

# **Guidance for the VDOT Comprehensive Roadside Management Program**

## **Participation (Eligible Entities)**

- Local government, private business, community, individual, or civic organization
- May fully fund the development, establishment, or maintenance, or any combination of these, of landscaping a segment of the right-of-way upon
- Application to, and approval by, a designated department representative.

Such entities are eligible to participate as:

- A single local government;
- A local government partnership between one or more contiguous local governments;
- A private business, civic organization, community or individual through sponsorship by a local government or local government partnership.
- Such entities are eligible to participate as a donor through the local government by providing to the local government cash or non-cash contributions.

## **Acknowledgement signs**

- Signs acknowledging the name or logo, or both, of participating entities may be authorized for erection at the project site.
- However, no acknowledgment signs installed pursuant to this program shall remain in place for more than 10 years.
- In order to be recognized, an entity must provide a minimum cash or in-kind contribution to the permittee for the landscaping activity as specified below. Such contribution shall allow an acknowledgement sign for five years, unless the need arises for removal or relocation of the sign. Cost of the acknowledgement sign shall not count toward the minimum contribution requirement.

## **Application requirements**

All program activities must be applied for by the local governments within the jurisdiction in which the activity is proposed to occur in accordance with the General Rules and Regulations of the Commonwealth Transportation Board (24 VAC 30-20-20 and 24 VAC 30-20-80), and the Land Use Permit Manual (24 VAC 30-150). The Land Use Permit Manual and the general rules may be obtained from the Virginia Department of Transportation, Asset Management Division, 1401 E. Broad Street, Richmond, Virginia 23219,

- Single activity or segment permit. A local government may apply for a permit for each individual proposed activity or for all proposed activities on a specific route.
- Jurisdiction-wide permit. A local government may apply for a jurisdiction-wide permit to cover all proposed activities occurring within that local government's jurisdictional boundaries on the right-of-way. Such jurisdiction-wide permits must be renewed on an annual basis from the date of permit issuance.

The application shall be in the form prescribed by the Land Use Permit Manual and shall at a minimum include:

- The name, telephone number, and complete mailing address of the local government and the authorized local government representative who shall be officially designated by the local government as having full administrative and operational authority over all proposed activities;
- A maintenance agreement that outlines obligated specific maintenance activities and responsibilities, projected maintenance costs, and related funding commitments necessary to ensure areas are maintained and performing as originally permitted; and
- A formal resolution [of endorsement] from the local governing body, adopted subsequent to a public hearing during which the proposed landscaping activities are made available for review. The local governing body shall provide written notification to the department of its intention to hold such a hearing no later than 14 days prior to such hearing. Such notification shall be made to the Virginia Department of Transportation, Asset Management Division Administrator, 1401 E. Broad Street, Richmond, Virginia 23219.

### **Conditions**

In order to participate in the program, each project must comply with the Land Use Permit Manual and the following considerations.

- All work shall be performed by qualified local government personnel or qualified individuals acting as an agent of the permitted local government.
- Such work shall comply with all departmental specifications, standards, policies, and guidance and all applicable federal, state, and local government policies, laws, regulations, and ordinances.
- Any permitted activity must ensure a net improvement to existing right-of-way conditions and impose no net operational or financial burden to the department as determined by the department.
- The permittee shall be responsible for the maintenance of the permitted areas in perpetuity. In the event the permittee fails to adequately maintain the improvements, the department may, at its discretion, revoke the permit. Prior to such revocation, the department may, at its discretion and at the permittee's expense, return the permitted area to its original condition.
- The master plan, project concept plan, sketches, drawings, estimates, specifications, and descriptive text of all activities and any required federal, state, or local permits shall be available for review by the department at all times.
- The site must not be scheduled for future construction as defined within the department's current six-year improvement plan which would conflict with the activities proposed on the project;
- The site must contain sufficient right-of-way to reasonably permit planting and landscaping operations without conflicting with safety, geometric, and maintenance considerations,
- The site must not contain overhead or underground utilities, driveways, pavement,

sidewalks, or highway system fixtures including traffic signage or signalization which will conflict with the planting or landscaping operations proposed under the project; and

- The site must not obstruct or interfere with existing drainage conditions along the site.
- The project design shall not include the following design elements:
  - Lighting;
  - Flagpoles or pennant poles;
  - Fountains or water features;
  - Landscaping that depicts or represents any logo, name, or constitutes an advertisement in any form;
  - Statuary, sculpture, or other art objects
  - Pruning or cutting within highway rights-of-way of vegetation with trunk base diameter greater than 4 inches, unless approved by the District Roadside Manager;
  - Any improvements intended to provide greater visibility to any existing or future business, advertisement or advertising structure;
  - Any improvements that obscure or interfere with the view of existing lawfully erected advertising structures from the main traveled way.