VIRGINIA DEPARTMENT OF TRANSPORTATION

OFFICE OF LAND USE

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT:	NUMBER:			
Land Use Permit Regula	IIM-LU-302			
SPECIFIC SUBJECT:	DATE:			
	July 14, 2017			
Documentation of Site V	SUPERSEDES:			
Development		N.A.		
APPROVED:	Robert W. Hofrichter Director, Office of Land Use Approved July 14, 2017			
EFFECTIVE DATE				

This memorandum applies to requests for residency site visits to proposed commercial entrances and shall be effective immediately.

PURPOSE/SCOPE/REQUIREMENTS

This memorandum addresses requirements associated with documenting and reporting onsite meeting requests made to residency staff with respect to commercial entrances, in response to Chapter 542 of the 2017 Acts of Assembly.

The law requires VDOT to document and maintain a list which includes

- 1. The name of the person requesting an onsite meeting;
- 2. Recommendations made pursuant to VDOT <u>design standards</u>, <u>Access Management Regulations</u>, and <u>Land Use Permit Regulations</u>; and
- 3. Any associated cost estimates provided to VDOT or prepared by VDOT.

The law also requires that the list shall be provided to a locality upon request, but as it becomes an existing record, it is subject to FOIA and therefore available to any resident of Virginia.

The information may be documented and maintained by the residency in either LandTrack or in a locally created spreadsheet or database; however, the use of LandTrack is strongly recommended.

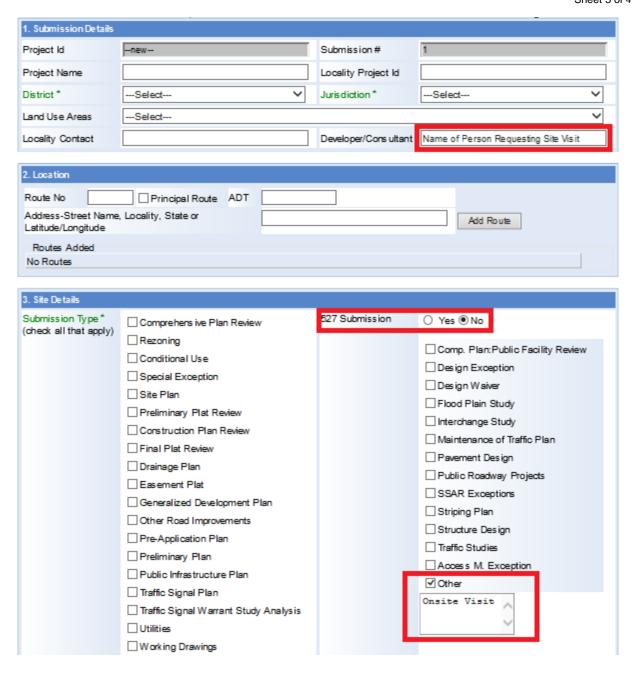
Please note that the documentation and reporting requirement provided in this memorandum does not explicitly apply to onsite meeting requests made to District or Regional Operations staff unless such requests specifically ask for the presence of a residency representative.

Due to Northern Virginia District's unique organizational structure, requests for onsite meetings made to one of the Transportation and Land Use Directors or their staff shall be considered the same as a request made to a residency.

PROCEDURES

For documenting the request and required associated items in LandTrack, the residency staff tasked with tracking these requests shall:

- Create a new record in LandTrack.
- Enter the appropriate information as normal in areas 1 and 2 (Submission Details and Location), except that in the "Developer/Consultant" field enter the name of the person requesting the onsite meeting.
- In area 3 (Site Details) ensure the "527 Submission" button is "no" and for "Submission Type" click on "Other," then enter "Onsite Visit" in the field below the "Other" button. Information on the proposed site's use (facility type, units, square footage, etc.) should also be entered in area 3, as available.
- Enter all other relevant information as appropriate.
- Document recommendations, cost estimates, or any other relevant details required by law or that are desired by the residency (such as meeting minutes) in a document (PDF format is preferred) that is attached to the record in area 8 (Reference Materials).



NOTES

- Access to the internal (VDOT-only) version of LandTrack is available at http://landtrack/?District=S.
- Access to the external version of LandTrack is available at http://landtrx.vdot.virginia.gov/.

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• The Virginia law governing the creation of commercial entrances to state highways, §33.2-241, can be found at http://law.lis.virginia.gov/vacode/33.2-241/.