



**APPLICATION FOR RIGHT-OF-WAY PERMIT**

**CITY OF ALEXANDRIA, VIRGINIA  
TRANSPORTATION & ENVIRONMENTAL SERVICES  
301 KING STREET, ROOM 4130  
ALEXANDRIA, VA 22314  
703-746-4035 (office); 703-838-6438 (fax)  
alexandriava.gov**

**Job Address:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Office Telephone Number:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Utility Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Utility Company Contact Person:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Field Supervisor/Foreman:** \_\_\_\_\_  
**Cell #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use of Right-of-Way (Please Select All That Apply):**

- Lane Closure (# of Parking Spaces \_\_\_\_\_)
- Close Sidewalk
- Partial Sidewalk Closure
- Crane/Manlift (# of Parking Spaces \_\_\_\_\_)
- Temporary Fencing
- Trailer (# of Parking Spaces \_\_\_\_\_)
- Dumpster/POD\*\* (# of Parking Spaces \_\_\_\_\_)
- Road Closure (# of Parking Spaces \_\_\_\_\_)
- Curb Crossing (Minor or Major)
- Ladder/Scaffolding
- Ingress/Egress
- Stock Pile (# of Parking Spaces \_\_\_\_\_)
- Solicitation of Funds
- Other \_\_\_\_\_

\*\* Container Supplied By: \_\_\_\_\_

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
**Requested Work Hours:** \_\_\_\_\_

**Applicant Must Provide:**

- Sketch showing work area.
- Maintenance of traffic (MOT) plan. The MOT must be in compliance with the current version of the Virginia Work Area Protection Manual.

**ALL DRAWINGS MUST BE A MINIMUM SIZE OF 8-1/2" x 11" AND MUST BE LEGIBLE, AND CONTAIN ALL REQUIRED INFORMATION. THREE (3) COPIES OF EACH DRAWING IS REQUIRED.**

**THE APPLICANT IS SOLELY RESPONSIBLE TO ADHERE TO ALL CONDITIONS ASSOCIATED WITH THIS PERMIT.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Permit Number:** \_\_\_\_\_ **Previous Permit Number:** \_\_\_\_\_  
**General Liability Insurance Expiration Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_