



Office of Land Use
LUP-APBP
Land Use Annual Permit Billing Process

The Annual Land Use Permit Billing Process is available to utility owners or localities that meet the requirements below.

The Annual Land Use Permit Billing Process covers permits submitted online at <http://www.virginiadot.org/business/bu-landUsePermits.asp> or by mail. The permit request(s) will be reviewed and processed in accordance with the Land Use Permit Regulations. However the permit fees, instead of being paid separately prior to permit issuance, will be billed annually.

Requirements

- Continuous surety
- Certificate of Insurance
- Registered with the State Corporation Commission
- Registered with Miss Utility
- Minimum of 25 permit requests per year
- Submit a completed Annual Land Use Permit Billing Application

How to apply:

Complete and sign the Annual Land Use Permit Billing Process Application on page two and mail it to the address below along with copies of documents showing that the above requirements have been met.

Office of Land Use
1401 E. Broad Street
Richmond, VA 23219

The applicant will be notified by mail or email regarding their application status. Land use permit application requests received prior to the billing process approval date will not be a part of the Annual Land Use Permit Billing Process.

Billing Process

- Virginia Department of Transportation permit staff review the plans and determine the actual calculated permit fee and enter it in the Land Use Permit System.
- The annual bill will be itemized to include permit number, approval date, and permit fee for each individual permit and a grand total for the billing period.
- VDOT - Central Office sends annual billing to the utility owner. Bills will be mailed in early May for permits issued in May of the previous year through the end of April of the current year.



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**Application for
ANNUAL PERMIT BILLING PROCESS**

Application is hereby made for participation in the Annual Permit Billing Process (APBP) in accordance with the following general conditions:

1. The permittee will pay to the Virginia Department of Transportation (VDOT) the amount they are billed under the APBP within 30 days from the billing date.
2. VDOT reserves the right to cancel permittee's participation in the APBP for due cause, including, but not limited to, failure to pay in a timely fashion and failure to meet the requirements of the program. Cancellation shall be effective immediately upon notification.
3. The APBP shall be effective from the date of approval of this application by VDOT until either cancellation as set forth above or termination by either party by providing 10 day notice in writing to the other party of its intention to terminate the APBP. Termination of the APBP shall take effect at the end of the ten day notice period and shall not affect any monies due the Virginia Department of Transportation from the permittee for charges which occurred prior to the effective date of termination.
4. The permittee certifies that it is in compliance with the APBP requirements of (i) continuous surety, (ii) Certificate of Insurance, (iii) qualified to conduct business in the Commonwealth of Virginia, (iv) registered with Miss Utility, (v) submitted an average of at least 25 permit requests per year for the last three years; and (vi) included documentation demonstrating compliance with these requirements with this application.

By: _____ Date: _____
(Authorized Signature)

Permittee: _____

Mailing Address: _____

Contact Name: _____

Phone: (XXX) XXX-XXXX

Email: _____

VDOT Office of Land Use

Approved By: _____

Title: _____

Date: _____