



**LAND USE PERMIT
LUP-VM**

Volunteer Mowing Activities

Permittee Agreement for Land Use Permit Issuance

VDOT occasionally receives inquiries from local governments, businesses, informal groups, formal organizations, and individuals regarding the mowing of grass on highway right-of-way. Additionally, some localities and many homeowners associations require that property owners maintain the roadside in front of their properties. This maintenance can include various activities, from shoveling snow off sidewalks to the mowing of grass.

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit authorizing the mowing of grass on non-limited access highway right-of-way:

Applicant's Name: _____

Applicant's Tax ID No. or Driver's License No.: _____

Applicant Address: _____

Telephone No.: (_____) _____ **Email Address:** _____

County: _____ **Route Number:** _____

Applicant's Name: _____

Applicant's Signature: _____

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted to perform mowing operations along the roadside areas of state maintained highways through the issuance of a land use permit.

VDOT Land Use Permits are not generally necessary in cases where residents are mowing in front of their homes or businesses on the right of way of two-lane low-speed, low-volume streets. Drivers on such facilities expect to encounter pedestrians and activities associated with the maintenance of residences and businesses, reducing or eliminating the utility of any traffic safety instruction. Private mowing along such streets has occurred across the state and has historically not constituted a traffic issue requiring official notice.

Application Requirements

Application for a land use permit authorizing mowing within the right-of-way of state maintained highways shall be made through the local district permit office where the activity is to occur.

Application forms and general information regarding VDOT land use permitting for mowing within the right-of-way of state maintained highways can be obtained by contacting the local district permit office or at the following VDOT web site: <http://www.virginia-dot.org/business/bu-landUsePermits.asp>

In addition to an executed copy of this document permit issuance is contingent VDOT verification of the name and address of the applicant. This information can be verified by driver's license, utility bill, or other similar documentation.

Contact Information

A list of counties with their corresponding VDOT district offices and contact information may be obtained at the following VDOT web site: <http://www.virginiadot.org/about/districts.asp>

Permit Fees & Charges

The land use permit application fee for volunteer mowing requests shall be waived.

Surety Requirement

The requirement to provide a surety for mowing operations within the right-of-way of state maintained highways is waived if the volunteer supplies their own signage. If VDOT supplies signs, a nominal surety of \$100 per sign may be required by the district administrator's designee. The surety may be in the form of cash or check, a LUP-SB surety bond or an LUP-LC irrevocable letter of credit bank agreement.

General Requirements

- 1) The approval of a permit authorizing volunteer mowing within the right-of-way of state maintained highways may be granted only under conditions which assure reasonable safety for all participants and other highway users, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.
- 2) A permit allowing private entities to mow within the right-of-way of state maintained highways must include certain items in order to promote the safety of the volunteers involved and that of the traveling public. Additionally, in such cases providing volunteers with some basic traffic safety instruction is important.
- 3) Consideration should be given to utilization of the VDOT Comprehensive Roadside Management Program for activities other than mowing or picking up litter.
- 4) All volunteer moving operations on highway segments with speed limits greater than 45 mph shall be performed only by licensed, bonded and insured persons.
- 5) The permittee must notify the district administrator's designee at least one week prior to initiating volunteer mowing activities.
- 6) All volunteer mowing operations are restricted to non-limited access right-of-way except those performed in conjunction with improvements installed under the auspices of a Comprehensive Roadside Management project or a Roadside Management Special project.
- 7) Volunteer mowing operations within limited access right-of way shall only be performed under the auspices of a Comprehensive Roadside Management project or a Roadside Management Special project and be restricted to non-mainline areas.
- 8) Participants must be at least 18 years old.
- 9) A copy of VDOT's Volunteer Mowing Safety Guidelines and Volunteer Mowing Operation traffic control layout must be attached to the permit.
- 10) VDOT may provide safety vests and signs, if available, and shall designate the location of any needed signs as determined by the district administrator's designee. Any signage provided by VDOT shall be returned upon completion of each mowing event.
- 11) The volunteer permit holder shall place signs in accordance with the Volunteer Mowing Operation instructions or at locations determined by the district administrator's designee.
- 12) The maximum mowing segment length per VDOT Land Use Permit shall be 2 miles.
- 13) No lane closures will be allowed and the mower operator and mowing equipment shall not encroach into the travel way while in operation.

Permit Revocation

At the discretion of the district administrator's designee, the land use permit may be revoked for non-compliance with conditions of the permit, or if physical conditions are deemed unsafe for the participant(s).

Permittee Notice

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager or the district administrator's designee and affirmation from the [Land Use Permit Regulations](#).

Land Use Permit Volunteer Mowing Safety Guidelines

Before Starting Mowing:

- Coordinate the time and date for the mowing with the district administrator's designee.
- Mowing and/ or litter pick up in median areas requires permission from the district administrator's designee.
- All participants must view the AAH safety video at the following VDOT web site:
<http://www.virginiadot.org/programs/prog-aah-faqs.asp>
- Pick up litter along the same section of road immediately prior to mowing to prevent debris from being discharged from the mower.
- Check to ensure that any equipment to be used has all safety features in place and is functioning properly.
- If driving to the site, carpool to keep roadside parking to a minimum. Park as far from the road's edge as possible.

The Best Time to Mow:

- Do not mow during peak travel times or when traffic is heavy.
- Work only in daylight and fair weather.

What to Wear:

- Always wear an orange or yellow-green safety vest so drivers can see you easily. Put on the vest before you leave the car so you are visible the moment you are on the side of the road.
- In addition to the safety vest, volunteers should wear brightly colored clothing that protects your arms and legs, and wear hard-soled shoes, safety glasses and work or gardening gloves.

During mowing:

- Always put up or open the "MOWING AHEAD" signs before beginning mowing in accordance with the appropriate Volunteer Mowing Operation layout.
- Remove all signage immediately after mowing has been completed.
- Do not mow or remove signs beyond the authorized roadway segment. Stay within the area marked by your safety signs.
- Do not pick up materials that appear to be hazardous and contact the State Police if you find such material.
- Never participate in a mowing operation while under the influence of drugs or alcohol.