

Virginia Department of Transportation  
Culpeper District Office  
1601 Orange Road  
Culpeper, Virginia 22701  
(540) 829-7608  
(540) 829-7705 Fax

<i>Staff Use Only</i>	
Route/County:	_____
Number:	_____
1 Revision	
Review Manager:	_____

### Service Request Form

#### APPLICANT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY/AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Is property owner same as applicant?  Yes  No  
Owner's Name (If different than applicant) \_\_\_\_\_

<p><b>PROJECT NAME:</b> _____</p> <p>Are you submitting revised information from a previous request? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give the date of previous submission.</i> _____</p> <p>Has this project been submitted to local government for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has local government granted approval of this project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>TYPE OF REQUEST:</b></p> <p><input type="checkbox"/> <b>Plan Review:</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> ADMINISTRATIVE DIVISION* (One (1) Copy of a Surveyors Plat Must Be Submitted w/Request a sight distance profile may be required)</p> <p style="padding-left: 20px;"><input type="checkbox"/> FAMILY SUBDIVISION* (One (1) Copy of Plat Must Be Submitted w/ Request)</p> <p><i>Plan review for a division will include an entrance location review and should include those requirements.</i></p> <p><input type="checkbox"/> <b>Entrance Location Review:</b> VDOT Representative(s) will review the proposed entrance location and property corners that have been flagged or staked. (One (1) Copy of Plat and/or Sketch Must Be Submitted w/ Request)</p> <p><input type="checkbox"/> <b>Other:</b> _____</p> <p><small>*Additional Items (i.e. Traffic Impact Study &amp; Bond) may be required for approval</small></p> <p><b>Provide Description of Request:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p><b><u>REQUIRED SITE INFORMATION:</u></b></p> <p>County: <input type="checkbox"/> Culpeper <input type="checkbox"/> Fauquier <input type="checkbox"/> Madison <input type="checkbox"/> Orange <input type="checkbox"/> Rappahannock</p> <p>Property Located on Route Number: _____</p> <p>PIN or Tax Map Number: _____</p> <p>Directions to Property: _____</p> <p>_____</p> <p>_____</p>
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