

Updated 04.24.2017



COMMONWEALTH of VIRGINIA

Department of Transportation
Staunton District - Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824
Phone #540-984-5602 / Fax #540-984-5607

Clarke County Entrance Information

Dear Clarke County Building Permit Applicant:

Virginia Department of Transportation (VDOT) is authorized to control and regulate all entrance connections to State maintained highways to protect the traveling public and maintain safe egress and ingress to your property. Clarke County requires VDOT review and approval of the entrance to your property prior to issuing a building permit.

To start this process please complete the attached Private Entrance Worksheet and return/email to:

Virginia Department of Transportation
Edinburg Land Development Section
Attention: Travis Duncan
14031 Old Valley Pike
Edinburg, VA 22824

Email: travis.duncan@vdot.virginia.gov

After the Private Entrance Worksheet is received and reviewed, you will be contacted within ten (10) business days by the VDOT Edinburg Land Development Office. A Land Use Permit will be required from VDOT prior to installing a new or modifying an existing entrance connection to a State maintained highway.

Thank you for your cooperation. If you have any questions, you may call (540) 984-5633.



PRIVATE ENTRANCE WORKSHEET CLARKE COUNTY

This is not a permit and does not grant you permission to work on VDOT Right-of-Way.

****** To be submitted to VDOT with copy of Plat. ******

APPLICANT/AGENT:

Name: _____ Email Address: _____
Address: _____
Phone #: _____ Cell Phone # _____ Fax #: _____

LOCATION / USE:

I plan to utilize: An Existing Entrance: Yes / No **or** A Newly Constructed Entrance: Yes / No
Subdivision Name & Lot No.: _____ (if applicable)
Entrance is/will be located on _____ (street name) / _____ (route #).
Entrance will serve: (check one): _____ Single Family Residence (1 to 2 homes)
_____ Subdivision (3 or more homes) Total # homes served by this entrance: _____
_____ Farm Use
_____ Other (Explain: _____)
Does the street have curb & gutter? Yes / No Sidewalk? Yes / No

Draw sketch (or mark on attached plat) of the proposed entrance location on property. Include distance to nearest intersecting streets and North Arrow.

Signature of Applicant or Agent: _____ Date: _____

All applicable items on this form must be filled out completely before your request can be considered. If not applicable, indicate n/a. Please recheck information furnished to avoid delay.

FOR VDOT USE ONLY:

Is VDOT Land Use Permit Required?

____ **YES**
Type of Entrance: _____ PE-1, Curb & Gutter (Type _____), Other _____
Total Fee: \$ _____ (Minimum \$100.00.- In Check Form, accompanied by VDOT Permit App. & associated forms.)
Surety Amount: \$ _____ (Minimum \$5,000.00 per entrance)
Field Notes: _____

____ **NO** (_____)

____ **OTHER** – Subdivision currently under construction, proposed for inclusion in VDOT's Secondary Road System.

Worksheet Reviewed By: _____ Title: _____ Date: _____