

VIRGINIA DEPARTMENT OF TRANSPORTATION

OFFICE OF LAND USE

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Land Use Permit Regulations and Street Acceptance	NUMBER: IIM-LU-302
SPECIFIC SUBJECT: Documentation of Site Visits for Access to Commercial Development	DATE: July 14, 2017
	SUPERSEDES: N.A.
APPROVED:	Robert W. Hofrichter Director, Office of Land Use Approved <u>July 14, 2017</u>

EFFECTIVE DATE

This memorandum applies to requests for residency site visits to proposed commercial entrances and shall be effective immediately.

PURPOSE/SCOPE/REQUIREMENTS

This memorandum addresses requirements associated with documenting and reporting onsite meeting requests made to residency staff with respect to commercial entrances, in response to [Chapter 542 of the 2017 Acts of Assembly](#).

The law requires VDOT to document and maintain a list which includes

1. The name of the person requesting an onsite meeting;
2. Recommendations made pursuant to VDOT [design standards](#), [Access Management Regulations](#), and [Land Use Permit Regulations](#); and
3. Any associated cost estimates provided to VDOT or prepared by VDOT.

The law also requires that the list shall be provided to a locality upon request, but as it becomes an existing record, it is subject to FOIA and therefore available to any resident of Virginia.

The information may be documented and maintained by the residency in either [LandTrack](#) or in a locally created spreadsheet or database; however, the use of LandTrack is strongly recommended.

Please note that the documentation and reporting requirement provided in this memorandum does not explicitly apply to onsite meeting requests made to District or Regional Operations staff unless such requests specifically ask for the presence of a residency representative.

Due to Northern Virginia District's unique organizational structure, requests for onsite meetings made to one of the Transportation and Land Use Directors or their staff shall be considered the same as a request made to a residency.

PROCEDURES

For documenting the request and required associated items in LandTrack, the residency staff tasked with tracking these requests shall:

- Create a new record in LandTrack.
- Enter the appropriate information as normal in areas 1 and 2 (Submission Details and Location), except that in the "Developer/Consultant" field enter the name of the person requesting the onsite meeting.
- In area 3 (Site Details) ensure the "527 Submission" button is "no" and for "Submission Type" click on "Other," then enter "Onsite Visit" in the field below the "Other" button. Information on the proposed site's use (facility type, units, square footage, etc.) should also be entered in area 3, as available.
- Enter all other relevant information as appropriate.
- Document recommendations, cost estimates, or any other relevant details required by law or that are desired by the residency (such as meeting minutes) in a document (PDF format is preferred) that is attached to the record in area 8 (Reference Materials).

1. Submission Details

Project Id	--new--	Submission #	1
Project Name		Locality Project Id	
District *	---Select---	Jurisdiction *	---Select---
Land Use Areas	---Select---		
Locality Contact		Developer/Consultant	Name of Person Requesting Site Visit

2. Location

Route No Principal Route ADT

Address-Street Name, Locality, State or Latitude/Longitude

Routes Added

No Routes

3. Site Details

Submission Type * (check all that apply)

<input type="checkbox"/> Comprehensive Plan Review	<input type="checkbox"/> 527 Submission <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Comp. Plan: Public Facility Review
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Design Exception
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Design Waiver
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Flood Plain Study
<input type="checkbox"/> Preliminary Plat Review	<input type="checkbox"/> Interchange Study
<input type="checkbox"/> Construction Plan Review	<input type="checkbox"/> Maintenance of Traffic Plan
<input type="checkbox"/> Final Plat Review	<input type="checkbox"/> Pavement Design
<input type="checkbox"/> Drainage Plan	<input type="checkbox"/> Public Roadway Projects
<input type="checkbox"/> Easement Plat	<input type="checkbox"/> SSAR Exceptions
<input type="checkbox"/> Generalized Development Plan	<input type="checkbox"/> Striping Plan
<input type="checkbox"/> Other Road Improvements	<input type="checkbox"/> Structure Design
<input type="checkbox"/> Pre-Application Plan	<input type="checkbox"/> Traffic Studies
<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Access M. Exception
<input type="checkbox"/> Public Infrastructure Plan	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Traffic Signal Plan	<input type="text" value="Onsite Visit"/>
<input type="checkbox"/> Traffic Signal Warrant Study Analysis	
<input type="checkbox"/> Utilities	
<input type="checkbox"/> Working Drawings	

NOTES

- Access to the internal (VDOT-only) version of LandTrack is available at <http://landtrack/?District=S>.
- Access to the external version of LandTrack is available at <http://landtrx.vdot.virginia.gov/>.

REFERENCES

- The Virginia law governing the creation of commercial entrances to state highways, §33.2-241, can be found at <http://law.lis.virginia.gov/vacode/33.2-241/>.