



Edinburg Residency - Land Use
14031 Old Valley Pike
Edinburg, VA 22824

Dear Building Permit Applicant:

The Commonwealth Transportation Commissioner is authorized to control and regulate entrances through permit to improve highways by the Code of Virginia. To maintain safe egress and ingress to your property, VDOT may require the appropriate permits/approvals. The county requires VDOT review and approval of the entrance to your property prior to issuance of a building permit.

The attached Private Entrance Worksheet will need to be completed and **returned with a copy of your recorded plat** to VDOT by email to: EdinburgLandUse@vdot.virginia.gov

Questions? Please Call: #540.534.3207

Once signed by a VDOT representative, the Private Entrance Worksheet will be returned to you **by email** for your submittal to the county. A Land Use Permit will be required from VDOT prior to installing a new or modifying an existing entrance connection.

Thank you.

PRIVATE ENTRANCE WORKSHEET

This is not a permit and does not grant permission to work on VDOT Right-of-Way.

****** This form to be emailed to VDOT at EdinburgLandUse@vdot.virginia.gov***

with a copy of recorded plat. Do NOT submit any \$\$\$ at this time. ***

VDOT to return signed form to applicant by email. Once VDOT portion is complete, applicant to submit to County Building Inspection Department.

	PROPERTY OWNER	AGENT/CONTRACTOR submitting form (if applicable)
Name:		
Mailing Address:		
Email Address:		
Contact #:		

LOCATION/USE:

I plan to utilize: An Existing Entrance: Yes / No or A Newly Constructed Entrance: Yes / No

County: _____ Tax Map No. _____

Entrance is/will be located on _____ (street name) / _____ (route #)

Subdivision Name & Lot No.: _____ (if applicable)

Entrance will serve: (check one):
 _____ Single Family Residence (1 to 2 homes)
 _____ Subdivision (3 or more homes)
 _____ Farm Use
 _____ Other (Explain: _____)

Does the street have curb & gutter? Yes / No Sidewalk? Yes / No

Draw a sketch (or mark on plat) of the proposed entrance with location of nearest intersecting streets shown:

***** APPLICANT TO MARK CENTER OF PROPOSED ENTRANCE WITH WOODEN STAKE. *****

Signature of Property Owner or Agent: _____ Date: _____

FOR VDOT USE ONLY:

Is VDOT Permit/Approval Required?

_____ YES - If so, type of Permit/Approval Required:

_____ Approval Letter

_____ Land Use Permit (Fee & Bond Required)

_____ NO - (Private Road/Subdivision _____ Other _____)

_____ OTHER – Subdivision currently under construction, proposed for inclusion in VDOT's Secondary Road System.

⇒ Type of Entrance: _____ PE-1, Curb & Gutter (Type _____)

⇒ Total Fee: \$ _____ Surety Amount: \$ _____ (Minimum \$1,000.00 per entrance)

Link to make application on-line: <https://oaplusonline.vdot.virginia.gov/lupspermit> Call 540.534.3207 for assistance.

Worksheet Reviewed By: _____ Title: _____ Date: _____

United States Postal Service

USPS Notice to Rural Resident Customers

Each year the U.S. Postal Service designates a Mailbox Improvement week for customers served by rural delivery routes. During that week, customer on rural routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The third full week in May has been designated as Mailbox Improvement Week for this year.

The purpose of Mailbox Improvement Week is to call *attention* to the need for providing mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. Exception: Custom-built, rural-type mailboxes may be used if prior approval is given by the postmaster.

Where box numbers are assigned, the box number must be shown on the side of the box visible to the approaching carrier, or on the door where boxes are grouped. Customers are encouraged to group boxes whenever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located.

In areas where snow removal is a problem, the use of a semi-arch or extended arm type of support is suggested (see exhibit C). This allows snowplows to sweep near or under boxes without damaging supports and provides easy access to the boxes by carriers and customers.

Exhibit A



Exhibit B



Exhibit C



If the use of street names and house number has been authorized, the house number must be shown on the mailbox. If the mailbox is located on a street other than the one on which the customer resides, the customer's street name and house number must be inscribed on the box.

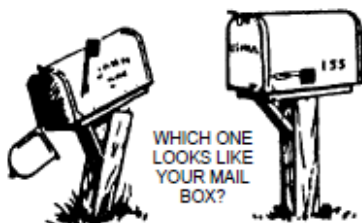
The address must be visible from the direction of the carrier's approach; however it is generally in the customer's best interest to display the address on both sides of the box. Police, fire, and rescue personnel often depend on mailbox information to locate the customers, and they may approach from a different direction than the carrier. In all cases, placing the customer's name on the box is optional.

<http://about.usps.com/postal-bulletin/2016/pb22441/html/cover.htm#ep1380765>

US Government Printing Office

Your Mailbox Needs Attention

(Date) _____



INSTRUCTIONS

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Rural box number (or house number) must be painted on box in numerals not less than one inch.

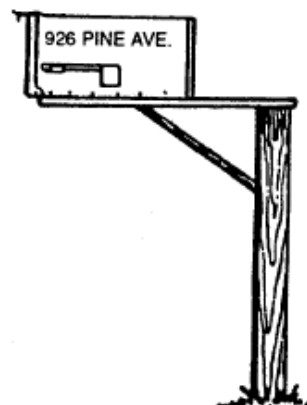
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).

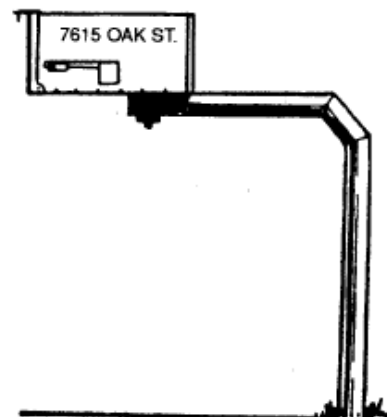
Boxes must be placed to conform with state laws and highway regulations.



Suggested installation of a single box.



Suggested installation where snow removal is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.

Postal regulations require customers to provide and erect at their own expense rural mail boxes which meet official standards. A recent inspection disclosed the following faults.

1. Your box is not an approved box	10. The Signal Flag needs attention
2. The door needs attention	11. Your box is too near the road
3. Box must be located so carrier can serve it without leaving vehicle	12. Your box is too far from the road
4. Your box is not waterproof	13. Your box should face the road
5. Your box should be raised _____ inches	14. Your box should be securely fastened to its support
6. Your box should be lowered _____ inches	15. Your box should be made level, and the post firmly planted
7. Your box must be located on the right-hand side of the road in the carrier's direction of travel	16. A new post for your box should be provided
8. The approach to your box should be filled and properly graded & kept unobstructed at all times	17. The rural box number must be printed in numerals not less than one inch high on the side of the box visible to the carrier as they approach it or on the box door if the boxes are grouped
9. The approach to your box should be kept clear of snow, vehicles, and other obstacles.	18. Your box should be painted to prevent rusting
	19. Your house number must be clearly displayed _____ on your house or _____ on your box

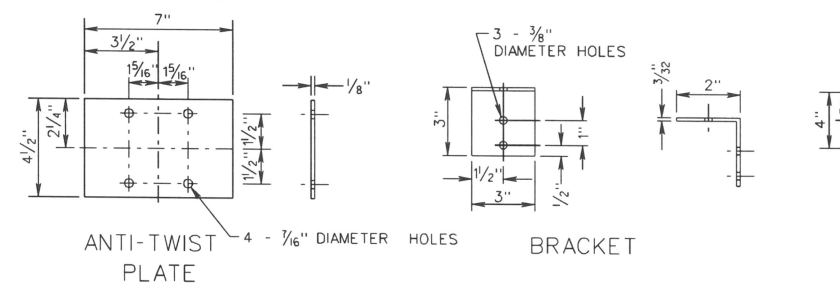
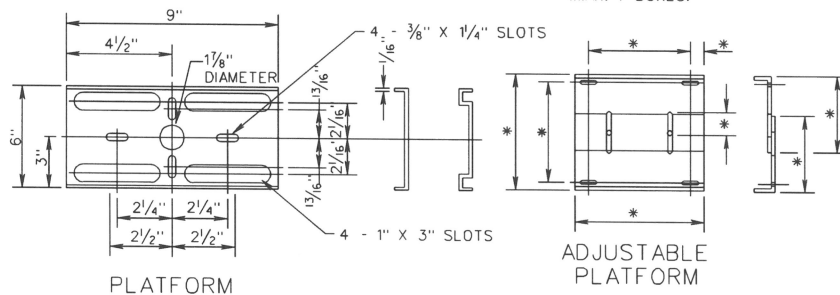
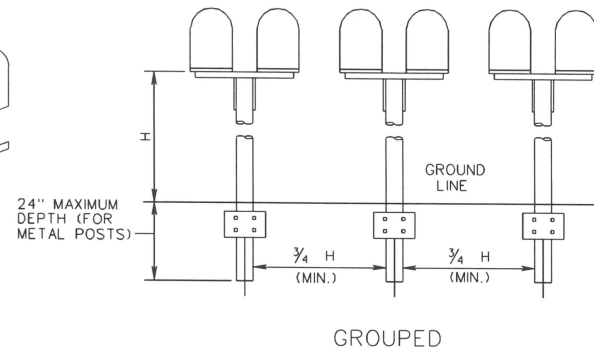
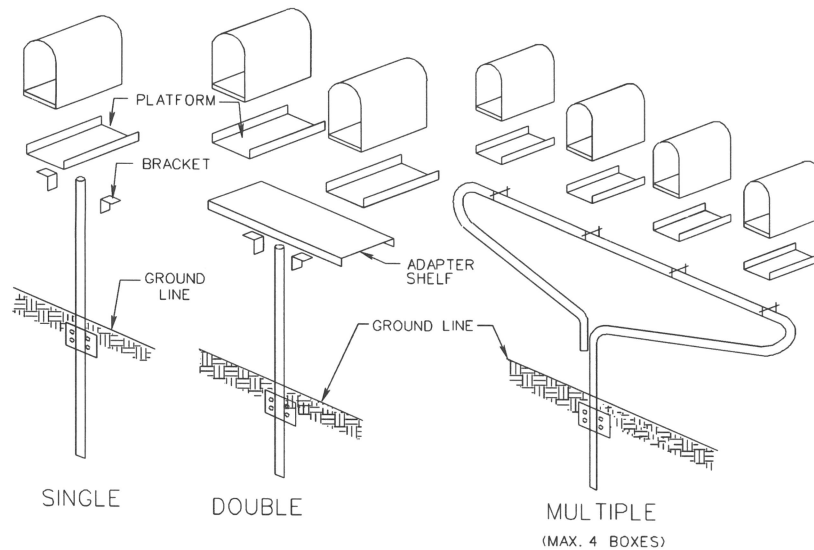
20. Other Faults

Please help us provide you with better service by correcting these faults by _____.

After this date, delivery service may be suspended until the faults are corrected. Your cooperation is greatly appreciated.

If you have any questions please see your carrier or contact me.

(Postmaster) _____



- NOTES:
1. MAILBOXES SHALL BE OF LIGHT SHEET METAL OR PLASTIC CONSTR. CONFORMING TO THE REQUIREMENTS OF THE U.S. POSTAL SERVICE.
 2. MAILBOX SUPPORTS SHALL NOT BE SET IN CONCRETE UNLESS THE SUPPORT DESIGN HAS BEEN SHOWN TO BE SAFE BY CRASH TESTS WHEN SO INSTALLED.
 3. POSTS MAY BE 4" X 4" OR $\frac{4}{2}$ " DIAMETER WOOD POST, 2" DIAMETER STANDARD STRENGTH STEEL PIPE, OR OTHER STEEL OR ALUMINUM POST SHAPES OF EQUAL STRENGTHS.
 4. THE POST-TO-BOX ATTACHMENT DETAILS SHOULD BE OF SUFFICIENT STRENGTH TO PREVENT THE BOX FROM SEPARATING FROM THE POST TOP IF THE INSTALLATION IS STRUCK BY A VEHICLE. HARDWARE SHOWN IS SUGGESTED ONLY, ALL GUIDELINES AS REQ'D. BY THE U.S. POSTAL SERVICE MUST BE FOLLOWED.
- * DIMENSIONS VARY ACCORDING TO THE SIZE OF THE MAIL BOX.

SPECIFICATION REFERENCE	STANDARD MAILBOX	REV. 7/04
NONE		
VIRGINIA DEPARTMENT OF TRANSPORTATION		603.01