

Department of Public Works
 320 East Mosby Road
 Harrisonburg, VA 22801
 540-434-5928

Public Access Permit Fee and Surety Schedule

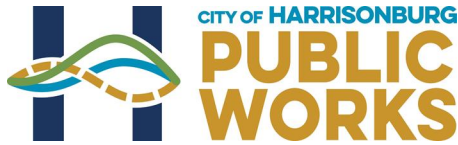
Permit Fee

1. Application Fee – a nonrefundable application fee of **one hundred dollars (\$100.00)** shall be charged to offset the cost of reviewing and processing the permit application.
2. Additive costs shall be applied as indicated below and shall be charged to offset the cost of inspecting the project work. The Public Works Department’s designee will determine the total permit fee using the following schedule:

Activity	Fee
Residential Entrances	None
Commercial Entrances	\$150 for first entrance \$50 for each additional entrance
Underground Utility – Parallel*	\$10 per 100 linear feet
Overhead or Underground Crossing (incl’s Span Guys)	\$10 per crossing
Above-Ground Structure (direct bury poles)	\$10 per structure
Above-Ground Structure (Small Cell Wireless Facilities, concrete foundations)	\$400 per structure
Excavation Charge (incl’s Test Bores and Emergency Openings)	\$10 per opening
Turn Lane Construction*	\$10 per 100 linear feet
Curb and Gutter*	\$10 per 100 linear feet
Sidewalk*	\$10 per 100 linear feet
Landscaping*	\$10 per 100 linear feet
Tree Trimming*	\$10 per 100 linear feet
Storm Sewer System*	\$10 per 100 linear feet
Dumpster (Temp located in ROW)	\$50 per dumpster
On-Street Parking Closure	\$10 per parking space – First Day \$1 per parking space – each additional day
Street and Sidewalk Closure	\$10 per day
Co-Located Small Cell Wireless Facilities	\$100 per installation for the first 5, and \$50 per installation for all remaining installations on the same permit

*Rounded to the nearest 100 linear feet

3. Time extensions for active permits shall incur a monetary charge equal to one-half the application fee charged to the initial permit. Expired permits may be reinstated; however, fees for reinstatement of expired permits shall equal the application fee.
4. If a permit is cancelled prior to the beginning of work, the application fee and one-half of the additive fee will be retained as compensation for costs incurred by the City during plan review.



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5. The Public Works Director's designee may establish an account to track plan review and inspection costs and may bill the permittee not more often than every 30 calendar days. If an account is established for these costs, the permittee shall be responsible for the nonrefundable application fee and the billed costs. When actual costs are billed, the Public Works Director's designee shall waive the additive fees above.
6. DPW reserves the right to modify and/or waive fees associated with all PAP's.

Surety

1. Performance surety - The permittee shall provide surety to guarantee the satisfactory performance of the work. Surety shall be based on the estimated cost of work to be performed within the right-of-way. Surety may be in the form of a check, cash, irrevocable letter of credit, insurance bond, or any other City-approved method. Under no circumstances shall the City of Harrisonburg be named the escrow agent, nor shall funds deposited with the City as surety be subject to the payment of interest. The surety will be refunded or released upon completion of the work and inspection by the Public Works Department. If a permit is cancelled prior to the beginning of work, the surety shall be refunded or released. Should the permittee fail to complete the work to the satisfaction of the Public Works Director's designee, then all or whatever portion of the surety that is required to complete work covered by the permit or to restore the right-of-way to its original condition shall be retained by the City.
 - a. Cash Surety - Applicants owing financial obligations to the City of Harrisonburg may not receive a refund of the cash guarantee provided for the issuance of a public access permit unless the amount owed is less than the amount of cash guarantee provided. Applicants providing cash guarantee for the issuance of a public access permit must provide an executed copy of the Form W-9 to receive a refund of the cash guarantee provided for the issuance of a public access permit.
2. Approved Comprehensive Site Plan – Any permit associated with a City approved Engineered Comprehensive Site Plan (ECSP) (administered by the Department of Planning and Community Development) shall provide the surety per the ECSP requirements and will not be subject to providing additional surety to the City.
3. Utility Franchise – Any utility provider within the City that has an executed franchise agreement shall not be required to provide a surety as noted in item 1 above.