City of Alexandria, Virginia

MEMORANDUM

DATE:

JUNE 17, 2016

TO:

MARY LEE ANDERSON, EXECUTIVE DIRECTOR,

SENIOR SERVICES OF ALEXANDRIA

FROM:

DEBRA R. COLLINS, DEPUTY CITY MANAGER

SUBJECT:

FOLLOW-UP TO SPEAKER SERIES/ COMMUNITY QUESTIONS ON

APRIL 13, 2016

During the Senior Services of Alexandria (SSA) Speaker Series on April 13, 2016, I received some questions from the participants that required feedback from the City. I appreciate the opportunity to participate in the forum and in obtaining the answers requested so the residents may gain a better knowledge and understanding of City Services.

Below are the questions and answers that were specifically directed to the City Manager's Office:

Does Alexandria have any programs pairings for seniors and children?

Department of Community and Human Services:

Adult Day Service Center

- Arts for the Aging, AFTA volunteers come in and work with the ADSC seniors and the following youth groups:
 - Recreation Department Summer Camp youth
 - 5-6 year olds from a local child care program
 - Episcopal High School Students putting music to art
- T.C. Williams Cosmetology Students
- T.C. Williams English for Speakers of other Language (ESOL) students gardening and volleyball

St. Martins Senior Center

- Several different home schooler groups (ages up to 12 years old) Play games and other activities
- T.C. Williams music program
- Bishop Ireton High School games, activities

- Queen of Apostle School games, activities
- Patrick Henry Elementary School games, activities
- Master Gardener and her elementary school aged son community garden

Charles Houston Senior Center

- Burgundy Country Day School 5th and 6th graders become Burgundy Buddies with the seniors to do the following:
 - Exchange life stories
 - Holiday activities
 - Gardening
- T.C. Williams Cosmetology students
- Mary Mount University Nursing Students
- Wellness presentations
- Blood Pressure screenings

Why are there fewer handicapped parking spaces around town, specifically at Chinquapin Recreation Center? How are these decisions made?

The number of handicaps parking spaces required in parking lots is regulated by the Americans with Disabilities Act (ADA), which requires 1 accessible space for every 25 parking spaces. We believe our City lots comply with this requirement, but if there are specific locations you think the number of accessible spaces is deficient, please let us know and we can take a closer look.

Regarding accessible spaces on public streets, we have actually increased the number over the years. Since 2010, 6 additional accessible spaces were added on public streets within the study area for the Old Town Area Parking Study (three blocks north and south of King Street between the Potomac River and King Street Metro Station). Requests for specific locations for additional on-street accessible spaces can be reviewed by staff and the Traffic and Parking Board. Additionally, residents can request an accessible space be added to the block they reside on through a permit process with Transportation and Environmental Services (see this webpage for more information:

https://www.alexandriava.gov/tes/info/default.aspx?id=3456#parking) (Attached)

• Why can't Alexandria participate in Arlington's 55+ recreation programs? They have more programs than in Alexandria.

Alexandria residents can participate in Arlington 55+ programs as non-residents. There is no fee difference for resident and non-resident in Arlington according to the 55+ brochure (http://parks.arlingtonva.us/programs/adults-55/seniors-activities/)

• Why aren't there more 55+ recreation programs in the City of Alexandria? How were these programs selected?

Arlington determined many years ago to dedicate facilities and staff to senior recreation services. Their current funding level is \$1.8 million for senior programs. Alexandria decided to dedicate funding to social services for seniors in need, rather than general 55+ recreation programs. There is no General Fund support for senior recreation programs in Alexandria. The 55+ program mix in Alexandria is determined by interests expressed and the need for programs to be self-funding by the participants.

I hope this information is useful. Please contact me at any time if you have additional questions.

T&ES Permits

Page updated on Oct 16, 2015 at 4:55 PM

RELATED CONTENT

- Transportation & Environmental Services
- About T&ES
- General Information
- Construction
 Permitting and
 Inspections
 Section
- Engineering & Design
- Environmental Quality
- Public Works
 Services

Any work in the public right-of-way (street, grass strip [area between the sidewalk and the street], sidewalk, public alleys) requires a permit from Transportation & Environmental Services. Such work will include: placing a ladder and/or scaffolding on the sidewalk, closing the sidewalk, crossing the curb, gutter and sidewalk with heavy equipment, dumpster, crane, lane closure, stock piling materials in the public right-of-way, trailer in the public right-of-way, temporary fence in the public right-of-way, hauling construction debris, materials or equipment, excavation in the public right-of-way, and special events such as a block party, foot race/walk-a-thon, parade/procession. City code definition of "street" [see code section 1-1-5(13)] - The word "street" shall include avenues, boulevards, highways, roads, alleys, lanes, viaducts, bridges and the approaches thereto and all other public thoroughfares in the city and shall mean the entire width thereof between abutting property lines; it shall be construed to include a sidewalk or footpath, unless the contrary is expressed or unless such construction would be inconsistent with the manifest intent of the council.

A permit for work in/use of the public right-of-way should be applied for five (5) business days prior to the start of the work. A drawing will be required showing the location of the work/use and equipment, together with a maintenance of traffic (MOT) plan. See attached examples of MOT plans for a small road closure

- Resource Recovery
- TrafficOperations
- Transit Services
- Transportation
 Engineering
- Transportation
 Planning
- Dominion
 Virginia Power
 Proposed
 Transmission
 Line Project
- Potomac Yard
 Metrorail Station
 Planning
- West End
 Transitway
- Pedestrian & Bicycle Master
 Plan Update
- BRAC-133
- EisenhowerAvenue

and/or work in an intersection: for a lane closure on a small street and/or sidewalk closure; and for a lane closure on a small street. The attached MOT plans are examples and are provided for informational purposes only. Submitted MOT plans must be specific to the work described on the associated permit application. The location of work and the MOT may be combined on the same drawing. The MOT plan must meet the requirements of the current version of the Virginia Work Area Protection Manual. The MOT must also address the safe conveyance of pedestrian traffic, through or around the work area. The Virginia Work Area Protection Manual may be accessed on the Virginia Department of Transportation web page. If the proposed work is part of an approved site plan, special use permit or grading plan, a copy of the approved plan sheet showing the work to be performed, must be attached to the permit application. If reserved parking is needed, it must be indicated on the drawing. Parking must be approved and paid no later than three (3) business days prior to when it is needed. (See Temporary Parking Regulations for requirements and fees.) Please note that all drawings are required to have a North arrow to aid in orientation.

Submit Applications Online

- Complete the PDF form attach documents if necessary and click submit. Applicants will be contacted by the T&ES Construction & Inspection Division for payment and additional information. Please note that applications will not be processed until all fees are paid and all required documents have been submitted. For help with online applications, click here for instructions or call 703-746-4035.
- Virgina Stormwater Management Program (VSMP) and Construction General Permits
 - In accordance with the new Virginia Stormwater
 Management Program (VSMP) Regulations, effective

Widening Project

- King-Beauregard
 Intersection
 Improvement
- Woodrow Wilson Bridge Project

SHARE

on July 1, 2014, the City of Alexandria will administer construction general permits for discharges of stormwater from local construction activities. For more information on how to obtain a construction general permit, please visit the Water Quality Regulations and Permitting webpage.

- Emergencies: Per City code section 5-2-141(b): When an emergency demands the work to be done immediately, provided the permit could not reasonably and practicably have been obtained beforehand, the person may proceed with an opening without a permit; provided, however, that notification of such emergency work shall be given to the director of Transportation & Environmental Services by telephone before proceeding with the work. The person shall therefore apply for a permit on the first regular business day on which the office of the director of Transportation & Environmental Services is open for business, and the permit shall be retroactive to the date when the work was begun.
- Permit applications and drawings (no larger than 11 x 17) may be submitted by e-mail to TESPermits@alexandriava.gov

Permit Requirements

All maintenance of traffic (MOT) plans, and sidewalk closures, shall be in conformance with the current version of the Virginia Work Area Protection Manual.

The name of the insured on the certificate of insurance, and the name of the principal on the required bonds must be identical to the name of the applicant/contractor on the permit application.

- · Ladder/Scaffolding on Right-of-Way
- Close Sidewalk

- · Crossing the curb, gutter & sidewalk with heavy equipment
- · Dumpster in Public Right-of-Way
- · Packing Crates/Pods/ or Trailers for Moving
- · Crane/Manlift, Lane Closures
- Ingress/Egress
- Street Closure (For Construction Purposes)
- Stock piling material in Right-of-Way
- Trailer in public Right-of-Way
- Temporary fence in public Right-of-Way
- Overweight or Oversize Vehicles
- Non Permanent Planters, Horse and Carriage, Pedicab/Rickshaw
- Noise Variance Permit for Construction
- Solid Waste Application Permit
- · Solicitation of funds in public Right-of-Way
- Hauling
- Excavation
- Sanitary Sewer Lateral Connections
- Special events: parades/processions, foot races/walk-athons
- Filming
- · Residential block party/street closure
- · Variance or Waiver of Underground Utilities Requirement
- Disability Parking

- New Curb Cut
- Widen Existing Curb Cut
- New Curb & Gutter
- New Sidewalk
- Curb & Gutter & Sidewalk Repair
- Noise Variance Permit for Music & Sound Amplification
- Reserved Parking

Ladder/Scaffolding on Right-of-Way (Submit Applications Online)

Flashing barricades must be placed on the sidewalk at both ends of the scaffolding.

Barricades must be Group 2, per the current version of the Virginia Work Area Protection



Manual. Pass-through scaffolding may be required upon review of the application. A minimum of 4 feet of sidewalk must remain open for pedestrian traffic. The public right-of-way must be protected from falling materials. Any fallen debris must be removed immediately. The sidewalk is to be restored to the satisfaction of the Construction & Inspection Division of Transportation & Environmental Services. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a drawing showing ladder/scaffolding location, also barricade locations. *General liability insurance required.

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Close Sidewalk (Submit Applications Online)

When it is permitted to close the sidewalk, flashing barricades and "Sidewalk Closed" signs must be placed on the sidewalk immediately adjacent to the work area. "Sidewalk Closed Ahead, Cross Here" signs must be placed at the closest adjacent sidewalks to warn pedestrians of the closing so they may safely cross to the other side of the street. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a drawing showing the section of sidewalk to be closed, barricades and detail of the signs. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP, or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit application. The provided plan sheet must be a copy of the approved and released plan with required signatures. *General liability insurance is required.

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Crossing the curb, gutter & sidewalk with heavy equipment (Submit Applications Online)

Minor Crossing: Wood may be placed in the gutter to assist crossing without damage to the curb. This wood must be removed at the end of each day's work and during rainy weather to allow water to go down the gutter.

Major Crossing: A pipe, 4 inch minimum diameter, is to be placed in the gutter and is to be covered with asphalt to allow trucks to cross over the curb without damage to the curb. The crossing must be approved in the field by the Construction & Inspection

inspector before use. Brick sidewalk must be covered by timbers or plywood to keep the sidewalk in good condition. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a drawing showing where the curb, gutter and sidewalk will be crossed, and indicate if wood or steel pipe will be used. If a NO PARKING sign is needed, please identify what type of parking is on the street - metered, or non-metered. *General liability insurance and a performance and payment bond are required.

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Dumpster in Public Right-of-Way (Submit Applications Online)

A permit to perform work in the Right-of-Way must be completed and submitted, along with a sketch showing the location where the dumpster will be placed. Dumpsters must be placed a minimum of 20 feet away from a stop bar or crosswalk. Flashing barricades must be placed at each end of the dumpster, must be shown on the sketch, and must comply with the current version of the Virginia Work Area Protection Manual. The applicant is required to provide the name of the company which will provide the dumpster. Any application for a dumpster without this information will not be accepted.

The company providing the dumpster must affix a current City of Alexandria Solid Waste sticker to the dumpster before placing it on the right-of-way. Permits will not be issued if the solid waste stickers have not been purchased. The companies providing the dumpsters may purchase a solid waste sticker by completing a solid waste application and paying the required fee. The application may be obtained by calling the Solid Waste Division at 703-746-4410, or from the city web site, alexandriava.gov – select

City Departments; Transportation & Environmental Services; Solid Waste.

Applications, which have been accepted, to place a dumpster on the right-of-way, will be reviewed within 3 days. Upon approval, and after the required permit and parking fees have been paid, the permit will be issued. Requests for reserved parking spaces for the dumpster will not be processed until all fees are paid. Parking will become available 3 business days after the permit is issued. * General liability insurance is required

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Packing Crates/Pods/ or Trailers for Moving (Submit Applications Online)

Packing crates, pods and trailers for moving will be permitted in a similar manner as dumpsters regarding barricades and insurance. Flashing barricades must be placed at each end of the crate, pod or trailer. Submit request on permit to perform work in the Right-of-Way together with a drawing showing the location of the packing crate, pod or trailer. Packing crates, pods, and trailers must be placed a minimum of 20 feet away from a stop bar or crosswalk. *General liability insurance required.

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Crane or Manlift (Submit Applications Online)

If the crane or manlift encroaches into the travel lane, a flagman must be provided to



control one-way reversible traffic flow, if necessary, and/or parking must be removed on the opposite side of the street, and a cone-marked center line must be provided to separate the opposing flow of traffic. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include three copies of a drawing showing the crane location, the outriggers and the required parking. Also include three copies of a maintenance of traffic plan. *General liability insurance required.

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Lane Closure (Submit Applications Online)

Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a maintenance of traffic plan. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP, or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit application. The provided plan sheet must be a copy of the approved and released plan with required signatures. *General liability insurance required.

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Ingress and Egress (Submit Applications Online)

A permit is required when a property owner wants to establish a temporary construction entrance in a location that does not have an existing curb cut. This permit may be applied for on the Right-of-Way application, and shall be submitted with a drawing showing the location and the proposed temporary entrance. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP, or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit to perform work in the Right-of-Way. The provided plan sheet must be a copy of the approved and released plan with required signatures. A certificate of insurance for general liability is required, naming the City of Alexandria as additional insured. *General liability insurance and a performance and payment bond are required.

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Street Closure: For Construction Purposes (Submit Applications Online)

This request shall be submitted on the permit to perform work in the Right-of-Way, together with a drawing showing the location of work to be performed, a complete maintenance of traffic (MOT) plan, including all detour signage. The MOT must also indicate the location of required reserved parking. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP, or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit application. The provided plan sheet must be a copy of the approved and released plan with required signatures. *General liability insurance is required.

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Stock Piling Material in the Public Right-of-Way (Submit Applications Online)

Stockpiling stone, soil, sand, or similar materials near a storm inlet will require provision of storm inlet protection from the stored materials. Flashing barricades must be placed at each end of the materials. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a drawing showing location of materials to be stored. *General liability insurance required.

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Trailer in the Public Right-of-Way [a] (Submit Applications Online)

Must be in compliance with the approved site plan and/or special use permit. A right-of-way permit for a trailer will not be issued prior to building permit approval. Submit your request by filling out an application for permit to perform work in the Right-of-Way. Include 3 copies of a drawing showing the location of the trailer. Also include a copy of the approved site plan and/or the approved special use permit. *General liability insurance required.

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Temporary fence in public Right-of-Way (Submit Applications Online)





The fence must be installed in such a way that it will not be blown over by the wind. Per city code section 5-2-22, barbed wire is prohibited. The fence must not obstruct the public sidewalk. Include 3 copies of a drawing showing fence location. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP, or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit application. The provided plan sheet must be a copy of the approved and released plan with required signatures. *General liability insurance required.

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Overweight or Oversize Vehicle Permits (Submit Applications Online)

An application must be completed and submitted no less than two (2) business days prior to the move. This is to allow staff adequate time to process the request, and to issue the permit. Applications may be faxed to 703-838-6438. Incomplete applications can not be processed. Payment may be made in person at our permit counter, 301 King Street, room 4130, by check, cash or by credit card. Credit card payments may be made over the telephone by calling our office at 703-746-4035.

- Minimum weight that requires a permit is 60,000 pounds.
- Minimum width that requires a permit is 102 inches.
- Minimum height that requires a permit is 13 feet, 6 inches.

A permit is required each day, for each vehicle traveling in, or through, the city. The fee is \$30.00 per vehicle, per day. No

movement is permitted between the hours of 7:00 a.m. – 9:00 a.m. and 4:00 p.m. – 6:30 p.m., or on Sundays and holidays. No movement is permitted during inclement weather. All vehicles under this permit must have lights on.

Vehicles that are over size, per Virginia DMV and City of Alexandria standards, will be required to have a police escort when the vehicle is too wide to fit a single lane, and/or too long to safely negotiate turning movements. The requirement will be evaluated by Transportation & Environmental Services Permitting Staff on a case by case basis, with consideration given to the specific vehicle dimensions and the specific hauling route.

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Nonpermanent Planters (Submit Applications Online)

See city code 5-2-29(e)(2). "A nonpermanent planter is a portable container that is light enough to be transported by two people when empty of soil and plants." Submit request on the permit to perform work in the Right-of-Way. The application must include location drawings, and a sketch, photo or dimensions of the planter. The permit may be issued up to one year. The expiration date will not exceed that of the liability insurance. General liability insurance, in the amount of \$1,000,000 naming the City of Alexandria as an additional insured, is required. The permit fee is \$100.00 per month.

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Horse & Carriage (Submit Applications Online)

An application for the Operation of a Horse & Carriage on the Public Right-of-Way must be completed. The completed application is to be submitted with a copy of the current City of Alexandria business license; a certificate of insurance for general liability with the City of Alexandria named as additional insured; a fee schedule; and a veterinarian's certificate of condition for each horse. The certificate of condition for each horse must be submitted on a quarterly basis to the Director of Animal Control and to the Department of Transportation & Environmental Services. Failure to provide the certificate of condition for each horse shall be cause for the permit to be revoked. The permit may be issued for a maximum of one year, but will not exceed the expiration date of the certificate of insurance. The permit fee is \$100.00 per month. If the permit is revoked, for any reason, permit fees paid will be forfeited.

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Pedicab/Rickshaw (Submit Applications Online)

An application for the Operation of a Pedicab/Rickshaw on the Public Right-of-Way must be completed. The completed application is to be submitted with a copy of the current City of Alexandria business license; a certificate of insurance for general liability with the City of Alexandria named as additional insured; and a fee schedule. The permit may be issued for a maximum of one year, but will not exceed the expiration date of the certificate of insurance. The permit fee is \$100.00 per month. If the permit is revoked, for any reason, permit fees paid will be forfeited.

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Solicitation of Funds in Public Right-of-Way (Submit Applications Online)

Submit your request by filling out an application for permit to perform work in the Right-of-Way. Be sure to list each location, if there will be more than one. *General liability insurance required.

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Hauling (Submit Applications Online)

Required when five (5) or more loads of waste materials of any type, building or construction supplies, materials or equipment of any type, or dirt, debris or fill of any type will be hauled into or out of a site within any consecutive thirty (30) day period. No dirt, mud or debris shall be tracked/spilled onto the public right-of-way. The hauling route will be determined by the Permit Office. Submit request on Application for Hauling Permit.

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Excavation (Submit Applications Online)

Notification must be given to surrounding residents/businesses 24 hours before any work is to begin. Excavations which will take five (5) days or longer to complete will require notification to the residents/businesses two (2) weeks prior to starting any work.

Before any digging begins, you must call Miss Utility at 811 and call Traffic Control for underground traffic conduit locations at 703-746-4664, and call Sewer Maintenance at 703-746-4488 for sewer locations. Each day, before work begins, you must call the Permit Office for a control number. You may do this by calling 703-746-4035 after 8:00 a.m. Failure to have a control number each day will result in your job being closed down for that day. Per city code section 5-2-148, a surcharge will be added to the permit fee when a street which has been paved within the past 5 years is cut. Openings in excess of 50 feet in length will have an additional surcharge. When steel plates are left in the roadway, warning signs must be used in each direction warning motorists of steel plates ahead. Flashing lights may also be required. During winter months, you must contact the Maintenance Division at 703-746-4488 to report steel plate locations. Cut sheets must be submitted and approved prior to installation of sewers or curbs and gutters before any excavation may take place. When all work has been completed, you must call the C&I Office at 703-746-4035 to request an inspection. A final inspection will be done one year later to determine release of the maintenance bond. To submit a request on Application for Excavation Permit, include: 3 copies of a drawing showing the extent of the excavation, including dimensions. Also include 3 copies of a maintenance of traffic plan. Note: When the requested work is part of an approved Final Site Plan, DSP, DSUP or Grading Plan, then a copy of the applicable plan sheet, showing the work to be permitted, must be provided at the time of permit application. The provided plan sheet must be a copy of the approved and released plan with required signatures. *General liability insurance and bonds are required.

Please Note: Each year, from 5:00 p.m. on the Wednesday before thanksgiving until 7:00 a.m. on January 2, the city has a construction moratorium. Contractors and utility companies are

asked to avoid starting any construction within the city right-ofway to avoid potential conflicts due to the number of motorists and visitors to the city during the Christmas holiday season.

A certificate of insurance for general liability must be given to the Transportation & Environmental Services office prior to the issuance of any permits for work in/use of the public right-ofway (with the exception of hauling permits). The general liability coverage must be a minimum of \$100,000 per person and \$300,000 per accident. The City of Alexandria must be named (on the certificate) as additional insured or co-insured.

BONDING REQUIREMENTS FOR ALL EXCAVATION PERMITS ARE AS FOLLOWS:

Performance and Payment Bond: Required for all excavation permits. Must cover the cost of the work, cost to be determined by the director of Transportation & Environmental Services, but may not be less than \$1,000. If the permittee will have more than one permit per year, this bond may be a continuing bond, but shall not be less than \$5,000.

Maintenance Bond: Required for all excavation permits. Must cover the cost of maintaining and repairing the opening, amount to be determined by the director of Transportation & Environmental Services, but may not be less than \$1,000. If the permittee will have more than one permit per year, this bond may be a continuing bond, but shall not be less than \$5,000. The term of the maintenance bond shall begin on the date the city is notified by the permittee that the work is completed and shall terminate upon issuance of a final inspection by the director of Transportation & Environmental Services. In no case shall the date of termination be less than one year after the date the city is notified by the permittee that the work is completed.

If a permittee will obtain a permit for working at **only one location**, a combined Performance and Payment Bond and Maintenance Bond may be used. The date of termination for this bond is the same as that for the Maintenance Bond.

If a check is used in lieu of a bond, the check must either be a certified check or a cashier's check. The date of termination for the certified check or the cashier's check will be determined using the same criteria as for the Maintenance Bond.

BONDING REQUIREMENTS FOR PERMITS TO CROSS THE CURB, GUTTER AND SIDEWALK, AND FOR INGRESS AND EGRESS ARE AS FOLLOWS:

Performance and Payment Bond: Required for all permits to cross the curb, gutter and sidewalk, and for ingress and egress. Must cover the cost of the work, cost to be determined by the director of Transportation & Environmental Services, but may not be less than \$500. A performance and payment bond will be required for each location and the job location must be shown on the bond. When the work granted by the permit has been completed, the applicant shall call 703.746.4035 and request an inspection. The performance and payment bond will be returned upon approval of the inspection.

If a check is used in lieu of the bond, the check must either be a certified check or a cashier's check. Requirements to refund the check will be the same as release of the performance and payment bond.

Permit Fees: Excavation permits, which can be issued for a period of one day to a period of 30 days, are \$250.00 per city block. If the work is not completed within the time frame for which the permit has been issued, per city code section 5-2-152, "If the permittee shall be unable to complete the work within the specified time,

provided the work was commenced prior to the expiration of time, he shall, prior to the expiration of the permit, present in writing to the director of transportation and environmental services a request for an extension of time, setting forth therein the reasons for the requested extension." An additional \$250.00 fee (per city block) will be required. A permit application and drawings are required with the request. See the Note below.

Permits for work in the public right-of-way, such as cranes, dumpsters, sidewalk closing, sidewalk crossing, placing a ladder or scaffolding on the sidewalk, or hauling, etc. are \$100.00 each. These permits are issued for a period of one day to 30 days. If the work is not completed within the time frame for which the permit has been issued, the permit can be renewed for an additional \$100.00 fee. Reserved Parking and No Parking fees are as outlined on the Temporary Reserved Parking sheet.

NOTE: Requests for permit renewals/extensions must be made in the same manner as the original permit - with an application, 3 copies of the work drawings and 3 copies of the maintenance of traffic plan. The new application is to indicate work that is remaining to be completed.

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Sanitary Sewer Lateral Connections (Submit Applications Online)

A sanitary sewer lateral connection permit is required from the Department of Transportation & Environmental Services to connect sanitary sewer laterals to the City's sanitary sewer mains. The sanitary sewer lateral connection application, may be used to

apply for the connection, the associated excavation, and any lane closure, sidewalk closure, or street closure that may be required in the performance of this work. If reserved parking or no parking is needed, that information may also be included on the same application. The connection must conform to the city standard lateral connection detail (CSLC-1A and CSLC-1B) and must be shown on the drawing provided with the application. *General liability insurance is required. Bonding requirements are as stated for an excavation permit.

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Special events: parades/processions, foot races/walk-a-thons

(Submit Applications Online)

Step #1: The event must be approved by the Special Events Committee. Contact the Department of Recreation, Parks & Cultural Activities at 703-746-5519.

Step #2: Bring all Special Events Committee approvals to the permit office in City Hall, 301 King Street, Room 4130. A permit application must be filed, complete with the approvals from the Special Events Committee and a certificate of insurance for general liability. This approval process must be done at least five (5) business days before the event. If the street is to be closed during the event, a petition, signed by all residents/businesses within the block must also be submitted. If NO PARKING signs are required, you must make this request separately at the time you apply for the permit.

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Filming

All requests for filming in the City of Alexandria must be submitted to and approved by the Alexandria Convention & Visitor's Association (ACVA). Begin the permitting process by filling out the Film Application on the ACVA website. Once the permit is submitted, the staff of the ACVA will direct applicants to the appropriate offices of the Department of Transportation and Environmental Services for any necessary additional permits that may be required for use of the public right-of-way. For additional questions, contact the ACVA at 703-746-3300.

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Residential block party/street closure

An application, along with a **petition**, signed by each property owner or primary resident/business in the block, showing their agreement to close the block, and a certificate of insurance covering the event in the amount of \$1,000,000*, naming the City of Alexandria as additional insured must be submitted. The fee for this permit is \$100.00.

The application must be submitted a minimum of five (5) business days before the scheduled block party/street closure. Please be advised that closing of arterial and collector streets is **NOT** permitted. There shall be no intersecting streets within the block where the party is to be held, or no more than one "T" intersecting street, alley or right-of-way. During the event, access into or out of the block will be available only to emergency vehicles. **All activity granted by this permit must be contained entirely within the closed block**.

Folding plastic or wood-metal barricades (type II), 2 feet wide, 3 feet high must be placed at each end of the block and at the "T" street, alley or right-of-way opening into the block no more than 5 feet apart. If the street is to be closed beyond sundown, flashing lights must be placed on the barricades. Please note that the applicant is responsible for obtaining and placing the barricades. An Alexandria Police Officer, or a Transportation & Environmental Services Departmental Inspector, will inspect the barricade placement one hour prior to the event. If the barricades are not properly in place at that time, the permit may be revoked and the block may not be closed.

The request for NO PARKING is not part of the request for street/block closures. If NO PARKING signs are required, you must make this request separately at the time when you apply for the street/block closure permit.

*Waiver Provision - A waiver of the insurance requirement will be granted only if alcohol will not be present. The applicant will be required to sign an acknowledgment of this requirement. If alcohol will be present, a copy of the ABC license will be required before the street closure permit can be issued. PLEASE NOTE: After your application has been reviewed, if approval will be given, T&ES staff will call the ABC office and inform them that a street closure permit will be issued after issuance of the required ABC license

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Variance or Waiver of Underground Utilities Requirement (Submit Applications Online)

City Code Section 5-3-4 allows less than full compliance with the underground ordinance outside of areas where lines are already underground, or where the City has ongoing undergrounding projects or programs.

The Director of Transportation & Environmental Services may grant a waiver provided the applicant:

- submits a written application;
- pays an application fee of \$100.00 (non-refundable);
- the request meets at least one of the following criteria:
 - the City Arborist has determined that the new or expanded customer utility service, if placed underground, would endanger an existing mature tree by damaging its root system;
 - the new or expanded customer utility service, if placed overhead, would not be visible from a public street or any other public right-of-way;
 - the new or expanded overhead customer utility service, if placed underground, would significantly interfere with one or more existing city or private underground utilities;
 - if the waiver were granted, there would be a reduction in the total number of overhead customer utility lines serving the applicant's property;
 - if the waiver were granted, the length of the overhead customer utility service to the applicant's property would be less than the length of the service in existence at the time the application is made.

Permits may be applied for at City Hall, 301 King Street, Room 4130. Applications and drawings may also be faxed for review.

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Disability Parking

Persons with disabilities may apply for disability parking on the street in front of their home. You may call our office at 703-746-4035 and an application will be mailed, faxed or emailed to you. You may also download the application and a copy of city code section 5-8-117 at this link a. Instructions for submitting your application are also included. The applications are processed within 30 days after receiving the completed application and all of the required documentation. Our office will process requests for disability parking for persons who reside in the following residential areas: single family, two family, townhouse and low rise condominium and rental garden apartments where on-street parking is accessible. Disability parking spaces requested from persons living in high rise apartment or condominium buildings, or from owners of commercial properties, are referred to the Transportation Division for consideration by the Traffic and Parking Board. The telephone number for the Transportation Division is 703-746-4101.

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New Curb Cut or Widen Existing Curb Cut: Four Feet or More (Submit Applications Online)

Requests for new curb cuts will be processed as outlined in city code section 5-2-14 and the attached instructions. An application must be submitted to the Permit Section of the Construction &

Inspection Division of the Department of Transportation & Environmental Services.

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Widen Existing Curb Cut: Less Than Four Feet (Submit Applications Online)

When an existing curb cut will be widened less than four feet, the Application to Widen Existing Curb Cut must be used.

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New Curb & Gutter (Submit Applications Online)

See city code section 5-2-2.

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New Sidewalk

See city code section 5-2-3.

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Curb & Gutter, and Sidewalk Repair

Call the Transportation & Environmental Services Maintenance office at 703.746.4488.

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Noise Permits

There are two (2) categories for noise permits, 1) construction noise , and 2) music and sound amplification . The application for the noise permit is received in the Construction & Inspection Permit Office, 301 King Street, Room 4130, to be entered into the Permit System. It is then routed to the Office of Environmental Quality for review and approval. After approval is given, the Construction & Inspection Permit Office is notified. The applicant is then notified that the permit is ready to be issued. Payment is made to the Construction & Inspection Permit Office where the permit is also issued. Questions related to the requirements and regulations for a noise permit are to be directed to the Office of Environmental Quality at 703-746-4065. Questions related to whether a noise permit is ready to be issued may be directed to the Construction & Inspection Permit Office at 703-746-4035. The permit fee for a construction noise permit is \$50, and the fee for a music and sound amplification noise permit is \$20.

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Solid Waste Application Permit

The annual stickers for vehicles hauling solid waste and for

containers/dumpsters are purchased in the Construction Management & Inspection Permit Office, 301 King Street, Room 4130. The current solid waste sticker must be affixed to the vehicle(s) before hauling to the Waste Energy Plant (COVANTA) on Eisenhower Avenue. The current solid waste sticker must also be affixed to any container/dumpster before placing it on the public right-of-way. The stickers are valid for the current fiscal year, which is July 1 through June 30. The purpose of the solid waste sticker on the container/dumpster is to show that it will pass the required inspection. Note: a right-of-way permit is also required before a container/dumpster may be placed on the public right-of-way. (See information for dumpster permits in these guidelines.) Questions related to the requirements and regulations for the solid waste program, and for the inspection of vehicles and containers/dumpsters, are to be directed to the Solid Waste Division at 703-746-4410. Questions related to purchasing the solid waste stickers may be directed to the Construction & Inspection Permit Office at 703-746-4035. Fees are as follows: mechanized and non-mechanized vehicles - \$300 each; pick-up trucks and vans - \$150 each; containers/dumpsters up to 10 cubic yards - \$3 each; containers/dumpsters greater than 10 cubic yards - \$5 each.

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Reserved Parking

Temporary reserved parking may be issued by T&ES for the following reasons: weddings, wedding receptions, funerals, wakes, parades, moving, loading and unloading, construction equipment, repairs and maintenance, city permitted events, snow removal, and other uses as deemed necessary to effectively

operate the City, including emergency security measures.

METERED SPACES: \$40.00 PER METER, PER DAY

NON-METERED SPACES: \$30.00 PER SPACE, PER DAY

To obtain permits for temporary reserved parking - you need to know how many spaces you will need. There is 20 feet to a space. A maximum of 5 spaces can be reserved for weddings, wedding receptions, funerals, wakes and moving. The number of spaces reserved for parades, loading and unloading, construction equipment, repairs and maintenance, City permitted events, snow removal, etc. will be as needed. You need to know the exact location where you want the spaces reserved: address, which side of the street (north, south, east or west). If the spaces are metered, you should know the meter number(s).

Before temporary reserved parking for cranes, dumpsters or welding trucks (construction equipment) can be issued, you must first obtain a permit and meet all requirements of the permit.

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Alexandria

City Hall

301 King

Street

Alexandria, VA

22314

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Information

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