

**VDOT Roadway, Drainage, Private-Public Utility Improvements**

 **Project Information Form**

***Small Communities Division***

**Applicant must complete this form and submit to the corresponding jurisdictional authorizing agency for signature(s) prior to HRSD submission. Applications with incomplete information and/or without authorized signature(s) will not be processed.**

|  |  |  |  |
| --- | --- | --- | --- |
|  Jurisdiction: |  | Date: |   |

**Project Location**

|  |  |
| --- | --- |
| Street address or intersection: |  |
|  |  |

***Note:*** *Please provide a general location map (no smaller than 1”-2000’) showing the project location and limits of work.*

**Project Description**

**Property Owner Information**

|  |  |
| --- | --- |
| Owner Name: |  |
| Mailing Address: |  |
| Phone No: |  | E-mail: |  |

**Engineering Firm Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Firm Name: |  | Main Office No: |  |
| Address: |  |  |  |
| Prj. Manager: |  | E-mail: |   |
| Prj. Engineer: Engineer |  | E-mail: |  |

**Notice to Applicant**

The following HRSD resources are available by visiting HRSD’s official web site at [www.hrsd.com](http://www.hrsd.com):

* [HRSD Standards & Preferences](http://www.hrsd.com/standardsandpreferences.shtml) (http://www.hrsd.com/standardsandpreferences.shtml)
* [Development Services](http://www.hrsd.com/iec.shtml) (http://www.hrsd.com/iec.shtml)
* [HRSD GIS Public Viewer](http://www.hrsd.com/gis.shtml) (http://www.hrsd.com/gis.shtml)
* [Record Drawings and Valve Guides](http://www.hrsd.com/recorddrawingrequests.shtml) (http://www.hrsd.com/recorddrawingrequests.shtml)

For all development project work order requests, please use the following email link: developrequest@hrsd.com

*NOTE: Projects with work proposed within an existing VDOT right-of-way (ROW), must obtain required permit by VDOT prior to commencing construction work.*

|  |  |
| --- | --- |
|  | Check box if a VDOT permit has been issued for this project  |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature: |  | Date: |  |

***For HRSD Use ONLY:***

**Pre-Construction Meeting Verification**

|  |  |  |  |
| --- | --- | --- | --- |
| HRSD Inspector Name: |  |  Date: |   |
| Comments: |  |
|  |  |
|  |  |
|  |  |

**HRSD Final Inspection Verification**

Please notify HRSD Small Communities Division at least 48 hours prior to the date of final inspection.

|  |  |  |  |
| --- | --- | --- | --- |
| Inspector Name: |  | Inspection Date: |   |
| Signature: |  |
| Comments: |  |
|  |  |