



CITY OF
**VIRGINIA
BEACH**

DEPARTMENT OF PUBLIC WORKS

Director's Office

484 Viking Drive, Suite 201

Virginia Beach, VA 23452

TTY: 711

Seasonal Restriction Policy and Variance Request

Seasonal Restriction Policy

In an effort to safely and effectively move the influx of vehicles and pedestrians through the tourist areas of the city during the summer months, the Department of Public Works (DPW) has developed seasonal restrictions for construction activity impacting the right-of-way.

All City of Virginia Beach Capital Improvement Program (C.I.P.) and private development projects within the right-of-way will be scheduled from October 1 – April 30. No construction activity that involves sidewalk and/or lane closures near the oceanfront areas of the city is permitted from May 1 – September 30. A list of the specific roadways impacted by the policy is contained in the Department of Public Works/Traffic Engineering Division.

Seasonal Restriction Variance Request Instructions

The Director of Public Works may authorize and approve, in specific cases, such variances or waivers from strict application of the seasonal restriction policy where appropriate and justifiable to the individual situation. For consideration, the applicant must submit the variance request with complete documentation and justifiable support in accordance with these instructions. The DPW will consider each request on an individual case-by-case basis; thus, an approved variance of the policy for one project may not be approved for another project.

The following information must be included with your written variance request before the submitted variance can be accepted for processing:

Contact Information of Applicant

Name: _____

Company: _____

Email: _____ Phone: _____ Date: _____

Project Information

Project Name: _____

Project Address: _____

Permit/DSC/CIP File Number: _____

Background

- State the roadway and limits for which the variance is sought

- State the work to be performed

- State the dates and times being requested

- State any discussions or coordination with city staff

Considerations

- Provide a narrative to discuss the reasons the variance is being requested. Specifically address the hardship this will alleviate, why the policy cannot be met, and how the proposed request will satisfy the intent of the policy

- Discuss any proposed means of mitigating potential adverse impacts that may be imposed by approval of the variance, including mandatory coordination with adjacent properties

Alternatives and Discussion

- Detail all potential alternatives that could serve the project and evaluate their pros and cons

- Discuss any cost considerations relating to the alternatives

Required Attachments

- Pertinent plan and profile sheets, exhibits, or maps with specific area of variance request(s) (point or linear section) highlighted. Where a variance is requested in multiple areas, the location of each instance must be identified
- Design details needed to analyze variance

(Do Not Write Below Line - To Be Completed by City)

Traffic Engineering

- Recommendation

Resort Management Recommendation

_____ Recommend Approval with Comments
_____ Recommend Disapproval with Comments

William J. Kelly, STS
Resort Administrator

Date

Decision

_____ Approved per Traffic Engineering Recommendation
_____ Disapproved

LJ Hansen, P.E.
Director of Public Works

Date

Attachment(s)

HLH

C: Toni P. Utterback, PE, Public Works City Engineer
Richard T. Lowman, PE, Public Works City Traffic Engineer
Kathy M. Warren, Director of Planning
Nancy S. Helman, Director of Convention and Visitors Bureau
William J. Kelly, STS, Resort Administrator
Wendell F. Phillips, CMO, CBI, CZO, CFO, Resort Projects Coordinator
Scott M. Steen, MCP, CBO, Permits and Inspections Administrator
Permit/DSC/CIP File#_____