

Town of South Hill

Right-of-Way Permit Checklist

Chapter 70, Section 70.48 of the South Hill Town Code
Updated: January 20, 2026

To expedite the review and approval of right-of-way permit applications, applicants must submit the following information in full with the permit application and accompanying site plan. Applications that include all required materials upon initial submission will be reviewed and approved by the Department of Public Works within five (5) business days.

Application Requirements

The applicant shall provide:

- Payment of the required one hundred dollar (\$100.00) permit fee;
 - Identification of proposed utilities;
 - Test pit locations over all Town-owned utilities;
 - Clearly delineated street right-of-way limits and adjacent property lines;
 - Street addresses for all properties within the affected area;
 - The proposed method(s) of installation, including but not limited to jacking, boring, or open cut construction;
 - A certificate of insurance evidencing coverage in the amount of \$2,000,000, naming the Town of South Hill as an Additional Insured.
-

Additional Requirements and Conditions

- For any open cut installation, the applicant shall be responsible for:
 - Repaving a minimum of ten feet (10') on either side of the roadway cut;
 - Replacing all disturbed or removed street markings.
 - The applicant must provide the Town with at least twenty-four (24) hours' advance notice prior to commencing any work within the public right-of-way. Failure to provide proper notice may result in the contractor being required to cease work.
-

General Provisions

- No verbal authorization shall be granted for work within the Town of South Hill right-of-way.
 - In the event of an emergency, necessary repair work may proceed; however, the applicant must promptly submit a right-of-way permit application following the emergency work.
-

Compliance with the above requirements is mandatory for consideration and approval of any right-of-way permit application within the Town of South Hill.