.

**Richard "Ricky" Hagstrom  
Street Lighting Program Coordinator  
Prince William County  
Department of Transportation  
5 County Complex Court, Suite 290  
Prince William, Virginia 22192**

**Phone: 703-792-6823  
Email: rhagstrom@pwcgov.org**

*These notes do not preclude any authority of the Design and Construction Standards Manual, Zoning Ordinance, Uniform Building Code, Special Use Permit Conditions, Proffers or VDOT specifications and standards. Should there be any questions, please contact the Planning Department at (703) 792-6830 or the Street Lighting Program Coordinator at (703) 792-6823.*



**Street Lighting Agreement:**

The Prince William County Pre-Construction Package Minimum Inspection Program states streetlights shall be installed as shown on the approved plans or as amended by the Street Lighting Program Coordinator (SLPC) to meet County and State standards prior to the issuance of occupancy.

The developer shall contact the SLPC within ten (10) business days after the pre-construction meeting to initiate the installation process. This process is extensive and may cause delay in obtaining occupancy.

By signing below, I agree that I am fully cognizant of all street lighting requirements associated with the Pre-Construction Package.

**Developers Representative:**

Project: \_\_\_\_\_ Plan: \_\_\_\_\_

Owner's Rep (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**(It shall be the sole responsibility of the Developer's Representative to forward document to the Owner for review, signature & Notarize)**

**Owner:**

Project: \_\_\_\_\_ Plan: \_\_\_\_\_

Owner (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary:**

This agreement shall be signed by the owner, and given to the Site Inspector within (10) business days after the pre-construction meeting.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, to with:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that \_\_\_\_\_, whose name is signed to the foregoing Street Lighting Agreement, has personally acknowledged the same before me in my aforesaid jurisdiction.

Given under my hand and seal this \_\_\_\_\_ day of 20\_\_\_\_.

My commission expires:

Registration No:

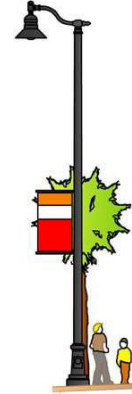
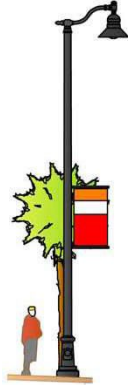
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_

\* Per Section 601.09 – Street Lights, Paragraph E of the PWC DCSM, prior to issuance of occupancy permits for lots in the vicinity of the roadway luminaries, the luminaries shall be installed, as per the approved plans.

**ACKNOWLEDGEMENT OF STREETLIGHT INSTALLATIONS**



Prince William County requires streetlight installations prior to occupancy in residential subdivisions. Sometimes the electric utility companies' schedules preclude this from happening. Therefore, in certain situations, the County will allow occupancy of residential units upon receipt of an acknowledged statement from the affected property owner(s).

A streetlight shall be installed in this vicinity in the near future by direction of the Prince William County Department of Transportation in accordance with the Design and Construction Standards Manual.

\_\_\_\_\_ ,  
[ADDRESS]

on Lot Number \_\_\_\_\_ in \_\_\_\_\_ Phase \_\_\_\_\_ Section \_\_\_\_\_.  
[SUBDIVISION NAME]

I (we) am (are) the prospective property owner(s) at the above location and acknowledge that the servicing electric utility company shall be installing the streetlight(s) per the County's approved site plan and in accordance with the Design and Construction Standards Manual as their schedule permits but not later than the release of the developer's performance bond.

***This notarized acknowledgement letter shall be signed only by the prospective property owner(s). Any other signature(s) shall not be accepted. The signed letter shall be kept on file with the developer and a copy delivered to the Prince William County Street Lighting Program Coordinator.***

State of \_\_\_\_\_ [Signature] [Date]

City/County of \_\_\_\_\_  
Sworn to and subscribed before me this

\_\_\_\_\_ [Signature] [Date]

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_  
[Year]

\_\_\_\_\_  
[Signature of Notary Public]

My commission expires \_\_\_\_\_ AFFIX SEAL



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

4975 Alliance Drive  
Fairfax, VA 22030

**GREGORY A WHIRLEY**  
COMMISSIONER

March 26, 2012

Mr. Tom Blaser  
Director of Transportation  
County of Prince William  
5 County Complex Court Suite 290  
Prince William, Va. 22192

Subject: Phased Construction of Subdivision and Secondary Streets

Dear Mr. Blaser,

We have recently reviewed the Department's policy on phased construction of subdivision and secondary streets in the Northern Virginia District. As before, phased construction is acceptable provided no more than 10 percent of the intermediate/base course required patching prior to placement of the final surface course. Streets which require more than 10 percent of the intermediate/base course to be patched must be completely replaced to adequately repair the deficient pavement layer, if necessary to subgrade elevation.

While current practice is to place the intermediate/base course early on in the construction process and then allow construction traffic over the partially constructed pavement, adequate attention must be paid to these heavy loadings during design to prevent premature failure of pavements which are exposed to construction traffic over extended periods of time. Although the intent of this phased construction is to prevent damage to the final surface during construction, the Northern Virginia District recommends that a maximum exposure limits of 2 years should be placed on phased construction to prevent premature deterioration of the partially constructed pavements.

As always we are striving to achieve a high quality and long lasting pavement structure without imposing an undue financial burden on the development community and we appreciate your support. If you have any questions, please do not hesitate to call me at (703) 259-1998.

//Original signed//

David P Shiells, P.E.  
District Materials Engineer

cc: Art Klos  
Maria Sinner, P.E.  
Alexandra Tuliszka, P.E.

VirginiaDOT.org  
**WE KEEP VIRGINIA MOVING**

## **Clarification of staged surfacing of subdivision and secondary streets:**

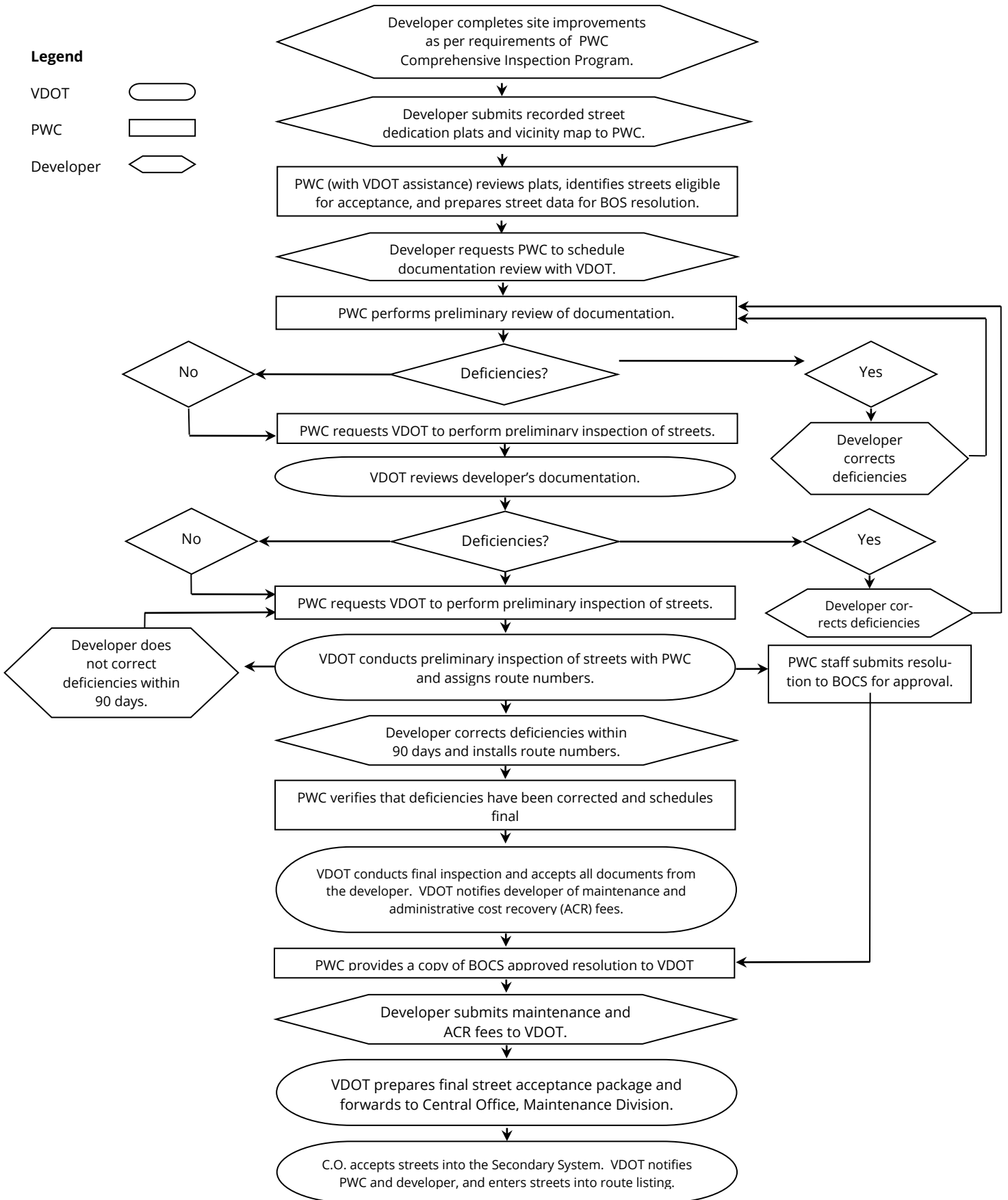
### **DCSM 602.11**

- H.** For staged construction, two and one-half (2-1/2) inches shall be the maximum thickness of the bituminous concrete surface (SM-9.5A or SM-9.5D). The thickness of each lift shall be of one and one quarter (1-1/4 inches).
  
- I.** If staged construction is performed, a four (4) foot radius area, measured from the center of the manhole cover around protruding utility manholes, shall be paved with leveling asphalt concrete surface mix (SM-9.5A) to provide a relatively smooth riding surface. In addition, the asphalt concrete paved peripheries shall be painted with twelve (12) inch wide white colored paint acceptable to County inspectors. The maximum exposure limit for staged construction shall be two (2) years, unless it is extended by the Director of Transportation.

# Virginia Department of Transportation Prince William Residency Street Acceptance Process

**Legend**

- VDOT
- PWC
- Developer



## **Check List for Street Acceptance Paper Review in Prince William County:**

**PROJECT:** \_\_\_\_\_

### **Section 1: For preparation of the draft resolution**

#### **(The documents listed in this section will be kept by VDOT)**

- \_\_ 1. **Construction Plan** – (1) full size copy of the approved construction plan.
- \_\_ 2. **Record Plats** – (1) full-scale copy for VDOT Permits. All plats must be recorded and show the deed book, page number and date, or the instrument number. Include an electronic copy of all recorded plats by USB Flash Drive or Zip File emailed to VDOT.
- \_\_ 3. **Composite Sketch** – ONLY NECESSARY when overall street layout for current section cannot be easily understood from record plat. TBD by VDOT and/or the County, (2) copies will be required.

### **Section 2: For paper package review**

#### **(A copy of the plans, record plats and composite sketch will need to be provided for review purposes only.)**

- \_\_ 4. **Legal Instruments** – subdivision deed, quitclaim deeds and/or Subordination of Rights Agreement, vacated easements, turn-around easements, etc. All documents must be recorded and show the deed book, page number and date, or the instrument number.
- \_\_ 5. **As-built Plans** – Provide a USB Flash Drive or Zip File emailed to VDOT containing as-built plans in PDF format with each plan sheet in a separate file with the subdivision name, page number in the file name.
- \_\_ 6. **Final Approval Letter** from Prince William County Service Authority or Virginia American Water.
- \_\_ 7. **Storm Sewer TV** – All punch list items have been satisfied and verified by PWC DOT inspector prior to VDOT preliminary walk. Valid for one and a half (1.5) years. Date of TV: \_\_\_\_\_
- \_\_ 8. **Project Data Sheet - Prince William County** – complete Subdivision Name, Developer Name, Design Engineer, and Contractor Information.
- \_\_ 9. **Segment Data Sheet - Prince William County** - A separate form needs to be completed for each line item on the draft resolution.
- \_\_ 10. **Approved Pavement Design** – provide a copy of the Pavement Re-Design Approval letter from Prince William County indicating the approved pavement design for each street.
- \_\_ 11. **Draft Resolution** – (1) copy of the Board of Supervisors' draft resolution. Include approved resolution if available. Include approved resolution prior to street acceptance.
- \_\_ 12. **Approval letter from Bridge Section** for Drainage Structures with an opening > **36 SF**.



- \_\_ 13. **Land Use Permit Applications/Utilities (LUP-IPP)** – Provide a copy of the signed Land Use Permit – In Place Permit application needs to be submitted for each utility company with facilities in the right-of-way. Provide a copy of the sketch/plan showing the location of the facilities with each application.
- \_\_ 14. **Land Use Permit Applications / P.W.C.** – Applications submitted from P.W.C. for landscaping, sidewalks not maintained by VDOT, etc. Applications must include (2) copies of plans. Landscaping plans must be pre-approved by V.D.O.T.
- \_\_ 15. **Land Use Permit Applications / H.O.A.** – Applications submitted from the developer or H.O.A. for irrigation systems. Applications must include (1) copy of the plans that have been pre-approved by V.D.O.T. A continuous bond and permit are required at the time of final inspection and paperwork submittal.
- \_\_ 16. **Speed study** – Speed study certified by professional engineer shall be submitted for VDOT approval prior to the street acceptance for any road to be posted other than the statutory speed limit.
- \_\_ 17. **Miscellaneous** – Agreements for extrinsic structures (dams, tunnels, etc.), VDOT snow removal access, ornamental street signs, speed studies, school signs. Pavement marking plans, SSAR waivers, warranty bond etc.

Note: If an item is not required, indicate N/A in the appropriate check box.  
See Paper Review Checklist SUPPLEMENT for further explanation of paperwork.

PWC Inspector: \_\_\_\_\_ Developer Rep: \_\_\_\_\_

**Assembly Requirements for VDOT Street Acceptance Paperwork Review**  
(SUPPLEMENT to Check List for Street Acceptance Paper Review in Prince William County)

PLEASE ARRANGE PAPERWORK IN ENVELOPES AS FOLLOWS:

**ENVELOPE #1** *(Please write project name and contents on envelope):*

- **Legal Instruments** (subdivision deed, quit claim deeds and/or Subordination of Rights Agreement, turn-around easements, etc.).
- **As-built** plan on Flash Drive shall be placed in envelope or a Zip File can be emailed to VDOT. An as-built hardcopy is sometimes helpful but is not required.
- **Final Approval Letter** from Prince William County Service Authority or Virginia American Water.
- **Storm Sewer TV** – report showing no deficiencies found
- **Project Data Sheet – Prince William County** needs to be filled out with the subdivision information, and developer, design engineer and contractor name and address information. **Segment Data Sheets – Prince William County** need to be provided for each line item on the draft resolution.
- **Approved Pavement Design** letter(s) from Prince William County indicating the pavement design for each street within the package.
- **Draft Resolution**
- **Inspection Report from VDOT Bridge Section** for drainage structures or tunnels with an opening greater than 36 ft<sup>2</sup>.

**ENVELOPE #2** *(Please write project name and contents on envelope):*

- Submit the current version (see link below) \* of the **LUP-IPP** (in place permit application for subdivision street utility) for Land Use Permits. EACH utility company shall be written on envelope. Termini must match those listed on the Draft Resolution. Plan/sketch needs to be attached to LUP-IPP's showing the location of the facilities.
- Submit the current version (see link below) \* of the **LUP-A** (landscaping, irrigation permits, etc.) for all Land Use Permits that require a fee and/or a bond to the Prince William Permits Office Manager. Plans are to be included.
- Submit **maintenance agreement** (agreements for extrinsic structures, golf cart tunnels, concrete driveways in ditch sections, VDOT snow removal access, ornamental signs, etc.) shall be placed in envelope and labeled.

\* NOTE: Current version of permit applications may be found on VDOT website:  
[www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/](http://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/)

## ***Project Data Sheet - Prince William County***

One copy of this form is to be filled out for each subdivision, and will be submitted with the items listed on the *Check List for Street Acceptance Paper Review in Prince William County*.

<b>Subdivision Name:</b>			
<b>Plan approval date:</b>			
<b>Subdivision Manual used for plan approval:</b>	<b>2005 SSR</b>	<b>2009 SSAR</b>	<b>2011 SSAR</b>
<b>SSAR Waiver</b>	<b>Yes</b>	<b>No</b>	
<b>Proposed or actual Resolution date:</b>			

<b>Developer Name:</b>	
<b>Address:</b>	
<b>Phone #:</b>	
<b>Contact Person:</b>	
<b>Email address:</b>	

<b>Design Engineer:</b>	
<b>Address:</b>	
<b>Phone #:</b>	
<b>Contact Person:</b>	
<b>Email address:</b>	

<b>Contractor:</b>	
<b>Address:</b>	
<b>Phone #:</b>	
<b>Contact Person:</b>	
<b>Email address:</b>	

**\*\*\* Complete a separate Segment Data Sheet - Prince William County form (attached) for each line item on the draft resolution.**

## ***Segment Data Sheet - Prince William County***

One *Segment Data Sheet* needs to be completed for each line item on the draft resolution, and all of the *Segment Data Sheet(s)* will be combined with one *Project Data Sheet*.

Subdivision Name:			
Street Name:			
Route Number:			
From:			
To:			
Mileage Length:			
Public Service:	3+ Occupied Dwellings / Connecting Link / Other		
Pavement Design:	Surface:	Intermediate:	Base:
Right-of-Way Width:	Min. width:	Max. width:	
Instrument Number(s):	Record Date:		

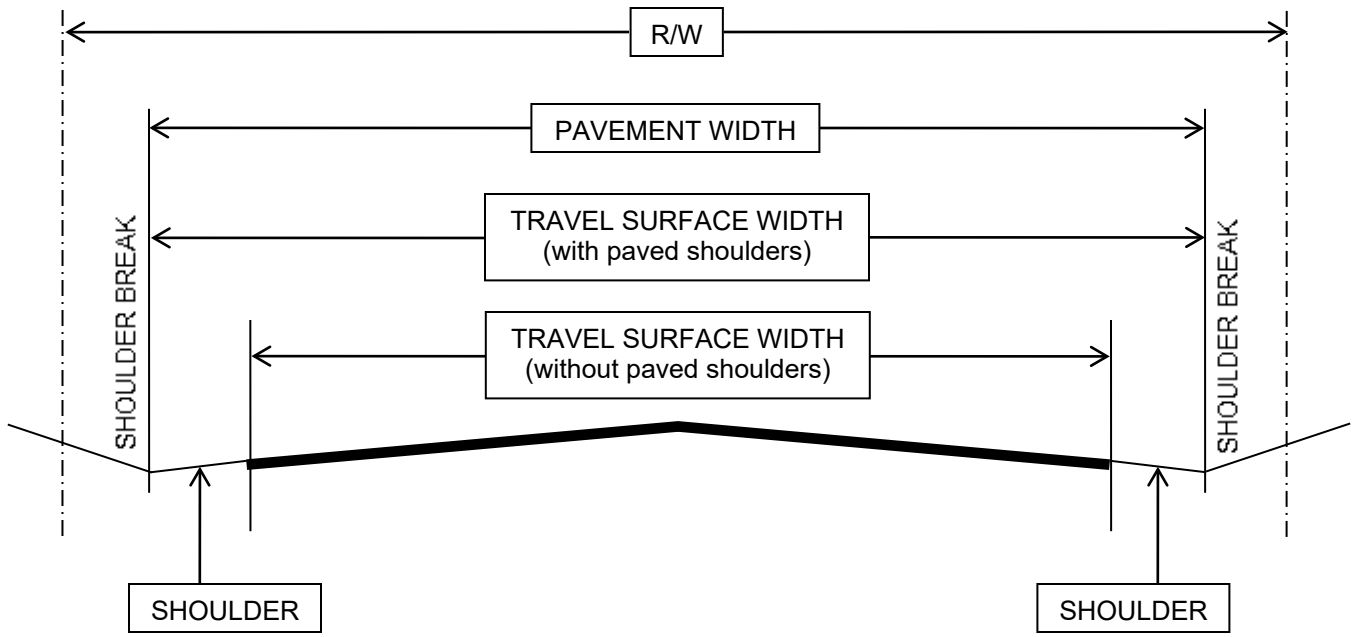
### **ROADWAY INVENTORY DATA**

Travel Surface Width in feet:	*		
Pavement Width in feet:	*		
Roadway Shoulder Width in feet:	Left:		Right:
Initial Number of Through Lanes:			
Ultimate Number of Through Lanes:			
Curb & Gutter:	Left:	YES / NO	Right: YES / NO
Sidewalk:	Left:	YES / NO	Right: YES / NO
Shared Use Path/Trail:	Left:	YES / NO	Right: YES / NO
Median Shoulder Width in feet:	Left:		Right:
Median Width in feet:	Minimum		Maximum
Median Type:	**		
Drainage Structure > 36 SF:	YES / NO	Number:	

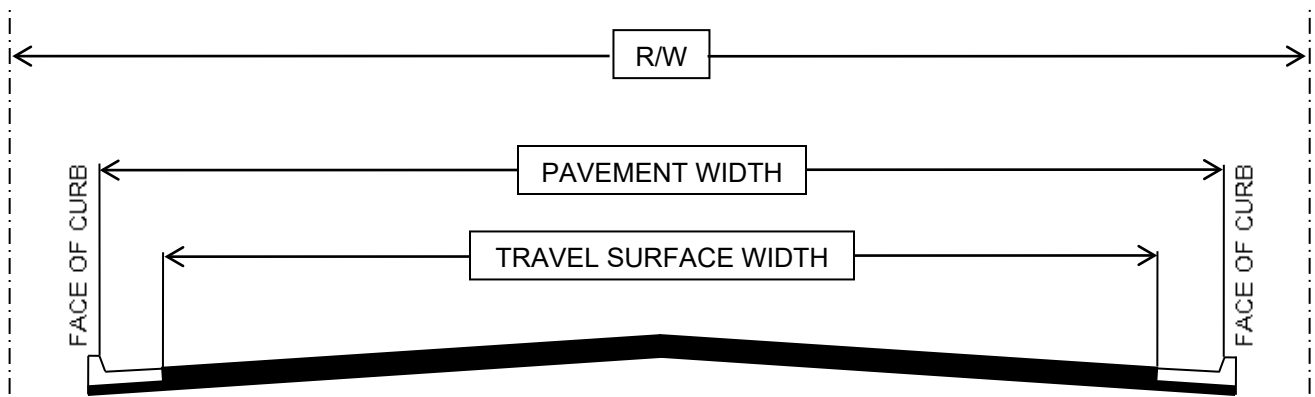
\* See attached Travel Surface and Pavement Widths Diagram to determine widths.

\*\* For example: curbed grass, concrete, depressed, etc.

<b>For VDOT Use Only:</b> _____ RIMS Entry
--



**RURAL TYPICAL SECTION, (SHOULDER & DITCH LINE)**



**URBAN TYPICAL SECTION**

**Travel Surface and Pavement Width Diagram**

**“Public Service Requirement” Alternatives  
Within the SSAR & SSR Regulations  
November 2018**

1. Three or more occupied dwelling units: SSAR & SSR
2. Three or more owner occupied apartments: SSAR & SSR
3. Three or more owner occupied manufactured homes in a manufactured home park: SSAR & SSR
4. Three or more occupied stand-alone businesses: SSAR & SSR
5. Three or more occupied single business entities occupying an individual building: SSAR & SSR
6. Manufactured home parks in fee simple ownership by the residents: SSAR & SSR
7. Connecting segment between VDOT qualified streets: SSAR & SSR
8. SSAR stub out: SSAR only
9. SSR street extension of a road segment to subdivision boundary to facilitate continuity: SSR only
10. SSR cul-de-sac less than 0.25 mile if acceptance will complete acceptance of all streets within the subject section of subdivision: SSR only
11. Street to access to schools, churches, public sanitary landfills, transfer stations, public recreational facilities or similar facilities open to public use: SSAR & SSR
12. Use serves at least 100 vehicles per day generated by an office building, industrial site, or nonresidential: SSAR & SSR
13. Network of streets in a locality's Transportation or Comprehensive Plan serving at least 100 vehicles per day: SSAR & SSR
14. Multifamily, townhouse, and retail shopping complex through street deemed to provide public service by VDOT: SSAR & SSR
15. Individual streets serving state or local economic development projects: SSAR & SSR
16. VDOT funded construction project: SSAR & SSR
17. Other (please specify): \_\_\_\_\_



**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF TRANSPORTATION**

PHILIP A. SHUCET  
COMMISSIONER

14686 Avion Parkway  
Chantilly, VA 20151  
(703) 383-VDOT (8368)

THOMAS F. FARLEY  
DISTRICT ADMINISTRATOR

July 31, 2002

**MEMORANDUM**

**To: NOVA District Residencies  
NOVA District Permit Section**

**Re: Bridge Safety and Acceptance Inspections for Bridge Structures  
Constructed by Developers or Local Municipal and Government Agencies**

As you are all aware, NOVA District Structure and Bridge is regularly requested to accept Bridges and culverts, constructed and inspected by developers or local municipal and government agencies, into the state maintenance system. Acceptance of a bridge, culvert, or related structure will require two (2) different inspections by the NOVA District Structure and Bridge Section.

- A **Bridge Safety/Inventory Inspection** is required **prior** to opening the structure to Public traffic
- A **Final Construction Inspection** is required **prior** to accepting the structure for VDOT maintenance. While it is suggested that these two (2) inspections be held simultaneously, that is not a requirement since on some projects this may not be practical.

A brief description of each inspection, and the documentation required from the developer or agency, is provided in the following paragraphs. To ensure consistent standards are maintained throughout the NOVA District, these requirements must be satisfied before structures are inspected and accepted by NOVA District Structure and Bridge.

**Bridge Safety/Inventory Inspection**

This inspection serves as the initial inspection of the structure. It is required by federal law to insure that the structure meets current design and safety criteria. Data gathered includes location, date completed/open to traffic, alignment, description, horizontal/vertical clearances, stream data, bridge element description and condition data, and traffic safety features. The information is entered into Virginia's Bridge Management System and a unique number is assigned to the structure for future in-service inspections or other actions.

7/1/2010

For the inspection, the developers or government agency shall ensure that all *structural elements are accessible*. This requirement may dictate that the developer or agency provide:

- Man-lifts, bucket trucks, under bridge inspection vehicles, boats, or other equipment necessary to inspect the bridge.
- Plans, personnel, and equipment to implement traffic control measures.

The inspection shall be requested through the Permits Section or the appropriate VDOT Residency. The following information must be submitted along with the request.

- A copy of the approved design plans and shop drawings (“AS BUILT” changes should be included for work completed to date)
- Certified test reports of materials used to date.
- Certified test reports of foundations in place to date.
- Drainage information, i.e. drainage area, HEC II, etc.

In most cases, the structure must be substantially complete (i.e., roadway, curbs, and slopes on the approaches and underneath the structures are already in place) before the inspection will be performed.

### **Final Construction/Acceptance Inspection**

Final Acceptance inspections will be conducted, in accordance with Section 105.15b of the VDOT Road and Bridge Specifications, to insure that the completed structure was constructed in accordance with the approved plans, standards, and specifications. The project field inspection staff, contractor, and representatives of the developer or government agency shall be in attendance during the inspection. As described for **Safety Inspections**, the developer or agency is responsible for providing traffic control measures and access to all bridge elements necessary for performing the inspection.

This inspection shall be requested through the Permits Section or the appropriate VDOT Residency. The following information must be submitted along with the request:

- A full size copy of “AS BUILT” plans and shop drawings, stamped by a Professional Engineer, and suitable for microfilming.
- Original approved working drawings, stamped by a Professional Engineer, of the support excavation design, mechanically stabilized wall systems, overhead sign support structures, welding details, product descriptions, catalog cuts, and other structural details required for the completion of the work.
- A compilation of certifications attesting to satisfactory results of tests of materials, workmanship, and adherence to the following quality control standards:
  - VDOT, Road and Bridge Standards, current version and Supplemental Instructional and Informational Memoranda.
  - VDOT, Road and Bridge Specifications, current version including Special Provisions.
  - VDOT, Manual of Instructions and Virginia Test Method Manual.



- A letter, signed and stamped by a Professional Engineer on behalf of the developer or agency, certifying that: “The bridges, culverts, retaining walls, signs, and other structures defined herein were, to the best of my knowledge, information, and belief, constructed in accordance with the approved plans and specifications for this project.”

Upon completion of this inspection a letter will be prepared, from the District Structure and Bridge Engineer to the Permit Section or Residency, recommending acceptance or specifying any deficiencies, including incomplete work, that must be resolved before the structure is accepted by VDOT. If a structure was not accepted, the developer or agency shall fix the deficiencies and notify the District Structure and Bridge Engineer by submitting a letter, signed and stamped by a Professional Engineer, certifying that the deficiencies have been corrected. Depending on the severity of the deficiencies, as judged by the District Structure and Bridge Engineer, another inspection may be performed or acceptance may be immediately recommended. If a bridge structure that is open to traffic is not accepted into the VDOT System prior to the next required Safety Inspection (normally two (2) years), the developer or local municipal and government agency is responsible for performing a Safety Inspection that confirms to the Code of Federal Regulations 23, Highways Part 650. Subpart C – National Bridge Inspection Standards.

This Memorandum clarifies, but does not change, the procedures and requirements specified in a previous memorandum dated April 28, 1999. Please provide a copy of this updated Memorandum to developers, contractors, and local municipal and government agencies in Your area of geographic responsibility. It is suggested it also be attached to the approved permit for the construction of any applicable structures.

Should you have any questions, please feel free to contact the District Structure and Bridge Engineer at (703) 383-2117.

Sincerely,

//Original signed//  
Nicholas J. Roper, P.E.  
District Structure and Bridge Engineer

cc: John Depasquale  
Morteza Salehi

**Subject:** Request for inspection - Load ratings

**Importance:** High

All,

Please pass this on.

In the future when a developer / designer makes a request for the safety/inventory inspection for (**Bridges including con-spans** ) a load rating needs to be included with the request.

Once the structure is open, then DMV may need to issue a permit to carry a large load across the structure. The load rating is very important; in case we get a call and asked for the load limitations on a structure. Waiting to request the load rating when a Final is completed takes too long.

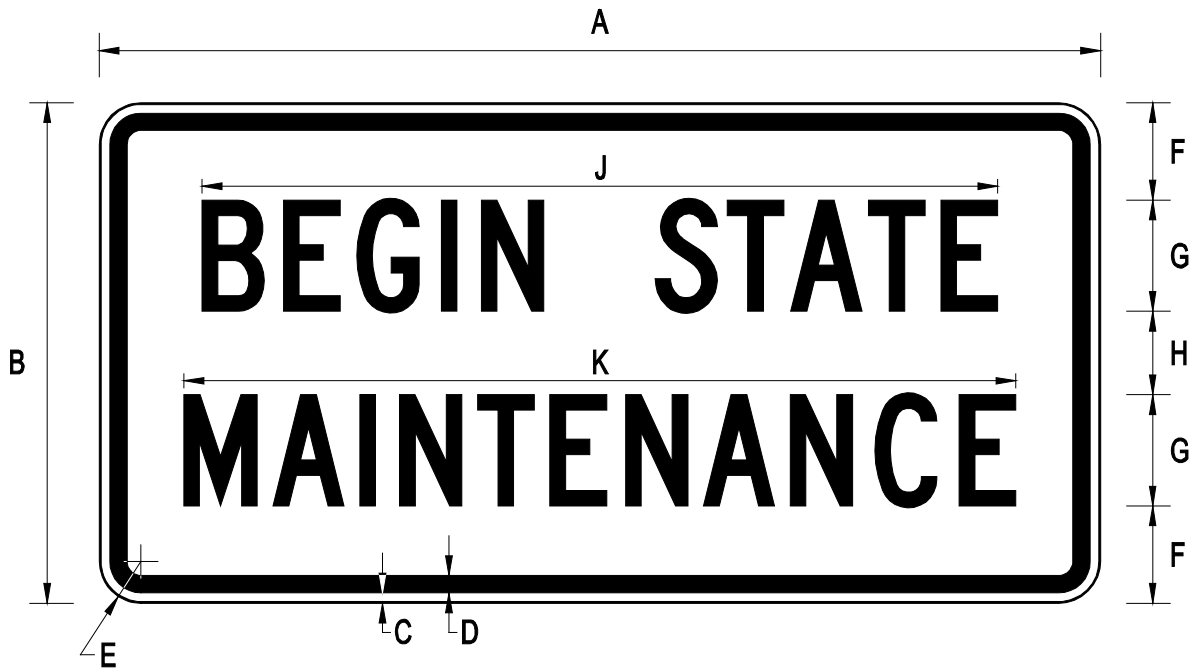
Thank you for you attention to this matter.

*Ray Judge*

Nova Structure/Bridge

Safety Inspection Team Leader

7/1/2010



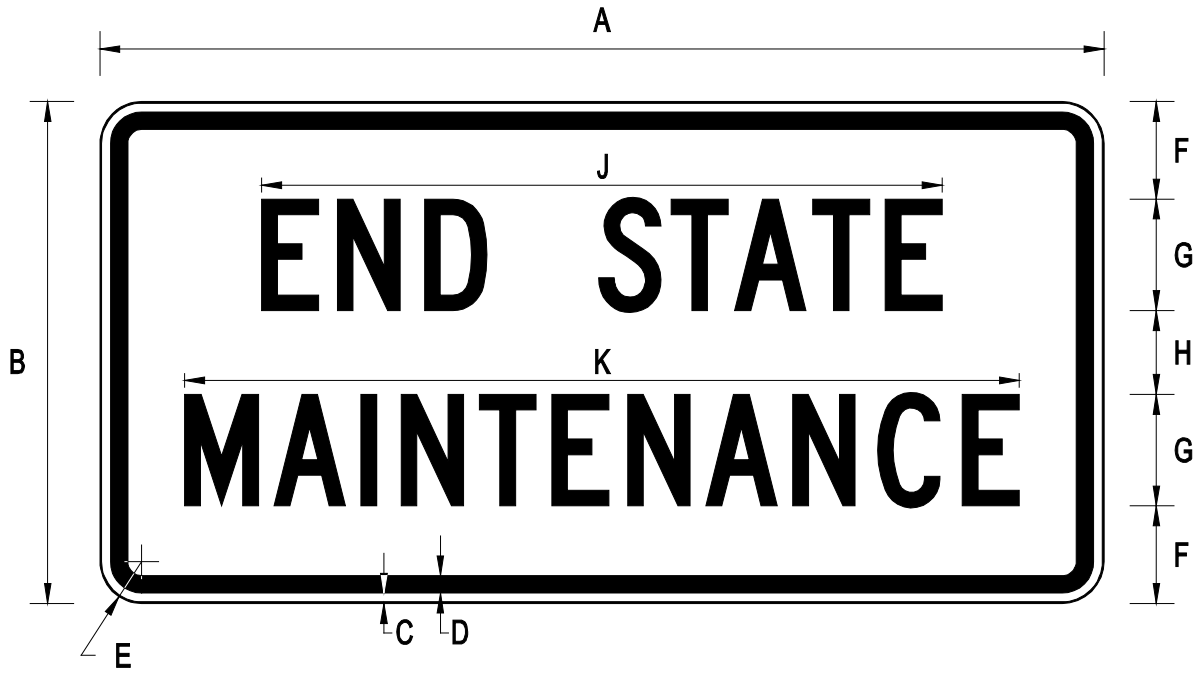
These signs shall be constructed at the beginning and end of those sections of routes maintained by the State.

I-V3a

BEGIN STATE MAINTENANCE

A	B	C	D	E	F	G	H	J	K
36	18	0.375	0.625	1.5	3.5	4 C	3	28.6	29.9

COLORS: LEGEND — BLACK  
 BACKGROUND — WHITE (RETROREFLECTIVE)



These signs shall be constructed at the beginning and end of those sections of routes maintained by the State.

I-V3b  
END STATE MAINTENANCE

A	B	C	D	E	F	G	H	J	K
36	18	0.375	0.625	1.5	3.5	4 C	3	24.4	29.9

COLORS: LEGEND — BLACK  
BACKGROUND — WHITE (RETROREFLECTIVE)

**Procedures for Obtaining a Land Use Permit for Landscaping and/or Irrigation  
within the Dedicated Right-of-Way of VDOT Maintained Roads:**

1. The developer/consulting engineer/HOA will submit three (3) sets of landscaping plans to the Prince William County Department of Transportation (PWC-DOT) Site Inspector Area Supervisor.
2. The Site Inspector Area Supervisor will forward these plans, along with a cover sheet, to the Prince William (PW) Residency Permit Manager for review and approval by the Virginia Department of Transportation (VDOT).
3. The PW Residency Permit Manager will then forward these plans to the NOVA District Land Development Section for coordination with the District Landscape Architect.
4. Once the landscaping plans are approved by the District Landscape Architect, the NOVA District Land Development Section will return two (2) sets of the approved landscaping plans to the VDOT Residency Permit Manager.
5. The VDOT PW Residency Permit Manager will return the two (2) sets of plans to the PWC DOT Site Inspector Area Supervisor. One (1) set will be returned to the developer/consulting engineer/HOA and the remaining one (1) set will be used for submission of the Land Use Permit application.
6. The PWC-DOT Site Inspector Area Supervisor will notify the developer/consulting engineer/HOA that he/she must take the following steps to assist the county in obtaining the Land Use Permit from the VDOT PW Residency Office:
  - Submit proof of a minimum \$1 million liability insurance policy.
  - Coordinate with the PWC-DOT Site Inspector to determine the cash escrow amount for the possible removal of landscaping. The Site Inspector will notify the Bonds and Permit Administrator in writing (or email) of the required cash escrow amount.
  - Post the cash escrow with Bonds and Permits Administrator of the PWC Land Development Division.
  - Execute Prince William County's Standard Landscaping Agreement assuming the landscaping maintenance responsibility.

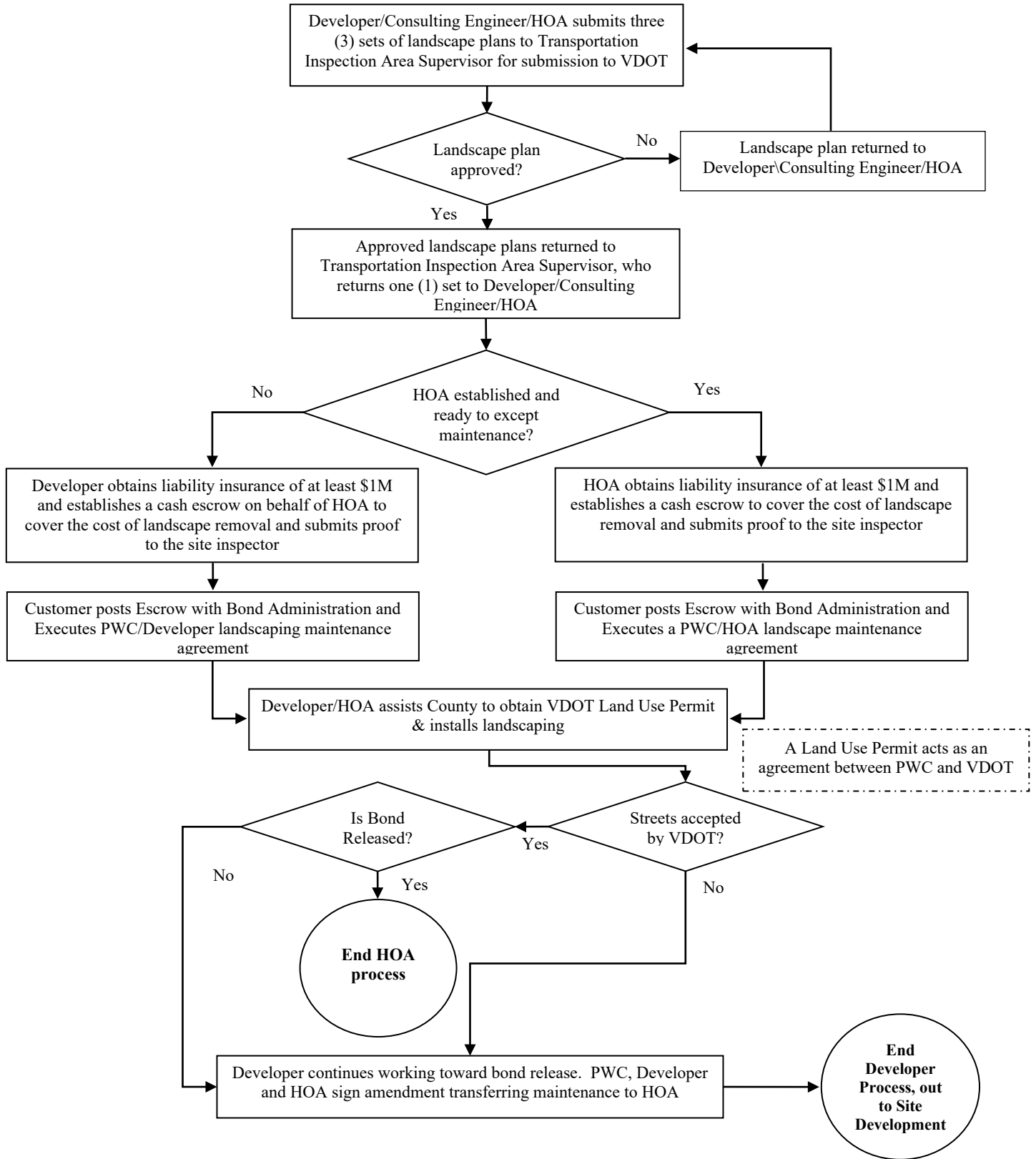
9/27/2022

7. Upon receipt of the documents identified in Step 6 (above), the PWC-DOT Site Inspector Area Supervisor will complete VDOT's Land Use Permit application. A copy of the Land Use Permit application will become a part of the VDOT street acceptance package.
8. At the time of VDOT street acceptance, the Residency Permits Manager will issue an approved Land Use Permit issued to Prince William County and return the approved permit along with one (1) set of plans to the PWC-DOT Site Inspector Area Supervisor for placement in the project file.
9. The Land Use Permit is then activated.
10. The Applicant plants landscaping.

**Note:**

If an irrigation system is to be installed within the dedicated right-of-way, it should be shown on the same set of plans for landscaping within the right-of-way. These plans must be approved by the Northern Virginia District Office prior to the installation of the irrigation system. If a decision to install the irrigation system is made after the landscaping plans are approved by VDOT, then it will be necessary to revise the landscaping plans to incorporate irrigation system for review and approval by the Northern Virginia District Office. Contact the Manassas Residency Permit Manager for additional information to obtain the Land Use Permit for the installation of irrigation system.

## Flowchart for Landscaping in ROW





**County Bond #:** \_\_\_\_\_

**LANDSCAPE MAINTENANCE AGREEMENT**

**HOA ESTABLISHED AND READY TO ASSUME  
LANDSCAPING MAINTENANCE RESPONSIBILITY**

This Agreement between the Board of County Supervisors of Prince William County, Virginia (the "Board"), a body corporate and politic, party of the first part, and

\_\_\_\_\_ (the "Association"),

and \_\_\_\_\_

\_\_\_\_\_ (the "Developer") parties of the second part, is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the purpose of relieving the Board of maintenance responsibility for certain landscaping which is assumed under a Land Use Permit issued by the Virginia Department of Transportation "VDOT" for the project known as \_\_\_\_\_, plan number \_\_\_\_\_.

The parties of the second part shall assist Prince William County in applying for and obtaining a Land Use Permit issued by the Virginia Department of Transportation for certain landscaping within the right-of-way. The parties of the second part shall bear all costs associated with the preparation and processing of the Land Use Permit Application and attachment hereto, including review and permit fees, bonds, and costs to produce engineering drawings and plans.

The Association agrees to assume all of the maintenance responsibility set forth in the Land Use Permit issued for the location of this landscaping, which maintenance responsibility had previously been assumed by the Board in order to obtain the Land Use Permit.

The Association agrees that in the execution of this responsibility, they will perform the beautification work and the other requirements of Land Use Permit, to the standards required by VDOT, and will also maintain insurance of at least \$1,000,000 to cover any liability which might occur. The Association will also be responsible for all future maintenance of the landscaping approved under the Land Use Permit, to the standards required by VDOT.

To secure their obligation and protect the Board from any violation of the Land Use Permit, the parties of the second part agree to post the amount of \$\_\_\_\_\_, in cash with the Board, which represents the estimated cost of removal of the landscaping. This cash will be held in escrow, administered by Prince William County as other construction accounts are administered. In the event that VDOT notifies the Board that the Land Use Permit has been violated, or the Land Use Permit has been revoked, then the Board is authorized to remove the landscaping, and to withdraw the funds deposited pursuant to this agreement for this purpose.



**Plan Name:** \_\_\_\_\_ **Plan No:** \_\_\_\_\_

In witness hereof, the parties have caused this Agreement to be executed by their duly authorized officers.

**DEVELOPER** - This document shall be signed by an authorized representative of the developer.

By: \_\_\_\_\_  
Developer/Dev's Rep (Print)

By: \_\_\_\_\_  
Developer/Dev's Rep (Sign)

By: \_\_\_\_\_  
Title

Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

ACKNOWLEDGEMENT OF DEVELOPER

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_: to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_, by \_\_\_\_\_  
(Name of Person Signing Above)

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary I.D. Number: \_\_\_\_\_

**Plan Name:** \_\_\_\_\_ **Plan No:** \_\_\_\_\_

**HOMEOWNERS ASSOCIATION (HOA)** – This document shall be signed by an authorized Homeowners Association Representative.

By: \_\_\_\_\_  
H.O.A. Representative (Print)

By: \_\_\_\_\_  
H.O.A. Representative (Sign)

By: \_\_\_\_\_  
Title

Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

ACKNOWLEDGEMENT OF HOMEOWNERS ASSOCIATION

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_: to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_, by \_\_\_\_\_  
(Name of Person Signing Above)

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary I.D. Number: \_\_\_\_\_

**BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VA**

By: \_\_\_\_\_  
Director of Transportation (Print)

\_\_\_\_\_  
Director of Transportation (Sign)



**County Bond #:** \_\_\_\_\_

**LANDSCAPE MAINTENANCE AGREEMENT**

**HOA NOT ESTABLISHED/ HOA DOES NOT ASSUME LANDSCAPING  
MAINTENANCE RESPONSIBILITY**

This Agreement between the Board of County Supervisors of Prince William County, Virginia (the "Board"), a body corporate and politic, party of the first part, and \_\_\_\_\_, a Virginia Corporation (or a \_\_\_\_\_ corporation, licensed to do business in the Commonwealth of Virginia) (the "Developer") party of the second part, is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the purpose of relieving the Board of maintenance responsibility for certain landscaping which is assumed under a Land Use Permit issued by the Virginia Department of Transportation "VDOT" for the project known as \_\_\_\_\_, plan number \_\_\_\_\_.

The Developer shall assist Prince William County in applying for and obtaining a Land Use Permit issued by the Virginia Department of Transportation for certain landscaping within the right-of-way.

The Developer shall bear all costs associated with the preparation and processing of the Land Use Permit Application and attachment hereto, including review and permit fees, bonds, and costs to produce engineering drawings and plans.

The Developer agrees to assume all of the maintenance responsibility set forth in the Land Use Permit issued for the location of this landscaping, which maintenance responsibility had previously been assumed by the Board in order to obtain the Land Use Permit.

The Developer agrees that in the execution of this responsibility, they will perform the beautification work and the other requirements of Land Use Permit, to the standards required by VDOT, and will also maintain insurance of at least \$1,000,000 to cover any liability which might occur. The Developer will also be responsible for all future maintenance of the landscaping approved under the Land Use Permit, to the standards required by VDOT.

The Developer shall maintain the landscaping until such time as the maintenance responsibility is transferred by the Developer to the Homeowners' Association by a written amendment to this agreement signed by all parties.

**Plan Name:** \_\_\_\_\_ **Plan No:** \_\_\_\_\_

To secure Developer's obligation and protect the Board for any violation of the Land Use Permit, the Developer agrees to post the amount of \$\_\_\_\_\_, in cash with the Board, which represents the estimated cost of removal of the landscaping. This cash will be held in escrow account, administered by Prince William County, as other construction accounts are administered. In the event that VDOT notified the Board that the Land Use Permit has been violated, or the Land Use Permit has been revoked, then the Board is authorized to remove the landscaping, and to withdraw the funds deposited pursuant to this agreement for this purpose.

In witness hereof, the parties have caused this Agreement to be executed by their duly authorized officers.

**DEVELOPER** – This document shall be signed by an authorized representative of the developer.

By: \_\_\_\_\_  
Developer/Dev's Rep (Print)

By: \_\_\_\_\_  
Developer/Dev's Rep (Sign)

By: \_\_\_\_\_  
Title

Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**ACKNOWLEDGEMENT OF DEVELOPER**

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_: to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,

20\_\_\_, by \_\_\_\_\_  
(Name of Person Signing Above)

\_\_\_\_\_  
Notary Public My Commission expires: \_\_\_\_\_

Notary I.D. Number: \_\_\_\_\_

**Plan Name:** \_\_\_\_\_ **Plan No:** \_\_\_\_\_

**BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VA**

By: \_\_\_\_\_  
Director of Transportation (Print)

\_\_\_\_\_  
Director of Transportation (Sign)

**Escrow Computation for Landscaping Items Within the VDOT Right-of-Way:**

Development \_\_\_\_\_

Please use the following guidelines based on the current Unit Price List to determine the escrow amount for the removal of landscape items from the right-of-way.

**Example:**

\$165.00 each for the first twenty (20) trees up to 2" tree calipers

\$115.00 for each tree over the first twenty (20) trees up to 2" caliper

\$500.00 for each large existing tree

**Escrow Amount:**

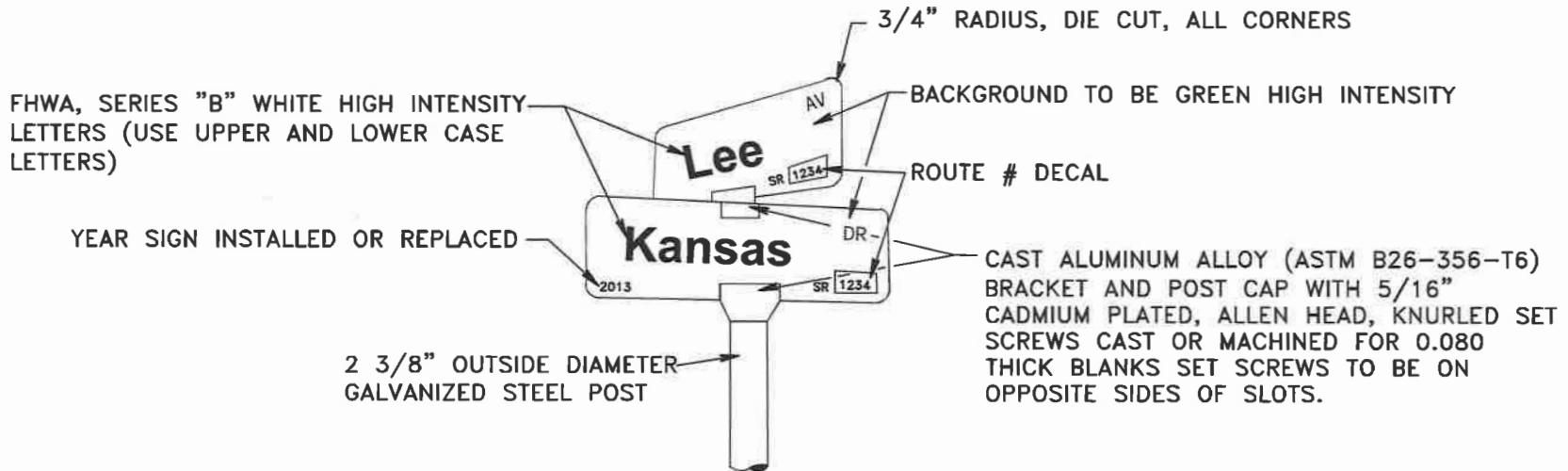
First 20 trees \$165.00 x \_\_\_\_ = \$ \_\_\_\_\_

Remaining trees \$115.00 x \_\_\_\_ = \$ \_\_\_\_\_


Large existing trees \$500.00 x \_\_\_\_ = \$ \_\_\_\_\_

Total Escrow \$ \_\_\_\_\_

**\*There is no escrow required for shrubs**



1. POST MAY BE SET IN TAMPED EARTH OR CONCRETE CLASS A3 IN ACCORDANCE WITH VDOT'S STP-1 DETAIL.
2. BREAK-AWAY POSTS ARE OPTIONAL.

Detail No.	SNS-1		COUNTY OF PRINCE WILLIAM VIRGINIA	STREET NAME SIGN STANDARD SHEET 1 OF 2	Date
650.52					7/15/14

GENERAL NOTES:

- Street name signs shall conform to the standards in the table below for sizes as follows:

Size A: Subdivision streets

Size B: Arterials, parkways and collector streets

Shape Horizontal Rectangle

Color

Message: White (Reflectorized)

Field: Green (Reflectorized)

Size *		Size A	Size B
Street Name Sign	Horizontal	24 in. min.	30 in. min.
	Horizontal	48 in. max.	48 in. max.
	Vertical	6 in. min.	9 in. min.
Route Decal	Horizontal (Field)	4 in.	6 in.
	Vertical	1.25 in.	2.50 in.

Message


- \* Street Name Sign – Use Upper and Lower Case Letters

Street Name	4 in. C	6 in. C
Suffix Capitals	3 in. C	4 in. C

Route Decal

Capitals/Numerals	1 in. C	2 in. C
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- \* Dimensions may be modified as approved by the Director of Transportation.

Detail No.	<b>SNS-1</b>		COUNTY OF PRINCE WILLIAM VIRGINIA	STREET NAME SIGN STANDARD SHEET 2 OF 2	Date
650.52					7/15/14



**TABLE 2  
FOR BRISTOL, SALEM, LYNCHBURG, RICHMOND,  
FREDERICKSBURG, CULPEPER, STAUNTON, AND NORTHERN  
VIRGINIA DISTRICTS (SEE NOTE 5)**

SIZE OF POST	CENTROID (FT)	MAXIMUM AREA (TOTAL OF SIGN PANELS) (FT <sup>2</sup> )			COMMENTS
		SINGLE-POST	TWO-POST	THREE-POST	
2 INCH 14 GA.	8	10.7	21.4		TYPE A, TYPE D, OR TYPE F FOUNDATION AS SPECIFIED IN THE CONTRACT DOCUMENTS.
	9	9.5	19.0		
	10	8.5	17.0		
	11	7.7	15.4		
	12	7.1	14.2		
	13	6.5	13.0		
	14	6.1	12.2		
2½ INCH 12 GA.	8	21.5			TYPE A OR TYPE E FOUNDATION.
	9	19.1			
	10	17.2			
	11	15.6			
	12	14.3			
	13	13.2			
	14	12.3			
2½ INCH 10 GA.	8	24.8	49.6	74.4	TYPE B OR TYPE C FOUNDATION AS SPECIFIED IN THE CONTRACT DOCUMENTS.
	9	22.0	44.0	66.0	
	10	19.8	39.6	59.4	
	11	18.0	36.0	54.0	
	12	16.5	33.0	49.5	
	13	15.2	30.4	45.6	
	14	14.1	28.2	42.3	
2½ INCH 10 GA. WITH 2⅜ INCH 10 GA. INNER POST (SEE NOTE 1)	8	43.4	86.8	130.2	TYPE B OR TYPE C FOUNDATION AS SPECIFIED IN THE CONTRACT DOCUMENTS.
	9	38.6	77.2	115.8	
	10	34.7	69.4	104.1	
	11	31.6	63.2	94.8	
	12	28.9	57.8	86.7	
	13	26.7	53.4	80.1	
	14	24.8	49.6	74.4	

**NOTES:**


1. THE INNER POST SHALL BE 6 FEET IN LENGTH.
2. CENTROID SHALL BE DETERMINED IN ACCORDANCE WITH PCS-1.
3. MINIMUM COLD FORMED YIELD STRENGTH SHALL BE:  
14 GA. AND 12 GA. - 60 KSI  
10 GA. - 55 KSI
4. FOLLOW SIGN BRACING DETAILS (SEE SHEET 11 OF 12) FOR MAXIMUM SIGN PANEL WIDTHS AND SIGN BRACING SPACING.
5. TABLE 2 SHALL ALSO BE USED FOR THE CITY OF EMPORIA AND COUNTIES OF GREENSVILLE, SUSSEX, AND SOUTHAMPTON IN HAMPTON ROADS DISTRICT.

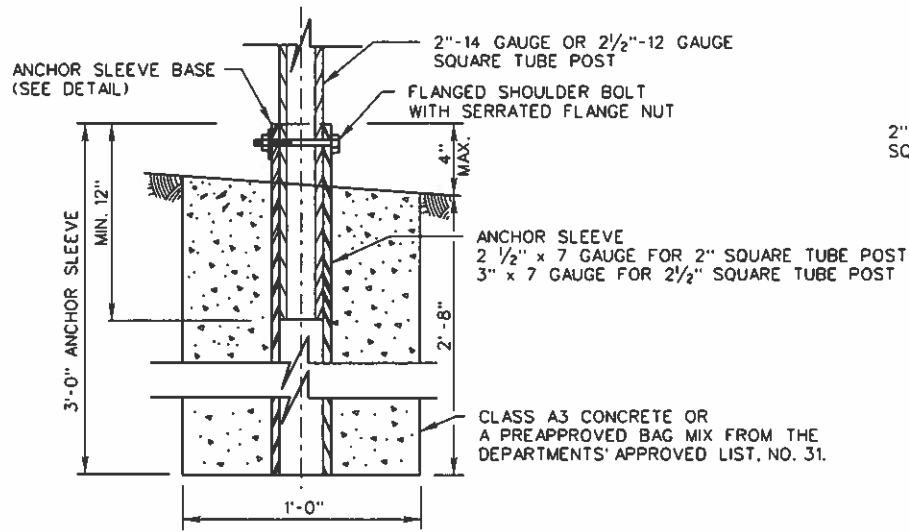
SPECIFICATION REFERENCE
700

A COPY OF THE ORIGINAL SEALED AND SIGNED DRAWING IS ON FILE IN THE CENTRAL OFFICE.

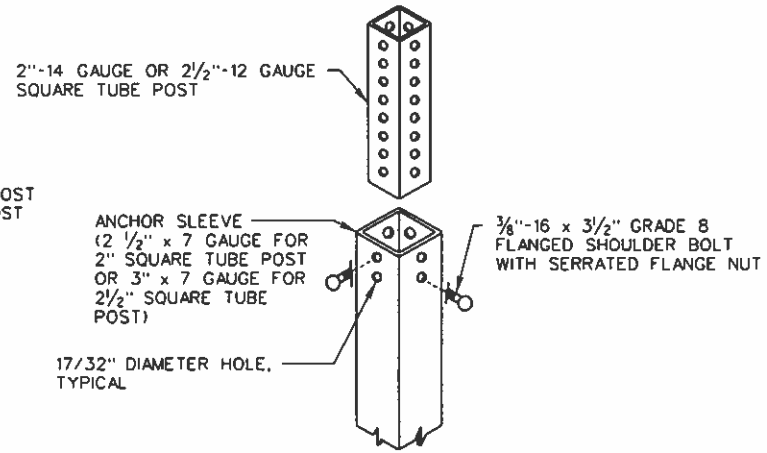
**SQUARE TUBE SIGN POST**

VIRGINIA DEPARTMENT OF TRANSPORTATION

 ROAD AND BRIDGE STANDARDS	
REVISION DATE 01/15	SHEET 3 OF 12 1321.12



FOUNDATION TYPE A



ANCHOR SLEEVE BASE DETAIL

ROAD AND BRIDGE STANDARDS	
SHEET 4 OF 12	REVISION DATE
1321.13	NEW 01/15

A COPY OF THE ORIGINAL SEALED AND SIGNED DRAWING IS ON FILE IN THE CENTRAL OFFICE.

## SQUARE TUBE SIGN POST

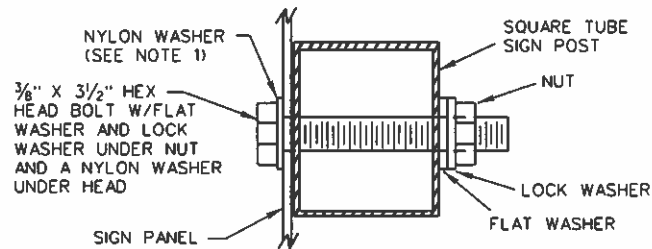
### FOUNDATION TYPE A DETAILS

VIRGINIA DEPARTMENT OF TRANSPORTATION

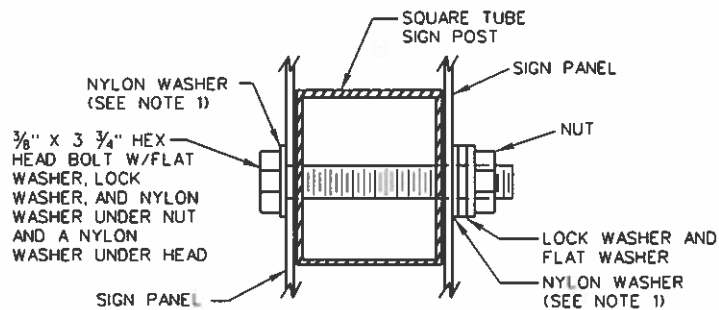
SPECIFICATION REFERENCE
700

STP-1

**SIGN POSTS NOT REQUIRING BRACING**



**SINGLE SIGN PANEL DETAIL**

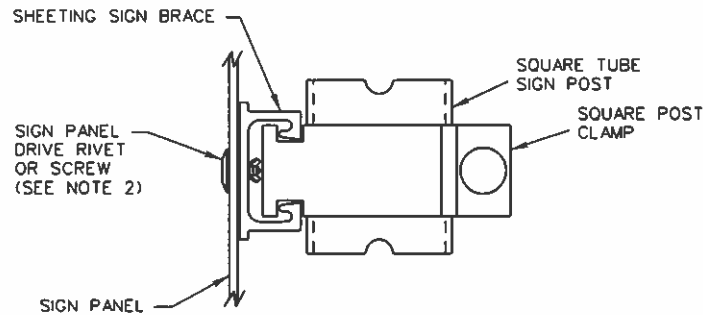


**BACK-TO-BACK SIGN PANEL DETAIL**

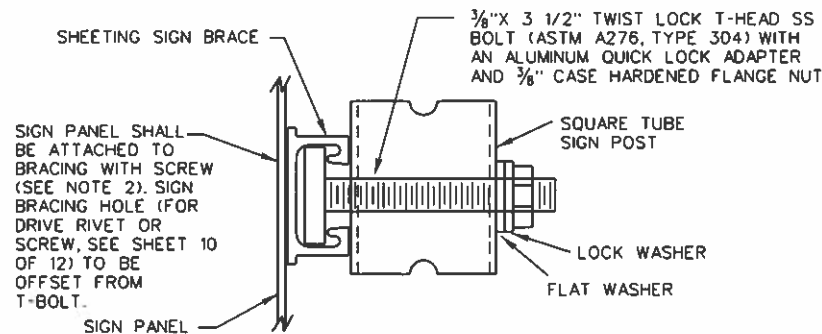
**NOTES:**

1. NYLON WASHER SHALL BE 1/16" THICK MINIMUM WITH AN OUTSIDE DIAMETER OF 1" AND AN INSIDE DIAMETER OF 3/16".
2. DRIVE RIVET SHALL BE 3/16" OR 3/8" ALUMINUM FLAT HEAD RIVET WITH STEEL PINS AND NYLON OR RUBBER WASHER.
3. THE HEADS OF ALL DRIVE RIVETS AND HEX HEAD BOLTS SHALL BE POWDER COATED TO MATCH THE COLOR OF THE SIGN SHEETING.
4. DRIVE RIVET SHALL NOT BE USED FOR SIGNS WITHOUT BRACING.

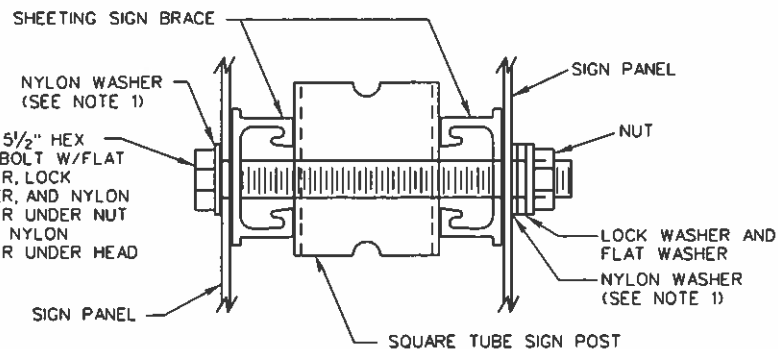
**SIGN POSTS REQUIRING BRACING**



**SINGLE SIGN PANEL DETAIL**



**SINGLE SIGN PANEL ALTERNATE METHOD DETAIL**



**BACK-TO-BACK SIGN PANEL DETAIL**

A COPY OF THE ORIGINAL SEALED AND SIGNED DRAWING IS ON FILE IN THE CENTRAL OFFICE.

**SQUARE TUBE SIGN POST  
SIGN PANEL ATTACHMENT DETAILS**

VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION REFERENCE

700

**VDOT**

ROAD AND BRIDGE STANDARDS

SHEET 12 OF 12

REVISION DATE

1321.21

08/17

## Virginia Test Method – 123

### *Post Installation Inspection of Buried Storm Drain Pipe and Pipe Culverts*

June 25, 2010

#### **SCOPE**

For all roadway projects that are constructed by private contractors for VDOT and for all roadway projects constructed by others that are or will be proposed to be accepted into the VDOT highway system, a visual/video camera post installation inspection is required on all storm sewer pipes and for a selected number of pipe culverts in accordance with the instructions contained in this VTM and Section 302.03 of the VDOT Road and Bridge Specifications. The video camera inspection is to be conducted with a VDOT representative present.

The inspection can be conducted manually if adequate crawl/walking space and ventilation is available to safely conduct the inspection and the individual(s) conducting the inspection have undergone training on working in confined spaces in accordance with VDOT's current Safety Policy and Procedure #8 Confined Space Entry Policy and Procedure - General, or the inspection can be conducted with a video camera. If the inspection is to be conducted with a video camera, the video camera shall have fully articulating lenses that will provide a 360 degree inspection of the pipe/culvert, including each joint and any deficient areas of the pipe/culvert, as well as a means to measure deformations/deflections of the pipe (items such as a laser range finder or other appropriate device for taking such measurements as specified herein and approved by the Engineer).

If the inspection is conducted manually, the person performing the inspection may use a standard video camera or a digital camera to document any observed deficiencies. If the mandrel test is to be performed to mechanically measure deformations/deflections of the pipe/culvert, the mandrel used shall be a nine (or greater odd number) arm mandrel, and shall be sized and inspected by the Engineer prior to testing. The diameter of the mandrel at any point shall not be less than the allowable percent deflection of the certified actual mean diameter of the pipe or culvert being tested. The mandrel shall be fabricated of metal, fitted with pulling rings at each end, stamped or engraved on some segment other than a runner with the nominal pipe/culvert size and mandrel outside diameter. The mandrel shall be pulled through the pipe or culvert by hand with a rope or cable. Where applicable, pulleys may be incorporated into the system to change the direction of pull so that inspection personnel need not physically enter the pipe, culvert or manhole.

A copy of the Storm Sewer/Culvert Inspection Report (inspection report) including any video tape/Digital Video Recording (DVD)/digital photographs shall be provided to the VDOT Inspector within two business days of the completion of the inspection and made part of the project records. Additionally, a copy shall be furnished to local VDOT Asset Management personnel to document the pipe/culvert condition at that point in time. The video tape/DVD/digital photographs should be of such clarity, detail and resolution as to clearly show the conditions of the interior of the pipe/culvert and detect any defects within the pipe or culvert as specified herein. Post installation inspections shall be conducted no sooner than 30 days after completion of installation and placement of final cover (except for pavement structure).

#### **PROCEDURES**

The post installation inspection shall be conducted in accordance with the requirements of Section 302.03(d) of the Road and Bridge Specifications and the instructions included herein. The inspection

report shall identify the location of the pipe/culvert being inspected with respect to the project site. The inspection report shall identify the location of the inspection access point of the pipe/culvert being inspected with respect to the plans (e.g., north/south/east/west end of the pipe/culvert, manhole/drop inlet/junction box structure number, etc.). The location of any deficiencies within the pipe/culvert shall be noted in the inspection report by identifying the distance from the inspection access point. If no deficiencies are noted, an "OK" entry shall be made in the report under the remarks column for each section of pipe/culvert inspected.

Where deficiencies are found, a video recording is to be used to identify the deficiency in addition to it being noted on the report form. The video camera system shall be capable of capturing clear images. The camera system shall have a titler/keyboard for data entry and an audio microphone for verbal descriptions; both a textual note on the video/images and a verbal description shall be used to note deficiencies. The camera system shall have a locator system for locating the position of the camera, and a footage counter on the cable reel. The location and description of the deficiency should be added to the recording by the use of an audio microphone. When deficiencies are noted that require remedial actions, the contractor's proposed remediation measures shall be noted in the report form.

The Department shall review the post construction inspection report including any proposed remediation measures and communicate its findings to the Contractor within 10 days of receiving the report. Where the Department agrees with the proposed remediation measures, the contractor shall be notified of such approval and authorized to begin such work. Where the Department disagrees with the proposed remediation measures or where the Department identifies additional deficiencies that require remedial action, the contractor shall be notified of such findings and requested to submit a supplemental remediation plan. Pipes or culverts that required coating should have the coating inspected. Cracks (longitudinal and circumferential) shall be noted in the inspection report and photographed (if not videoed) and digitally scanned to allow for accurate measurement. Spalls and slabbing locations shall be photographed (or videoed) and noted in the report.

Upon completion of the corrective measures, the remedial locations are to be re-inspected prior to final acceptance of the project by the same test methods noted herein. Re-inspection shall be made within 10 days of correction except where sections of pipe/culvert have been replaced re-inspection shall not occur sooner than 30 days after replacement of pipe/culvert and final cover (except for pavement structure).

## **DEFICIENCIES**

Deficiencies may include, but are not limited to, the following:

1. Crushed, collapsed or deformed pipe/culvert or joints.
2. Alignment defects would include sags in the longitudinal profile and invert heaving.
3. Improper joints that can allow leaking of water or infiltration of backfill or surrounding soils.
4. Misaligned joints that can cause debris accumulation.
5. Pipe/culvert that has been penetrated by guardrail or other posts or improper backfill materials or methods.
6. Debris, construction or other materials in the pipe/culvert or structures.
7. Coating material shall be free of cracks, scratches and peeling.
8. Cracks (longitudinal and circumferential).
9. Spalls and slabbing.
10. For metallic and plastic pipes/culverts, localized buckling, bulging, cracking at bolt holes (metallic only), flattening, or racking, as well as the applicable points noted above.

## **REPORTS**

The attached form is to be used to report the inspection findings. Proposed remedial actions, if required, can be attached on separate pages.



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
4975 Alliance Drive  
Fairfax, VA 22030  
(800) 367-ROAD (7623)

GREGORY A WHIRLEY  
COMMISSIONER

March 22, 2012

## MEMORANDUM

**TO:** Prince William County Staff

**FROM:** Art Klos  
Permit Manager

**SUBJECT:** Subordination of Rights Agreement

The attached Subordination of Rights Agreement has been in effect since 2009. This document is to be used in place of quitclaim deeds in all situations where a new street crosses a gas or petrochemical product transmission line or distribution line.

When this document is executed and accepted, it satisfies the quitclaim requirements of the 2005 Subdivision Street Requirements, 2009 Secondary Street Acceptance Requirements, and 2011 Secondary Street Acceptance Requirements.

Please direct any questions concerning this document to the Prince William Permit office.

Attachment

**Subordination of Rights Agreement**

(For new public roads intended for maintenance by the Department of Transportation where such roads cross \_\_\_\_\_ Communication Utility Right-of-Way Easements)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_, a Virginia Corporation (hereinafter “GRANTOR”), and the local government of the county or town named herein, and the Commonwealth of Virginia, Department of Transportation (each hereinafter a “GRANTEE” and collectively “GRANTEES”);

WITNESSETH:

WHEREAS, the GRANTOR has permitted a motor vehicle road and road right of way, inclusive of other ancillary public use facilities (sidewalks, etc.), as more particularly shown on the plat or survey attached hereto as Exhibit A, all hereinafter called “roadway,” to cross and coexist with a right of way easement GRANTOR holds for constructing, maintaining, operating, altering, repairing, inspecting, protecting, removing, and replacing certain fiber optic communication transmission line(s) or distribution lines (s), or both, that it operates; and

WHEREAS, the GRANTOR and GRANTEES mutually recognize the needs of the other, their respective roles, and find it desirable to cooperate in the shared use of the land in a manner that ensures the rights of the GRANTOR and the travelling public are adequately protected and public safety is assured;

NOW THEREFORE, for and in consideration of the sum of one dollar (\$1.00), cash in hand paid, receipt of which is hereby acknowledged, and subject to the terms, conditions and reservations set forth hereinafter, the GRANTOR, hereby agrees that it’s rights shall be subordinate to the surface transportation rights of the citizens of the Commonwealth to use the roadway, represented by the GRANTEE or such other public road officials as may have jurisdictional authority over the public roadway to the extent the public roadway co-exists with the GRANTOR’s easement, defined as that part of its easement crossing or encroaching within the right of way of (street name) \_\_\_\_\_, located approximately \_\_\_\_ miles from its intersection with the nearest existing State Route (# \_\_\_\_\_), and situated in (name of subdivision) \_\_\_\_\_, in (name of County or Town) \_\_\_\_\_, as more particularly shown on the plat or survey attached hereto as Exhibit A.

Subject to the terms and conditions hereof, the GRANTOR reserves unto itself, its successors, and assigns all of the rights and privileges established under its easement, granted the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and filed in the clerk’s office of the Circuit Court of \_\_\_\_\_ County, Virginia; indexed as instrument \_\_\_\_\_ or recorded in Deed Book \_\_\_\_\_ at page \_\_\_\_\_ (the “Easement”).

The subordination herein granted shall become effective at such time as GRANTEES have accepted this document and the Virginia Department of Transportation has issued a remain in place Land Use Permit to the GRANTOR for its facilities, it being mutually agreed that the issuance thereof shall be subject to the following provisions and conditions which shall be deemed incorporated therein and which shall be covenants running with the land under the terms of this instrument:

1. The GRANTOR’S facilities within the area defined above may continue to occupy the roadway in their existing condition and location, free of charge.
2. The GRANTOR hereby agrees:
  - a. To notify the Department or entity having jurisdiction over the roadway of its work events prior to their initiation, except as may be required under emergency situations as determined by GRANTOR in its sole and reasonable discretion, and to obtain appropriate prior authorization addressing the work to be performed within the public transportation



right of way authorized by a VDOT issued Land Use Permit or such other permission or document required by an entity other than the Department having jurisdiction over said roadway and, in the event of emergency situations, to obtain said authorization as soon as possible.

- b. That GRANTOR shall at all times indemnify and save harmless the Commonwealth of Virginia, Department of Transportation, its employees, agents, and officers (or the same representing such other entity having jurisdiction over the roadway) from any responsibility, damage or liability whatsoever arising from GRANTOR'S maintenance and construction of its facilities within the roadway.
3. In the event that either GRANTEE requests relocation, alteration or modification of GRANTOR's facilities within the roadway, such GRANTEE shall bear the total nonbetterment cost of such relocation, alteration or modification; and each GRANTEE specifically waives any right or provision to the contrary contained in the standard form utility permit or otherwise. For purposes of this agreement, "total nonbetterment costs" is defined as the total cost of relocating, altering or modifying facilities with capacity and maximum pressure design characteristics comparable to those design characteristics of the facilities existing at the time of this agreement. In the event a GRANTEE requires such relocation, alteration and/or modification and GRANTOR wishes to replace the facilities at that time with upgraded facilities of greater design characteristics, GRANTOR shall pay such incremental costs as are attributable to the upgrade of facilities.
4. The GRANTEE, or a subsequent governmental entity having jurisdiction over the roadway, is to have and hold the roadway property described herein with the benefit of the subordination herein granted for so long as said property is maintained and used as a public street or highway open to the travelling public, but upon abandonment of said roadway, all rights, privileges, interests and easements of GRANTOR in and to the roadway property established under the aforesaid Easement filed in the Clerk's office of the Circuit Court shall revert and restore to the GRANTOR, its successors and assigns, free from such subordination of GRANTOR's rights and the subordination herein granted shall automatically terminate and become null and void without the necessity of any further action or writing; and, in such event, GRANTEES shall, upon being requested in writing to do so by GRANTOR, its successors and assigns, promptly execute and deliver to GRANTOR, free of charge, an appropriate document, in suitable form for recording in the aforesaid Clerk's office, which confirms the termination, surrender and release of the subordination herein granted.
5. In the event of a conflict or inconsistency between the terms and conditions of this instrument and those contained in any permit, authorization or other document issued or executed by the parties hereto, their successors and assigns, with respect to GRANTOR's facilities located in the roadway or work thereon, the terms and conditions of this instrument shall govern.
6. This instrument shall be binding upon and accrue to the benefit of the GRANTOR and the GRANTEES, and each of their respective successors and assigns.

IN WITNESS WHEREOF, the GRANTOR causes its name to be assigned hereto by its appropriate office, all after due authorization, to become effective as of the date accepted and signed by duly authorized officers of the local government and the Department.

GRANTOR: \_\_\_\_\_

By: \_\_\_\_\_  
(Name and Title) Date

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF \_\_\_\_\_, to wit:

(Name) \_\_\_\_\_, acknowledged the foregoing instrument before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC Notary registration number

My commission expires: \_\_\_\_\_

GRANTEE: \_\_\_\_\_ (Name of Local Government)

ACCEPTED \_\_\_\_\_ Date \_\_\_\_\_  
(Name and Title of Authorized Local Government Official)

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF \_\_\_\_\_, to wit:

(Name) \_\_\_\_\_, acknowledged the foregoing instrument before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC Notary registration number

My commission expires: \_\_\_\_\_

GRANTEE:

ACCEPTED \_\_\_\_\_ Date \_\_\_\_\_  
(VDOT Commissioner, Maintenance Division Administrator,  
or Authorized Official)

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF \_\_\_\_\_, to wit:

(Name) \_\_\_\_\_, acknowledged the foregoing  
instrument before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC Notary registration number

My commission expires: \_\_\_\_\_

Exhibit A

[Attach plat or survey depicting location of road crossing and ancillary public use facilities in relation to Communication line right-of-way]

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**MANUAL OF INSTRUCTIONS - MATERIALS DIVISION**

**SECTION 115 MATERIALS TESTING REQUIREMENTS**

**Sec. 115.01 Personnel Qualifications**

Materials testing will be performed by trained and qualified technicians/inspectors. A trained and qualified technician/inspector is defined as a person that holds a current valid certification through the respective Materials Certification Program. Technicians/inspectors and other Department personnel conducting acceptance tests not covered by a Materials Certification Program will perform testing in accordance with general guidance from the appropriate responsible District or Central Office Program Manager.



**FEE SCHEDULE**  
Effective July 1, 2024

**PLAN REVIEW**

Lot Grading – New Submission or Major Revision	\$570.56/LOT
Lot Grading – Minor Revision	\$73.42/LOT
Geotechnical Study Review/Lot	\$206.10/LOT
As-Built – First Submission (after meeting with site inspector)	\$458.89
As-Built – Second Submission (one-time fee)	\$374.76

**SITE INSPECTION**

Camera Van Inspection (minimum fee \$348.09)	\$2.90/L.F.
Camera Van Re-Inspection Fee	\$331.52
Erosion & Sediment Control Variance	\$421.00
Lot Grading Inspection (paid with building permit)	\$284.51
Lot Grading Re-Inspection Fee (must be paid prior to rescheduling)	\$119.31
Occupancy Phasing Plans	\$123.95/phase
Occupancy Site Inspection Request (commercial/multi-family)	\$176.22/building

**RPA & WETLANDS**

Administrative Exception (primary structure)	\$206.10
Administrative Exception (accessory structure)	\$104.54
Public Hearing Exception (thru Chesapeake Bay Preservation Area Review Board)	\$975.92
Appeal to Chesapeake Bay Preservation Review Board	\$952.79
Wetlands Permit Application	\$750.33

**WATERSHED RELATES FEES – PAID AT LAND DEVELOPMENT OFFICE**

Flood Hazard Use Permit	\$117.79
Land Disturbance Permit	\$177.44
Waiver Requests by Individual Lot Owners	\$211.09
PASA (individual lot)	\$289.10

**ADMINISTRATIVE**

Returned Check Fee	\$50.00
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Effective 07/2024  
FY25 Fee Schedule



Inspections / Right-Of-Entry Notice:

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

State Laws, State Regulations, and Prince William County Codes require that inspections be conducted on various projects.

Inspections are required by the owner/permittee/their authorized agents AND by Prince William County staff.

Application for, and acceptance of, any of the various permits required by these laws, regulations, and codes, provides right of entry to your site for authorized personnel to conduct those inspections.

Inspections by Prince William County staff will be conducted during normal business hours. Any time that an activity is occurring at the site is deemed to be "normal business hours".

In the event of an emergency, imminent or actual threat to safety, health, or environment, inspections may be conducted at any time.

This document is notice that Prince William County Staff will conduct inspections for the duration of your project. No further notice will be given.

Owner Name (Print)

Permit Holder (Print)

Owner Signature Date

Permittee Signature Date

Phone

Phone

Address

Address



**Responsible Land Disturber (RLD) Form:**

**DATE:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**PROJECT NUMBER:** \_\_\_\_\_

**THE RESPONSIBLE LAND DISTURBER FOR THIS PROJECT IS:**

**Name:** \_\_\_\_\_ **Certification Number:** \_\_\_\_\_ **Expires:** \_\_\_\_\_

RLD Reports are due to Environmental Management the 1<sup>st</sup> & 15<sup>th</sup> of the month beginning after erosion release and continuing until site stabilization. They may be emailed to the Site Inspectors attention.

**AFTER HOURS EMERGENCY CONTACT FOR THIS PROJECT IS:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**The developer agrees to notify Environmental Management in writing if the RLD or the after hours emergency contact changes.**

The owner or his designated representative agrees to obtain all applicable environmental Federal and State permits. These include:

- Wetland permits (SPGP (Federal); VWPP (State))
- Stream Impact permits (SPGP, VWPP)
- VSMP (construction, discharge permits)
- Hazardous Materials/Waste permits
- Other applicable permits for type of use industry

In accordance with the DCSM (741.01 (I)), "Prior to issuing a permit that allows any type of land disturbance, related to a final site and subdivision plan all wetland permits required by federal, state, and local laws and regulations shall have been obtained and evidence of such submitted to the County." The owner agrees to provide the Site Inspector with copies of all Federal and State permits and approved plans prior to the commencement of work.

**ANY VIOLATIONS ISSUED DURING THE COURSE OF CONSTRUCTION WILL NEGATE ALL BOND REDUCTION REQUESTS UNTIL SITE IS FINALED.  
THIS ALSO SERVES AS NOTICE THAT INSPECTIONS WILL BE CONDUCTED AT ANY TIME DURING NORMAL BUSINESS HOURS UNTIL SITE FINAL, AND THAT AN APPROVED SET OF PLANS ARE REQUIRED ON SITE FOR INSPECTOR USE.**

**This is to certify that I (we) have read and understand the information in this packet.**

\_\_\_\_\_  
**DATE**





## **VSMP/Erosion and Sediment Control Enforcement Protocol:**

April 2021

### **Purpose and Intent:**

PWC Site Inspectors follow the protocols in this document for enforcement when the land disturbing activities do not comply with Virginia Erosion and Sediment Control Laws, and the County's Design and Construction Standards Manual. The County's Site Inspectors will determine the level of enforcement needed based on the severity to include potential risk factors to public safety and impacts to downstream properties or waterways.

1. A **Verbal Notice** is the first step in the Enforcement Process which applies to very minor non-compliance issues. Some examples would be minor tracking of mud into a travel way, a small area needing additional stabilization or minor silt fence repairs in non-critical areas. PWC Site Inspectors may use this as the first step or directly proceed with an "Inspection Notice" based on their determination.
2. An **Inspection Notice** is the first *written* Notice in the Enforcement Process issued immediately, when there is no compliance with the Verbal Notice. This Notice will be emailed along with a report describing the non-compliance issues and the required remediation action. The corrective actions on the Notice must be completed within *7 business days, or as stated in the Notice* based on the discretion of the Site Inspector. In some situations, the Site Inspector may skip and directly proceed to the next step.
3. A **Violation Notice** is the second *written* Notice in the Enforcement Process issued immediately, if there is no compliance with the corrective actions stipulated in the Inspection Notice. This Notice is emailed along with a report narrating the required corrective actions. The corrective action for all items in the Notice must be completed within *5 business days, or as stated, in the Notice*. The Site Inspector, at his discretion may go to the next step (Notice to Comply) directly.
4. A **Notice to Comply** is the third *written* Notice in the Enforcement Process that will be issued if the required corrective actions in the Violation Notice have not been fully addressed. A report will be sent by a *certified mail and* with an *email* that describe the non-compliance issues and the required remediation action. The corrective action for all items on the Notice must be completed within *7 business days* or as stated in the Notice. In severe situations, the Site Inspector may directly proceed with the Stop Work Order.

5. A **Stop Work Order** is the final written Notice issued if the corrective actions set forth in the *Notice to Comply* have not been completed. A **Stop Work Order** may be issued if the County deems that the non-compliance presents an imminent danger to public safety, downstream properties, or the environment. This Notice will be sent by a *certified mail and an email*, and a Stop Work Order sign will be posted at the construction entrance. Corrective action shall commence within 24 hours or legal action may be taken by the County including revoking applicable permits and suspending all building or other permitted inspections. The Stop Work Order shall remain in place for 7 calendar days from the date of issuance. If the corrective action for all items on the Notice are not completed, the County may use the Siltation and Erosion Escrow to complete the work. Once all corrective actions have been completed, the responsible party shall be required to re-apply for any associated permits and re-pay all permit application fees.



**Bi-Weekly Responsible Land Disturber (RLD) Report:**

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

PLAN #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PHASE : \_\_\_\_\_

SECTION: \_\_\_\_\_

**STAGE OF CONSTRUCTION**

\_\_\_ Pre-Construction Conference  
\_\_\_ Clearing and Grubbing

\_\_\_ Rough Grading  
\_\_\_ Building Construction

\_\_\_ Finish Grading  
\_\_\_ Final Stabilization

**YES NO N/A**

- \*MS-1 Are there any denuded areas which require temporary or permanent stabilization?
- MS-2 Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?
- MS-3 Does permanent vegetation provide adequate stabilization?
- MS-4 Have sediment trapping facilities been constructed as a first step?
- MS-5 Are perimeter sediment trapping measures in place and earthen structures seeded and mulched?
- MS-6 Are sediment basins installed where needed?
- MS-7 Are all cut fill slopes adequately stabilized?
- MS-8 Are there paved flumes, channels or slope drains where necessary?
- MS-9 If water is seeping from a slope face, has adequate drainage or other protection been provided?
- MS-10 Are all operational storm sewer inlets protected so that sediment will not enter the system?
- MS-11 Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?
- MS-12 Is in-stream construction being conducted using measures to minimize channel damage?
- MS-13 Are temporary stream crossings of non-erodible material installed where applicable?
- MS-14 Have all applicable federal, state, and local regulations pertaining to working in or crossing live watercourse been met?
- MS-15 Is necessary restabilization of in-stream construction complete?
- MS-16 Are utility trenches being backfilled, seeded and dewatered properly?
- MS-17 Is there any evidence of mud on public roads at intersections with access roads?
- MS-18 Do any structural practices require repair or clean-out to maintain adequate function?
- MS-19 Are properties and waterways downstream from development adequately protected from E&S due to increases in peak stormwater runoff?

\* Refers to the minimum standards of the Virginia Erosion and Sediment Control Regulations (VR-625-02-00).

Required Corrections:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are all perimeter controls installed and being maintained per the approved plans? **YES**  **NO**

Does the site meet the minimum erosion and sediment standards of Prince William County's Design and Construction Standards Manual? **YES**  **NO**

\_\_\_\_\_  
RESPONSIBLE LAND DISTURBER (PLEASE PRINT)

\_\_\_\_\_  
RLD CERTIFICATION NUMBER

\_\_\_\_\_  
RLD SIGNATURE

\_\_\_\_\_  
DATE



## **Geotechnical Report Memorandum:**

### **RE: DAILY FILL OBSERVATION REPORTS**

These reports should be **e-mailed to [EMDSubmission@pwcgov.org](mailto:EMDSubmission@pwcgov.org)**. (Please just e-mail these reports which are saved to a database for the Site Inspectors; **therefore we no longer need or accept hard copies of these reports.**)

Please update all addresses before sending the reports. If the engineered fill is being placed for building pads with a building permit, then the daily fill observation report should also be submitted to the Building Division.

For questions or concerns, please contact Prince William County, Department of Public Works, Environmental Management Division at (703) 792-7070.

# DAILY FILL OBSERVATION REPORT

**PWC- Project Name:** \_\_\_\_\_ **Plan No:** \_\_\_\_\_  
**Permit No:** \_\_\_\_\_ **Developer:** \_\_\_\_\_ **Report No:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **County's Area Site Inspector:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Weather:** \_\_\_\_\_ **Temp:** \_\_\_\_\_ °F **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

**Approved Plan on Site:**  
 Yes  No

*A copy of the County Approved Plan with the approved Geotechnical recommendations shall be on Site prior to and during any field activity. In addition, the Department of Public Works Area Site Inspector shall be informed prior to placement of engineered fill.*

**Source of Fill Material\*:**  
 Onsite, Location: \_\_\_\_\_ Proctor #(s)\*: \_\_\_\_\_ OMC\*: \_\_\_\_\_  
 Offsite, Location: \_\_\_\_\_ Proctor #(s)\*: \_\_\_\_\_ OMC\*: \_\_\_\_\_

**Method of Compaction:**  Sheep foot  Smooth Drum  Others (Vibratory Plate/Rammer/Jumping Jack, Etc.)

**Fill Material Meets Approved Specifications?**  Yes  No

**Blending, Mixing, or Stabilization Required?**  Yes\*  No

**Type of Stabilization:**  Lime\*  Cement\*  Mechanical Mixing\*

**Observed in fill soil:**  
 Mica  CH-MH  Marine Clay  Organics  Lime\*  Cement\*  Stone\*  Topsoil\*  Others\* (Debris, etc.)

**Test Location:** (Detailed information under the test locations should be included in the field test reports) Maximum loose lift thickness shall be no more than 8 inches.

Building Pad  Street/Parking Lot  Utility/Infrastructure  Embankment/Slopes ( Pond,  Retaining Wall)

Lot No(s).: \_\_\_\_\_ Street Name/ Location: \_\_\_\_\_ Total no. of lifts: \_\_\_\_\_ Start Grade: \_\_\_\_\_ ft.  
 Station/Test reference points: \_\_\_\_\_ End Grade: \_\_\_\_\_ ft.

**Unsuitable material in fill area?**  Yes  No

**Ground water encountered during construction?**  Yes  No

**(If yes, the Site Inspector must be informed prior to commencement of fill operations)**

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


**Notes:**

- \* Onsite refers to soil taken from another location in the same section/subdivision. Offsite refers to soil imported from outside the section/subdivision.
- ❖ A written approval shall be obtained from Prince William County prior to any blending/mixing or soil stabilization activities. A written approval is not required for air drying of soil or adding water to dry soils.
- ❖ Soil Stabilization refers to chemically or mechanically altering the soils to stabilize for Plasticity, and/or Moisture Content Reduction.
- ♦ Sketch showing testing locations, Lab report with Proctor, Optimum Moisture Content (OMC) and Atterberg Limits shall be attached to this report. For proctors repeated over several days, only reference the proctor # and last report reference under remarks.
- ♦ Two (2) copies of the Daily Fill Observation Report with required attachments shall be submitted within five (5) business days from the test date, to the Prince William County Department of Public Works - Watershed Management Branch at 5 County Complex Court, Suite 17, to the attention of Area Site Inspector. If the engineered fill is placed for the building pads under a building permit, Daily Fill Observation Reports should be submitted to the Building Division.
- ◇     Certification: Geotechnical Engineer's Field Representative shall have an active soil certification from WACEL, VDOT, NICET or Equivalent as approved by the Department of Public Works, Prince William County.

**Signature and Seal:**

The engineered (controlled/structural) fill has been placed in accordance with the approved plans and specifications.

**Name of the Technician<sup>◇</sup>:** \_\_\_\_\_  
**Certification From:** \_\_\_\_\_  
**Certification Number:** \_\_\_\_\_  
**Certificate Validation Period<sup>◇</sup>:** \_\_\_\_\_

	<b>Site Development Policies and Procedures</b> Temporary Stockpiles	<b>Effective Date:</b> August 1, 2007
	Plan and Escrow Requirements	<b>Supersedes Policy Dated:</b> August 1994
		<b>Issued By:</b> <u>Original signed</u> Planning Director  <u>Original signed</u> Director of Public Works

**Intent:**

This policy is meant to provide guidelines for the location and removal of stockpiles so that they do not become public nuisances or cause silt to be discharged into streams and waterways. It amends the existing policy that has been in place since August 1994.

The county recognizes the need to temporarily store fill material in active construction areas for Use elsewhere on-site in order to minimize the need for and cost of hauling away or importing fill. The county also recognizes that these storage areas can become nuisances if not closely monitored or allowed to remain in close proximity to occupied residential dwellings or major public roads.

**Applicability:**

This policy pertains to stockpiles (inclusive of topsoil, sand, rock, clay, stone and natural excavated materials) planned to be in existence for longer than six months on all residential projects and 12 months on commercial development projects. Mixed use projects are considered commercial projects for the purposes of this policy. Stockpiles shall not include construction trash or debris (inclusive of but not limited to concrete, asphalt, building materials, stumps and woody debris). **Temporarily stored materials and excavations that are being actively worked and in place less than six months on residential sites and 12 months on commercial or mixed use sites shall not be subject to this policy.**

**Requirements:**

1. Required Stabilization – Virginia Erosion and Sediment Control Law Standard and Specification 3.31 requires the establishment of a temporary vegetative cover on all disturbed areas that will not be brought to final grade for more than 30 days. In addition, until stabilized, appropriate erosion and sediment control measures, such as silt fences and perimeter controls, shall be installed and maintained.

2. Required Plan Submission – A temporary stockpile area may be approved as part of a site or subdivision plan or as a revision to an approved site or subdivision plan.
3. Location – The DCSM does not allow the clearing of areas in excess of that required to develop the site. Stockpiles will be allowed only in areas that are approved and deemed necessary to be disturbed for development. However, they will not be allowed in areas recorded as right-of-way, all utility easements, conservation easements, resource protection areas, flood plains, drainage divides, buffers, or where they interfere with vehicular sight distances.
4. Proximity to Residential – Stockpiles shall not be placed closer than 200’ from any existing occupied residential unit prior to land disturbance. New houses constructed within 200’ of an existing stockpile will not be issued occupancy permits unless proof of the buyer agreeing in writing to the stockpile location, or the stockpile is removed.
5. Slope and Height – Stockpiles may only consist of **on-site materials** taken from areas within the project limits as shown on approved and permitted plans. The maximum slope of stockpiles shall generally be 3:1 and with a height no greater than 35’ above average base elevation. At the request of the site inspector, an as-built plan shall be submitted to the Department of Public Works to ensure that the stockpile complies with these requirements.
6. Safety – Stockpiles not being actively worked within 14 days shall be surrounded by an Orange safety fence or silt fence or super silt fence as required by the site inspector.
7. Plan Validity – A temporary stockpile plan will remain valid so long as the development plan for the area where the stockpile is located is valid. If the development plan expires or the stockpile area is not developed in accordance with the approval plan, then any escrow posted for the stockpile may be used to restore the site to the satisfaction of Prince William County before the performance bond for the project is released.
8. Escrow for Erosion and Sediment Control – An escrow equal to the cost of removing 1/3 of the pile, re-grading and re-vegetation shall be included in the erosion control escrow. The escrow amount shall include current costs for transporting the stockpiles materials to the Prince William County landfill. The escrow posted shall be in the form of cash or letter of credit only. The escrow amount posted shall not be included in calculating the 50% minimum escrow retained as described in the DCSM.



**Application for Construction Within a Storm Drainage or Construction  
Within a Stormwater Management Facility Easement (Pond):**

**(Circle One)**

I, \_\_\_\_\_(owner), request permission from the Department of Public Works to install a \_\_\_\_\_ within the storm drainage easement OR within a stormwater management facility easement located at: \_\_\_\_\_.

I **certify** that I am the **owner** of the property and I understand and agree to the following approval conditions:

1. All construction will be located entirely within the property unless there is mutual agreement with adjacent property owners to allow encroachment onto their properties.
2. Construction activity or the type of materials used for construction will not impede the flow of water or cause water to pond on adjacent properties or right-of-ways.
3. Construction will not destroy or disturb any utility lines or pipes. It is my responsibility to inform utility companies (**Dial 811 for MISS UTILITY**) of the construction activity prior to the commencement of construction.
4. All required permits and approvals shall be obtained prior to construction.
5. I will be responsible for all repair or replacement costs for any structure that I build within the easement if County workers damage or remove portions of this structure while they perform repairs on or reconstruction of the storm drainage system or stormwater management facility.
6. I grant permission to Department of Public Works staff full access into and across any area of the property to get to the storm drainage easement or stormwater management facility if the construction activity hinders or prevents direct access from a public right-of-way to the easement.
7. I will ensure that these approval conditions will convey as a condition of any future ownership of this property.
8. I am responsible for verifying with the Zoning Office any setback or proffer requirements and with my Homeowner's Association for any covenant restrictions that may regulate the construction activity.
9. This approval pertains only to easement rights owned by or assigned to the County and administered by the Environment Management Division.
10. The property owner is responsible for any liability or damage associated with the project.

**A copy of a survey plat or lot grading plan is attached showing the location.**

Applicant (Print Name): \_\_\_\_\_ GPIN: \_\_\_\_\_

Owner: Yes \_\_\_\_\_ No \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Approved (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ (703) 792-7070

Rev. 7-1-22 FY23 Construction within a Stormwater Easement





## **FY25 As-Built Submission and Approval Process:**

**DCSM 110.00 As-Built Plans:** As-built plans shall be required on all currently valid final site development plans. The acceptance of As-Built Plans shall be a prerequisite to final construction acceptance, bond release, and the issuance of a final certificate of use and occupancy.

**As on-site inspection coordinated between the developer/builder, area site inspector, geotechnical engineer of record, and site civil engineer/surveyor is recommended to identify slopes which need to be surveyed and evaluated to identify potential issues in advance of As-Built plan submission.**

### **Processing of the As-Built Plans**

1. Confirm with Site Inspector that site work is acceptable for As-Built plan submission.
2. If site work is acceptable, arrange a meeting with the area site inspector for quality control review of the As-Built package. This meeting can take place either in the field or at the Development Services Building. Customer shall bring to the meeting:
  - Two (2) copies of the As-Built plan conforming to site conditions.
  - One (1) copy of the recorded plat, and
  - One (1) copy of the recorded stormwater management facility maintenance agreement (if applicable)
  - One (1) copy of the impervious area calculation form sealed by the civil engineer.
  - As-Built review fee

Refer to the As-Built Submission Checklist for all submission requirements. If acceptable for review process, the site inspector will provide as As-Built Plan Acceptance Transmittal which will be required to submit the As-Built plans.

3. Once As-Built plans are accepted for review by the Site Inspector, the developer or representative will deliver the completed As-Built package including checklist to Environmental Management Division located at 5 County Complex Court, Suite 170. The transmittal includes the primary point of contact information for the As-Built approval process. Please note this is the person we will contact once the As-Built is approved.
4. First submission As-Built fee is \$458.89; second submission fee is \$374.76. There is no subsequent fee after the second submission. Make checks payable to Prince William County. Please include As-Built Plan # (SDR\_\_\_\_\_ or SPR\_\_\_\_\_) with any communications including second submission. Failure to do so may result in delay of plan review.
5. The review time is 15 calendar days per submission. The customer is notified when the As-Built plan is approved via the customer point of contact indicated on the transmittal form. Comments are also accessible on the web via the following link:  
<http://egcss.pwccgov.org/CAPSite/Plan/Search> (enter the new As-Built Plan number)

6. Final submission when requested shall include **minimum** of 5 sets of plans **with new As-Built plan number included**, 5 sets of recorded plats and a compact disc (cd) copy of the plan file (.tiff) and electronic spreadsheet (see As-Built checklist) for stamped approval. Submissions shall be made to the Environmental Management Division located at 5 County Complex Court, Suite 170.
7. After approval, the As-Built plan will stay with Environmental Management's administrative staff for pick up by the point of contact. Administrative staff will notify the point of contact listed in the Acceptance Transmittal that the As-Built plans are approved and ready for pick up. A copy of the signed Approved As-Built Pick-Up Transmittal will serve as confirmation of receiving the approved As-Built plan.
8. After the final site walk, and prior to bond release, the Site Inspector will accept 4 original sets of approved As-Built plans and plats (and other documentation if any) from the Developer's representative. The Site Inspector will distribute the approved As-Built to the following agencies:
  - Environmental Management Division
  - Planning Records
  - Geographic Information Systems
  - Real Estate Assessments



**FY25 As-Built Plan Acceptance Confirmation and Transmittal:**

Project Name: \_\_\_\_\_ Date Due: \_\_\_\_\_  
 Approved Plan Number: \_\_\_\_\_ As -Built Plan # \_\_\_\_\_  
 Received by: \_\_\_\_\_ Plan Reviewer: \_\_\_\_\_

As of this date, \_\_\_\_\_, I have conducted a quality control review on the following:

- Two (2) copies of the As Built Plan (divided, one copy for civil engineering review one copy for geotechnical engineer review)
- One copy of the recorded plat
- Completed As Built submission checklist (including all referenced items)
- Impervious Area Calculation Sheet (if applicable)
- Copy of recorded Stormwater Management Facility Maintenance Agreement (if applicable)

**SITE INSPECTOR:**

**DEVELOPER OR REPRESENTATIVE:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Please submit As-Built Package, signed transmittal and \$458.89 fee (payable to Prince William County) to: **Prince William County Department of Public Works, Environmental Management Division, 5 County Complex Court, Suite 170, Prince William, VA 22192**

As-Built Point of Contact Information (person that will be notified of plan approval):

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**As-Built Submission Checklist:**

The submitted as-built plan shall include all approved coversheets (Including revisions) with the name, address, and phone number of the preparing firm, approved site grading sheets, and approved stormwater management (SWM) and drainage computations.

**Note:** Construction Inspection: Inspections are needed during construction to ensure that the facilities are built in accordance with the approved plans and design specifications. The developer/owner shall provide for periodic inspections of the facility during construction. Detailed inspection checklists shall be used that include sign-offs by a licensed land surveyor or professional engineer registered in Virginia at critical stages of construction, to ensure that the contractor’s interpretation of the plan is consistent with the designer’s intent. The actual inspections may be performed by an individual under the direct supervision of the licensed professional [(DCSM Section 721.02 (B) (11)].

**Legend:**      **APM = Administrative Procedures Manual**  
                     **DCSM = Design and Construction Standards Manual**

<b>REF. Section</b>	<b>Regulations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
APM 4.12.2	Impervious Area Certification shall be submitted for commercial, industrial and multi-family properties.			
APM 4.12.1.A.2	Horizontal location of storm sewers with one (1) tie for all storm structures. All ties shall be affixed to permanent objects (i.e., building corners, fire hydrant).			
APM 4.12.1B	Invert elevations (in and out) for all storm sewers, and invert of structures.			
APM 4.12.1.C	Length, size, percent slope, and type of material used for all storm sewer and stormwater management (703.02.B.1)			
APM 4.12.1.D	Top of structure elevation on all storm sewer structures			
APM 4.12.1.E	As-Built topography for Stormwater Management/Best Management Practices, Low Impact Designs and verification of as-built storage volume with the approved design.			
APM 4.12.1.F	Detailed as-built information for special design drainage and stormwater management structures.			
APM 4.12.1.G	As-built elevations including centerline, cross sections and slopes of channels, swales, channel outfalls, and outfall protections and downstream of outfall pipes located within drainage easements. A typical as-built ditch section shall be shown on the plan.			
APM 4.12.A.1.H	All dedicated easements shall be shown. The cover sheet of the plan and plat shall show the deed book and page numbers in which the easements are recorded.			
APM 4.12.1.I	A graphic scale and north arrow shall be shown on each as-built plan sheet.			
APM 4.12.1.J	Any changes/revisions from the approved construction plan shall be indicated by circling the changes in red with written explanation for the changes by the engineer.			

<b>REF. Section</b>	<b>Regulations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
APM 4.12.1.K	Except for stormwater management, best management practices, and the low impact designs, the as-built certification of physical survey (statement is listed in APM) shall be dated within one year of submission (the physical survey itself shall be within one year of submission) to the County for review.			
DCSM 702.02 (A)	Provide as-built topographic survey of the overland relief for the one hundred (100) year storm event.			
DCSM 702.02 (D)	Hydraulic grade line computations for as-built conditions for drainage system not built according to the approved plan.			
DCSM 702.10 (B) and (C)	As-built certifications for storm sewer anchors/cut off walls added to the plan.			
DCSM 110.11	The as-built information (i.e., physical survey) pertaining to the stormwater management facilities, best management practices and low impact designs shall be current within 6 months of submission to the County for review.			
DCSM 770.50 (B)	As-built location and elevations of retaining walls by the professional engineer or land surveyor, and certification from the geotechnical engineer of record.			
DCSM 721.10 (A) and (B)	SWM access road width and grade, embankment width, gate and fencing (721.11(A) and (B) for details).			
DCSM 722.04 (B)	An electronic spreadsheet shall be submitted with the following information along with the as-built plan: <ol style="list-style-type: none"> <li>1. SWM/BMP Facility <ol style="list-style-type: none"> <li>a. SWM/BMP Facility Type</li> <li>b. Location</li> <li>c. Subdivision/Site Name</li> <li>d. Hydrologic Unit Code (HUC) of the receiving stream *(in most cases, the HUC of the development) ("HUC" means a watershed unit established in the most recent version of Virginia's 6<sup>th</sup> Order National Watershed Boundary Datasheet)</li> <li>e. Total acres treated (BMP Acres)</li> <li>f. Year Built</li> <li>g. Land Use (commercial, single family, industrial, etc.)</li> <li>h. Latitude and longitude of the facility.</li> <li>i. Maintenance (County/Private)</li> <li>j. Copy of maintenance agreement (if applicable)</li> </ol> </li> <li>2. Each Outfall <ol style="list-style-type: none"> <li>a. Size of outfall (diameter or equivalent)</li> <li>b. Subdivision/Site Name</li> <li>c. Hydrologic Unit Code of the Receiving Stream (development)</li> <li>d. Drainage Area to the outfall</li> <li>e. Year Built</li> <li>f. Land Use</li> <li>g. Latitude and Longitude</li> </ol> </li> </ol>			

<b>Ref Section:</b>	<b>Regulations:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
DCSM 722.01 (C)	A completed "construction inspection and as-built survey checklist", certified by a professional engineer or surveyor verifying the storm water management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. The completed checklist shall be incorporated in the plan.			
DCSM 722.02 (J)	Copy of the recorded Stormwater Management Agreement/Best Management Practices Maintenance Agreement.			
DCSM 722.02 (K)	Approved and as-built Storm Water Management fact sheets. Rerouting of the pond is required if as-built conditions deviate significantly from the approved plan.			
DCSM 732.01 (A)	Letter of Map Amendment or Revision from Federal Emergency Management Agency.			
DCSM 770.50 (A) and (B)	The written certification shall include all geotechnical elements, but is not limited to, the type of material, compaction, depth and spacing of piles/piers, location, length, spacing, strength and type of geogrid, and ground cover to protect the slope as specified, and any other stabilization measures as recommended in the approved geotechnical report. The GER shall verify and certify that the final slope is in accordance with the slope approved in the geotechnical report at the time of as-built plan submission.			
DCSM 770.50 (C)	The Site Civil Engineer of Record (SER) or a Land Surveyor duly licensed in the Commonwealth of Virginia shall provide a written certification on the gradient of the constructed slope as directed by County staff.			
DCSM 721.08	Setback from the 100 year WSE to the structure and the property line.			
DCSM 721.02 (B) 12	As-Built Certification: After the facility has been constructed, the developer shall have an as-built certification conducted by a licensed land surveyor or professional engineer registered in Virginia and submitted to the County along with the as-built checklist and as-built plan. The as-built certification verifies that the facility was installed as designed and approved.			
Policy	Interior curb with spot elevations where inlets are provided			
Virginia Dam Safety Regulations 725.00 (D)	Submit two DCR approved copies of all the documentation (i.e. Operation and Maintenance Plan, Inundation Zone Maps, Emergency Action Plan, etc.) as well as one soft copy related to Virginia regulated impoundment structures to the County for its records as well as for facilitating emergency operations. Site finalization and final bond release is subject to meeting this requirement.			



**Storm Water Management (SWM) and Best Management Practices (BMP) Facility Installation:**

Before installation of any of these facilities commence, it is required that the Site Inspector be notified. The following criteria applies to the installation of ALL Proprietary and Non- Proprietary facilities.

- Construction inspections must be made by a qualified installer under the direction of a Certified Land Surveyor in the state of VA or a Professional Engineer.
- A BMP checklist is required for each of these facilities. This checklist must be accurately filled out and documented in the SWPPP booklet on site. Each facility has its own specific applicable checklist.
- These BMP Checklists are required to be included in the As-built submission.
- Color Photo documentation is required at the various stages of construction as noted on the checklists.
- **BMP Checklists** are located at : <https://www.pwcva.gov/department/environmental-services/stormwater-management>

**Non-Proprietary Facilities Include:**

1. Simple Disconnect.
2. Sheet Flow.
3. Grass Channel.
4. Soil Compost.
5. Vegetated Roof.
6. Rainwater Harvesting.
7. Permeable Pavement.
8. Infiltration.
9. Bio-Retention.
10. Dry Swale.
11. Wet Swale.
12. Filtering Practice.
13. Constructed Wetlands.
14. Wet Pond.
15. Extended Detention Pond. (Dry Pond).

**Proprietary Facilities Include:**

<b><u>Filtering Manufactured Devices</u></b>		
<b>EMC %TP Removal Efficiency*</b>	<b>MTD Name</b>	<b>Manufacturer†</b>

<a href="#">20</a>	StormTank Module Debris Row	<a href="#">Brentwood Industries</a>
<a href="#">40</a>	Aqua-Filter™ Stormwater Filtration System	<a href="#">AquaShield™, Inc.</a>
<a href="#">40</a>	StormTech® Isolator Row™	<a href="#">StormTech</a> - A Division of Advanced Drainage Systems, Inc.
<a href="#">40</a>	Up-Flo Filter® with CPZ media	<a href="#">Hydro International</a>
<a href="#">45</a>	The Stormwater Management StormFilter® with ZPG media	<a href="#">Contech Engineered Solutions LLC</a>
<a href="#">50</a>	BayFilter™ Stormwater Cartridge System	<a href="#">Baysaver Technologies LLC</a>
<a href="#">50</a>	Filtterra Bioretention Systems	<a href="#">Contech Engineered Solutions LLC</a>
<a href="#">50</a>	FocalPoint High Performance Modular Biofiltration System (HPMBS)	<a href="#">Convergent Water Technologies, Inc.</a>
<a href="#">50</a>	Jellyfish® Filter	<a href="#">Contech Engineered Solutions LLC</a>
<a href="#">50</a>	Modular Wetland System Linear (MWS-Linear)	<a href="#">Modular Wetland Systems, Inc.</a>
<a href="#">50</a>	Perk Filter	<a href="#">Oldcastle Stormwater Solutions</a>
<a href="#">50</a>	The Stormwater Management StormFilter® with Phosphosorb media	<a href="#">Contech Engineered Solutions LLC</a>

## **Hydrodynamic Manufactured Devices**

EMC %TP Removal Efficiency*	MTD Name	Manufacturer†
<a href="#">20</a>	Aqua-Swirl® Stormwater Treatment System	<a href="#">AquaShield™, Inc.</a>
<a href="#">20</a>	BaySeparator™	<a href="#">Baysaver Technologies LLC</a>
<a href="#">20</a>	Continuous Deflective Separator® (CDS)	<a href="#">Contech Engineered Solutions LLC</a>
<a href="#">20</a>	Downstream Defender®	<a href="#">Hydro International</a>
<a href="#">20</a>	Dual Vortex Separator (DVS)	<a href="#">Oldcastle Stormwater Solutions</a>
<a href="#">20</a>	First Defense®	<a href="#">Hydro International</a>
<a href="#">20</a>	Hydroguard	<a href="#">Hydroworks, LLC</a>
<a href="#">20</a>	Stormceptor® MAX	<a href="#">Rinker Materials Stormceptor®</a>
<a href="#">20</a>	Stormceptor® OSR	<a href="#">Rinker Materials Stormceptor®</a>
<a href="#">20</a>	Stormceptor® STC	<a href="#">Rinker Materials Stormceptor®</a>
<a href="#">20</a>	StormPro	<a href="#">Environment 21, LLC</a>
<a href="#">20</a>	Stormwater Quality Unit	<a href="#">Advanced Drainage Systems, Inc. (ADS)</a>
<a href="#">20</a>	Terre Kleen™ Hydrodynamic Separator	<a href="#">Terre Hill Concrete Products</a>
<a href="#">20</a>	V2B1	<a href="#">Environment 21, LLC</a>
<a href="#">20</a>	The Vortechs® System	<a href="#">Contech Engineered Solutions LLC</a>
<a href="#">25</a>	CrystalClean Separator – Single Vault	<a href="#">CrystalStream Technologies</a>





### **FY25 Prince William County Closed Circuit (CC) Inspection Process**

1. A Closed Circuit (CC) inspection of the entire storm sewer system documenting no deficiencies shall occur prior to obtaining final bond release for all residential and commercial projects per County policy.
2. Prior to application for CC inspection, the project site must conform to conditions listed below; failure to have site ready for inspection will result in cancellation of the scheduled CC inspection. Minimum conditions include:
  - Base asphalt is laid down.
  - Storm drainage systems flushed, cleaned and free of debris.
  - All storm structures are set to their final grades-inverts, steps, tops, and grated installed.
  - All structures to be inspected must be marked in field (per approved plan) prior to inspection.
  - All stormwater management facilities are accessible via camera van vehicle and to County staff.
3. Once confirmation of the site's readiness for CC inspection has occurred, remit the items listed below to the Environmental Management Branch at the address below in item #4:
  - Unmarked, full-size (24"x36") copies of the approved site plan to include the most current unit price list (UPL), most current cover sheet and **all** revisions related to storm drainage systems.
  - Storm sewer profiles
  - Stormwater management plan (if applicable)
  - Application for CC inspection
  - Applicable fees

For the most current fees, please refer to the PWC Land Development Fee Schedule at the following URL: [www.pwcva.gov/department/land-development-division/land-site-development-fees](http://www.pwcva.gov/department/land-development-division/land-site-development-fees)

- The current fee is \$2.90 per linear foot in all areas to be inspected by County staff.
- **A separate CCTV inspection request form and fee is required for each Section and Phase of a project, especially for large subdivision developments.**
- A minimum fee of \$348.09 will be assessed for inspection of storm easements totaling less than 250 linear feet.
- Camera Van Re-Inspection/Not Ready fee is \$348.09 per request will apply to any site requesting an inspection whose punch list items have not been corrected or the storm drainage system cannot be inspected/re-inspected due to inaccessibility, trash debris, or standing water in the system. The re-inspection/not ready fee must be paid in advance of any additional inspections.

4. Fees can be paid by cash, credit card, or check. Credit card payments can be made over the phone once we have received the application and applicable site plan sets. We do not accept American Express. Cash payments must be made in person; checks should be made payable to "Prince William County" and can be remitted by mail or in person along with the items listed in item #3 for submission to the address below:

PWC Department of Public Works  
Environmental Management Branch  
5 County Complex Court, Suite 170  
Prince William, VA 22192

5. Upon payment of all fees and receipt of all applicable items listed in item #3, County staff will add the project to the active Camera Van job list. County staff will strive to schedule and conduct an inspection within a timely manner; punch lists will be generated based on the most current approved set of plans approved.
6. **Punch lists are valid for eighteen (18) months from the date of first inspection.** Within this timeframe, the developer will correct all deficiencies noted on the punch list and schedule a re-inspection of all punch list items to obtain final approval. All deficiencies should be corrected as soon as possible; waiting too long may add new items to the punch list upon re-inspection. ***This initial re-inspection is included in the original fee.***
7. The developer shall obtain final bond release with **eighteen (18) months** from initial punch list date (not punch list completion date). Failure to correct punch list deficiencies within the eighteen (18) month period will require the developer to begin the CCTV inspection process of the entire system **again**, including payment of all fees assessed.



**FY25 Closed Circuit Storm Sewer Inspection Request Application**  
(Effective July 1, 2024-June 30, 2025)

**Staff Use Only**

ILP # \_\_\_\_\_ Amount received @ **\$2.90/linear foot** (or minimum **\$348.09**) \_\_\_\_\_  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_ RCPT: \_\_\_\_\_  
 Emailed to CCTV Inspector Date: \_\_\_\_\_ Site Inspection Date: \_\_\_\_\_

(Complete Checklist Below)

- Most current cover sheet
- One (1) set of full size (24"x36)
- All applicable revisions involving storm drainage systems
- One (1) copy of Storm Profile Sheet
- One (1) copy of the most current Unit Price List
- One (1) copy of the Stormwater Management Plan and Profile
- Payment amount listed in TOTAL AMOUNT DUE box below

**Before requesting an inspection, please make sure your site meets the minimum requirements listed on page 1, item #2. Please use checklist below for your reference**

- Base asphalt is laid down
- Storm drainage systems flushed, cleaned, and free of debris
- All storm structures are set to their final grades-inverts, steps, tops, and grates installed
- All structures to be inspected must be marked in field (per approved plan) prior to inspection
- All stormwater management facilities are accessible via camera van vehicle and to County staff

LND Number: \_\_\_\_\_ (Site Permit #) Approved Site Plan Number: \_\_\_\_\_

Approved Site Plan Name: \_\_\_\_\_ Section: \_\_\_\_\_ Phase: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**FY25 fee currently \$2.90 per linear foot**

1) Storm Sewer pipe footage (within proposed VDOT R/W)		L.F.
2) Storm sewer pipe footage (within dedicated County easements)		L.F.
3) Storm Sewer pipe footage (within private easements)		L.F.
TOTAL LINEAR FOOTAGE TO BE INSPECTED (1 through 3)		L.F.
TOTAL AMOUNT DUE ( <b>\$2.90/linear foot</b> ) (minimum fee <b>\$348.09</b> )		

By signing below, I \_\_\_\_\_, certify that all information is accurate. I have read and understand the CCTV process. I also certify that my site is ready for inspection and all storm drainage pipe systems are cleaned, flushed, and pipe inverts are installed, structures for inspection are marked accordingly. I also certify that any steps, tops, or grates are installed and ready for County staff CCTV inspection as of this date: \_\_\_\_\_.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Effective: 07/01/2024



FY25 Application for Erosion & Sediment Control Variance

LND#: \_\_\_\_\_ Variance#: \_\_\_\_\_

Project Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

Approved Plan #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_ Plan Reviewer: \_\_\_\_\_

As of \_\_\_\_\_ (date), I have conducted a quality control review on the following:

- Five (5) copies of the approved site plan(s) applicable to the revision.
A completed variance request application, signed below by the Area Site Inspector prior to submission at Environmental Management.
Variance review fee \$442.05

SITE INSPECTOR:

DEVELOPER/REPRESENTATIVE:

Print Name (Site Inspector)

Print Name (Developer/Representative)

Signature (Site Inspector)

Signature (Developer/Representative)

Section I - General Information

Applicant Name: \_\_\_\_\_
E-mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Section II - Specifics of Variance Request

[Empty box for Section II details]

Recommendation:

- Approval Approval with Condition(s) Denial

Condition(s): \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TECHNICAL MEMORANDUM FOR SEVERE WEATHER CONDITIONS

April 2021

**TO:** Builders, Contractors, Developers and Engineers

**FROM:** Thomas J. Smith  
Director of Public Works

**Purpose:** "Construction Site Readiness" before Intense Summer Thunderstorms

Prince William County is providing guidelines for active construction sites to take actions ahead of intense summer thunderstorms, which may cause extensive flooding and severe erosion from construction projects. This policy applies to "**construction site readiness**" before an anticipated large storm event that has the potential to overwhelm onsite erosion controls, particularly when Special Weather Statements are issued from National Weather Service on severe weather conditions, and before any imminent large storm event. The hurricane season generally extends from June 1 through November 30. Please share this document with your construction superintendents to prepare their active construction sites in advance of imminent large storm events.

### Recommendations:

- 1) Apply appropriate Erosion & Sediment (E&S) Control measures, such as, check dams, diversion ditches, pipe slope drains, sediment traps, etc., in areas of concentrated flow on-site.
- 2) Seed and mulch denuded areas, which are not at final grade or ready for permanent stabilization. This will reduce the effect of accelerated erosion.
- 3) Install check dams in drainage areas or ditches with steep slopes to protect drainage channels or swales from scouring. (recommendations do not apply to existing roadside ditches or live streams).
- 4) Place additional riprap in outfall areas as needed. Inspect the sediment basin and sediment trap outfall protection. Inspect permanent structure wingwalls and apply riprap as needed.
- 5) Install additional silt fence or super silt fence, as necessary. Strengthen perimeter controls.

6) Inspect Stormwater Management Pond structures and orifices to remove any debris which may prevent designed dewatering of the pond.

7) Perform maintenance on sediment basins and traps, to include desilting, stabilizing the embankment and dewatering to increase the basin storage capacity.

8) Remove any storm sewer inlet protection temporarily, which may cause flooding to a street or personal property. Reinstall after the storm event.

You should work and consult with your assigned County's E&S Inspector to ensure construction sites are in full compliance with E&S requirements and are ready for severe weather events.

## **Fall Stabilization Memorandum:**

September 1, 2022

TO: Developers, Engineers, Contractors, Builders and RLD's

FROM: Robert Cook / Shawn Wray / Stefan Gitchev  
Site Inspection Supervisors

RE: Stabilization of Denuded Areas during Fall and Winter

The purpose of this memorandum is to request your cooperation to stabilize all denuded areas during the fall and winter seasons.

In order to prevent soil erosion and reduce silt from entering our rivers and streams, you are required to stabilize all denuded areas as soon as final grades are reached or when these areas will be left denuded for 14 days or more.

The Design and Construction Standards Manual (DCSM) Section 751.01 (I) requires that "I. Permanent or temporary soil stabilization shall be applied to denuded areas within seven (7) days after final grading is reached on any portion of the site. Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant for longer than fourteen (14) days. Except for that portion of the site which work will be continuous beyond fourteen (14) days. Permanent soil stabilization shall be applied to areas that are to be left dormant for more than six (6) months. For winter stabilization, any area denuded for more than fourteen (14) days after November 1 and before March 1 shall be mulched and seeded appropriate to the season and site conditions. Preparation of areas for permanent stabilization shall be performed in accordance with standard specification No. 3.32 of the Virginia Erosion and Sediment Control Handbook and per the Erosion and Sediment Control Law, Title 62.1, Chapter 3.1, Article 2.4 of the Code of Virginia.

Following these regulations will save you time, money and protect our streams!

If you have any questions, contact Environmental Management Division at (703) 792-7070.

***Prince William County Site Inspectors will strictly enforce these regulations!***



### **Checklist for Final Inspection and Bond/Escrow Release:**

1. Streets dedicated to public use (VDOT maintained streets) must be approved and accepted by VDOT prior to final inspection and release of Performance Bond by County. Contact Transportation Inspector for documentation requirements and scheduling with VDOT.
2. Perform self-inspection to ensure all project items are in compliance before contacting the Site Inspector for final inspection. Notify Homeowners Association (if applicable) of impending bond release. Ensure all proffers have been met, this will be verified by County staff.
3. The Site Inspector will provide instructions for submission of as-builts, record plats and Impervious Area Calculations for review by County staff. For commercial projects, (a) Stormwater Management maintenance agreement(s) must be filed (where required).
4. Schedule a final inspection with the Site Inspector. Site inspection to include, but not limited to:
  - Inspection of all Storm Sewer and Stormwater Management systems. These systems need to be flushed and cleaned prior to inspection.
  - Inspection of all required landscaping, buffers, conservation area, etc. All plantings must be in place and alive prior to inspection.
  - Inspection of all common areas, slopes, etc. for adequate stabilization and vegetative cover significant enough to prevent erosion.
  - Inspection of concrete and asphalt by County with damaged areas marked for repair.
  - All streetlights, signs and striping must be properly installed and functional.
  - All retaining walls and/or structures requiring special inspection by Critical Structures of Prince William County Department of Development Services need to be inspected and approved. Proof required.

Deficient items will be noted on a punch list, which is valid for ninety (90) days, after which a re-inspection of items will be scheduled.

5. All public water and sewer must be finalized by the appropriate agency (Prince William County Service Authority, Virginia American Water) prior to any final or bond release by Prince William County.
6. On receiving PWC final approval & recommendation of bond release, provide inspector with four (4) copies of the County approved, stamped as-built, and three (3) copies of the record plat. A final sign-off will be given to the developer and a copy sent to the Bond Administrator to facilitate the release of Performance Bonds.

**Bonds will not be considered for release until all required sign-offs are received by the Bond Administrator.**



## Flowchart for Final Inspection and Bond/Escrow Release:

