



Office of Land Use

June 2, 2016

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State Permit Manager

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Office of Land Use

**Apply online for a new permit
and
Check the Status of Your Permit**

Submission Online

The LUPS Submission Online (LUP-A form online), allow citizens, localities, corporations and utility companies to submit an application online, pay application fee using ACH or Credit Card Payment methods.

Steps to follow

1. Fill out the LUP-A form online
2. Attach Supporting Documents and/or plans to Permit Application
3. Submit a Permit Application
4. View the Thank you Acknowledgement

Site Path to VDOT Land Use Permits

<http://www.virginiadot.org/business/business/landUsePermits.asp>

Apply online for a new permit

Note: Please see the permits types and required forms lists below before applying on line.

As a Guest User

As a Registered User

Most land use permits can be obtained at [local VDOT district permit offices](#). Certain permits, such as district-wide permits that cover regional activities rather than a specific location, are issued through the VDOT Central Office Land Use Permit section in Richmond.

Check the Status of Your Permit

What's your application tracking number?

Tracking number

Track application

Apply

To request a new land use permit, complete the form below then attach all necessary documents, forms, sketches and/or plans on the next page. You'll be able to review your request before it's submitted to a permit officer for review.

APPLICANT

* Applicant/Owner name 	* Contact name 	
<input type="text"/>	<input type="text"/>	
Applicant driver's license or tax ID number		
<input type="text"/>		
* Address		
<input type="text"/>		
<input type="text"/>		
* City	* State	* Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Phone	
<input type="text"/>	<input type="text"/>	
Emergency phone	Fax	
<input type="text"/>	<input type="text"/>	

AGENT

Do you have an agent? 

No

Yes

FEE

Fee option 

Fee required

Fee Waiver Requested

SURETY

Select a surety option 

Existing surety provided

New surety required

Waive surety

REQUEST

* Request permission to perform the following activity(s) as per attached plan

ATTACHMENTS

Additional forms are required for a land use permit application, and they depend on the type of activity to be performed.

[Click here to view and download all possible land use permit forms](#)

Add files

To attach files, drag and drop them here or click the "Add files" button above.
(JPG, PDF, PNG, or TXT that are 100MB or less)

Cancel

Back

Continue

Step 2

APPLICANT

Name: ApplicantOwnerName_20150727145202
 Driver's license or tax ID number: *****02
 Address: ApplicantAddressLine1_20150727145202
 ApplicantAddressLine2_20150727145202
 ApplicantCity_20150727145202, VA 23060
 Contact name: ApplicantContactName_20150727145202
 Email address: ApplicantEmail_20150727145202@vdot.virginia.gov
 Phone number: (010) 441-2308
 Emergency phone number: (814) 813-5071
 Fax number: (523) 955-7313

Page break

LOCATION

Name of city, town or county:
 Location type: Single use
 Route number: 2015
 Street name: StreetName1_20150727145202
 Latitude: Lat_20150727145202
 Longitude: Long_20150727145202
 Tax map number: 1629

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistant Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

If applicable, I agree to pay the full salary and expenses of a state assigned inspector in conjunction with activities authorized under the auspices of a VDOT Land Use Permit.

Enter your initials to confirm the accuracy of the above information and submit the application for review.

wer
 Agent Initials:
 tre

Thank you!

We've received your request for a land use permit. Your tracking number is:

V6A83AHB1VE3ZR8SXLJ

Please print a copy of this page for your records. If applicable, VDOT staff will provide any required fee and surety amounts under separate cover.

If you have any questions, please contact the local VDOT permit office for the location specified in your application. Permit office contact information can be found at following link: <http://www.virginiadot.org/about/districts.asp>

SUMMARY

Date submitted: 7/29/2015 4:29:59 PM
Applicant: ApplicantOwnerName_20150727145202
Agent: AgentOwnerName_20150727145202
Request Description: Text pertaining to the Permission Text goes here
Printed term requested: 6448

Print

Done

Step 4

Applicant will be notified by Email and link to make payment

SUBMISSION

Submitted: 7/28/2015
Status: ONLINE-ACCEPTED
Permit number: 022-5125
[Request Extension or Reinstatement](#)

FEES AND PAYMENTS

Total outstanding fees: \$90.00

[Pay by Credit Card](#) [Pay by ACH](#)

Fees (\$440.00)
Initial Fee: \$350.00
Additional Fee: \$90.00

Payments (\$350.00)

Payment

Credit Card Info

Total Charge Amount *	<input type="text" value="90.00"/>
Credit Card Number *	<input type="text"/>
Card Types	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Card Security Code ⓘ *	<input type="text"/>
Expiration Date(MMY) *	<input type="text"/>

Contact Info

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Address1 *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-- Select --"/>
Zip *	<input type="text"/>
Telephone *	<input type="text"/>
E-mail	<input type="text"/>

If an email address is provided a confirmation email will be sent. If an email address is not provided the confirmation page will need to be printed

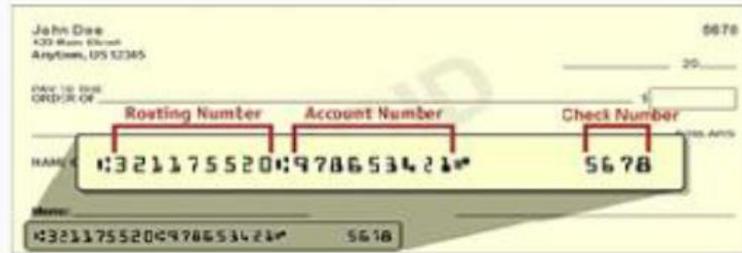
CANCEL

CONTINUE

ACH Payment

Checking Account

Amount *	<input type="text" value="90.00"/>
Checking Account Number *	<input type="text"/>
Routing Number *	<input type="text"/>



Personal Info

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
E-mail *	<input type="text"/>
Address1 *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-- Select --"/>
Zip *	<input type="text"/>

CANCEL

CONTINUE

LUPS Online

Requests an Extension or a Reinstatement

- Permittee enter existing tracking number
- Click on the request for Extension or Reinstatement
- Select the type of request
- Enter description of the request
- Enter the number of days for the permit term
- Click the “Submit” button

We've received your request for a land use permit. Your tracking number is:

V6A83AHB1VE3ZR8SXLJ

Check the Status of Your Permit

What's your application tracking number?

Track application

Permit History

Virginia.gov Agencies Governor Search Virginia.gov

 Virginia Department of Transportation

Land Use Permit Application

Hello mutaz.alkhadra@vdot.virginia.gov

- History
- Your Account
- Sign Out

Permit History

[New Application](#)

Applicant Contact	Location	Submitted	Last Updated	Status	Permit	
Gwen Wade	Accomack County	4/4/2016	4/4/2016	ONLINE-UNSUBMITTED		View
Adam G. Sizemore	Accomack County	8/31/2015	8/31/2015	PENDING	018-57793	View