

# Residential Cut-Through Permit Program Policies and Procedures

## 1 **Program Applicability**

2 The Residential Cut-Through Permit Program will be implemented in residential  
3 communities affected by residential cut-through restrictions implemented on local  
4 residential streets by Fairfax County Department of Transportation (FCDOT) and  
5 Virginia Department of Transportation (VDOT). Cut-through traffic mitigation is  
6 implemented by restricting vehicular access to designated streets during certain days  
7 and times. These restrictions prohibit all vehicular access, by residents and non-  
8 residents, except for emergency vehicles and public transit buses during effective  
9 hours.

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## 11 **Program Benefit**

12 The Residential Cut-Through Permit Program will allow residents whose direct access  
13 to their home is impacted by turn restrictions to obtain a vehicle-specific permit that will  
14 permit them to legally make prohibited vehicular movements to access restricted streets  
15 during hours of posted restrictions.

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## 17 **Program Eligibility**

18 Verified residents of addresses identified during the joint Fairfax County Department of  
19 Transportation FCDOT/VDOT Cut-Through Traffic Mitigation Project to receive a Voting  
20 Ballot will be eligible to apply for permits. Addresses that were not identified by FCDOT  
21 to receive a voting ballot will not be eligible to participate in this program. Permit-eligible  
22 addresses in communities with existing cut-through restrictions will be defined by  
23 FCDOT according to established criteria.

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## 25 **Establishment of Permit Zones**

### 26 (i) Communities with Existing Cut-Through Restrictions

27 Communities that have existing cut-through restrictions in place at the time of  
28 initiation of the Residential Cut-Through Permit Program may participate in the  
29 program when permits become available. The Residential Cut-Through Zone for  
30 these communities will be approved by the Board of Supervisors in conjunction with  
31 approval of the program ordinance. FCDOT staff will determine the permit-eligible  
32 addresses for existing restrictions which will include every address with a driveway  
33 accessible from the restricted street or from a street that intersects with the restricted  
34 street. FCDOT will prepare and provide permit application instructions to eligible  
35 addresses when permits become available.

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### 36 (ii) Communities with Cut-Through Restrictions Implemented After Program Initiation

37 Communities that complete the Cut-Through Mitigation process after the initiation of  
38 the permit program may participate upon implementation of cut-through restrictions  
39 by VDOT. The Residential Cut-Through Permit Zone will be established by  
40 Resolution by the Board of Supervisors and will become effective upon installation of  
41 restriction signs by VDOT. Addresses that receive a Voting Ballot as part of the joint  
42 FCDOT/VDOT Cut-Through Traffic Mitigation Project process will be included in the  
43 Residential Cut-Through Permit Zone.  
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### 45 **Permit Eligibility and Application**

46 Vehicle-specific permits will be available from FCDOT for verified residents of addresses  
47 within a Permit Zone. Vehicles must be registered with the Virginia Department of Motor  
48 Vehicles (DMV) to a resident at an address within an established permit zone to receive  
49 a permit unless the vehicle is exempt from Virginia vehicle registration requirements. All  
50 vehicle registrations submitted on an application will be verified through Virginia DMV or  
51 must be accompanied by additional documentation if the vehicle is exempt from Virginia  
52 vehicle registration requirements. The application process will be determined by FCDOT  
53 and will provide for application in person, by US Mail, and by electronic means. Permit  
54 application and fee information will be provided to each balloted address by US Mail  
55 when permits become available to residents of the address. Visitor and non-resident  
56 permits will not be available under this program.

57 Residents must show proof of residence by providing a current Virginia Driver's License  
58 that shows their name and a permit-eligible address. New residents must submit their  
59 current driver's license and one of the following documents that shows their name and  
60 an address within the permit zone as proof of residence:

- 61
- 62 • Lease or mortgage documents
  - 63 • Proof of payment of a security deposit or paid rent receipt
  - 64 • Current auto, homeowners, or renters insurance policy
  - 65 • Proof of vehicle registration with Fairfax County Department of Tax  
66 Administration (DTA)
  - 67 • Utility bill, other than mobile telephone, issued by utility company less than 60  
68 days prior to application.
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70 Residents that are exempt from Virginia driver's license and/or vehicle registration  
71 requirements may qualify by showing the documents specified for the applicable  
72 exception category below.  
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### 76 Virginia Driver's License or Registration Exceptions

77 Residents that are exempt from Virginia driver's license and/or vehicle registration  
78 requirements are exempt from the same requirements for this program and must  
79 provide proof of residence at a permit eligible address as prescribed below along with  
80 any other listed documentation.

81 (i) Unemployed full-time students, absent from his or her place of  
82 residence/domicile to attend college or university, may obtain a permit by  
83 providing a copy of lease or mortgage documents at a permit eligible address,  
84 current driver's license and vehicle registration from any US state, documentation  
85 from the student's institution registrar showing enrollment as a full time student  
86 during the current school year, and, if driving a vehicle registered to another  
87 party, a notarized statement from the vehicle owner affirming that the vehicle is in  
88 the possession of the applicant residing at the permit eligible address.

89  
90 (ii) Any member of the Armed Forces on active-duty orders, absent from his or her  
91 state of residence or domicile solely for the reason of compliance with military  
92 orders, may obtain a permit by providing their active-duty orders showing  
93 assignment at an area military facility, current out-of-state driver's license and  
94 vehicle registration, and a copy of lease or mortgage documents at a permit  
95 eligible address. If the vehicle for which a permit is requested is co-owned and  
96 out-of-state plates are used, Virginia law requires that all co-owners must be  
97 active-duty members of the Armed Forces. If all co-owners are not active-duty  
98 members, the vehicle must be registered in Virginia

99  
100 (iii) Any member of the Foreign Mission community present in Virginia under a  
101 diplomatic assignment that holds a driver's license and vehicle registration issued  
102 by the U.S. Department of State Diplomatic Motor Vehicle program may obtain a  
103 permit by providing proof of residence at a permit eligible address along with their  
104 U.S. Department of State driver's license and vehicle registration.

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### 106 Vehicles Owned by Other Parties

107 Residents who drive a vehicle registered to another party, such as a company-owned or  
108 leased vehicle, may obtain a permit by providing a current Virginia driver's license and  
109 vehicle registration from Virginia or another state, and a notarized statement from the  
110 vehicle owner affirming that the vehicle is in the possession of the applicant residing at  
111 the permit eligible address.

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### 114 **New Residents**

115 New residents of a permit zone must provide a current driver's license and vehicle  
116 registration from any state and proof of residence at a permit eligible address to be  
117 issued a non-renewable new resident pass, free of charge, valid for 60 days from the  
118 date of lease execution or mortgage closing. The resident must obtain a Virginia  
119 driver's license and register their vehicle with Virginia DMV within 60 days, in  
120 accordance with the regulations set forth by the Virginia Department of Motor Vehicles  
121 and submit a permit application and applicable fees to obtain a permit decal.

### 122 123 **Residents with New Vehicles**

124 Current residents in a Residential Cut-Through Zone that purchase a vehicle may  
125 present the temporary registration to obtain a non-renewable temporary pass, free of  
126 charge, to use until the permanent registration and plates are issued. This temporary  
127 pass shall be valid for up to 30 days from the date the vehicle was purchased in  
128 accordance with the regulations set forth by the Virginia Department of Motor Vehicles.  
129 Residents must provide proof of registration with Virginia DMV showing the assigned  
130 license plate number within 30 days from the date of purchase and submit a permit  
131 application and applicable fees to obtain a permit decal.

### 132 133 **Permit Issuance and Renewal**

134 Vehicle-specific permit decals will be provided to all resident vehicles found eligible  
135 through the permit application process. Permits will be sent to residents by US Mail at  
136 their permit-eligible address. Vehicle permits will be durable, weather-proof decals that  
137 must be applied to the exterior of the front windshield in the top passenger side corner  
138 of the vehicle for which it was issued, no more than one (1) inch from the top edge of  
139 the windshield, and no more than one (1) inch from the side edge of the windshield.  
140 Motorcycle permit decals must be placed on the front fork beside the State inspection  
141 sticker. Permit decals will be non-transferable and valid only for the vehicle for which it  
142 is issued.

143 Temporary passes in the form of a dashboard card will be available for new residents  
144 for residents with new vehicles. Temporary passes must be displayed on the passenger  
145 side dashboard to be clearly visible from outside of the vehicle.

146  
147 Permit decals will be valid for a 12-month period beginning January 1 of each calendar  
148 year and will not be automatically renewed unless the resident elects electronic  
149 automatic renewal by placing a valid form of payment on file. Permit renewal will be in  
150 the same manner as original application, however if the resident address or vehicle  
151 registration has not changed since last permit issuance the applicant will not be  
152 required to resubmit qualifying documents. The prevailing permit fee must be paid at

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153 time of renewal application to receive a permit decal for the proceeding 12-month  
154 period. Permit holders will be reminded to renew their permit(s) by notice to the email  
155 address associated with their permit account 60 days before the expiration of their  
156 permit(s).

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### 159 **Permit Denial**

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161 FCDOT will make all reasonable efforts to approve permits for qualified residents and  
162 vehicles. Applications will be denied if: (i) the applicant is not a verified resident of a  
163 permit eligible address, (ii) the vehicle listed on the application is not subject to a vehicle  
164 registration exception and cannot be properly registered to a resident at a permit-eligible  
165 address with the Virginia DMV, or (iii) the applicant does not provide required exception  
166 documentation.

167

168 If FCDOT finds that an applicant must update their information with Virginia DMV or  
169 submit exception documentation before a permit can be issued, the department will  
170 place the application on hold for a period of 14 days or issue a temporary permit,  
171 whichever is appropriate for the application. If after the hold period or temporary permit  
172 period has expired the applicant has not satisfied the requirements of Virginia motor  
173 vehicle laws by obtaining a Virginia driver's license or vehicle registration, or has not  
174 submitted all required documentation, the application will be denied.

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176 If an applicant's electronic payment cannot be processed or the charge is declined by  
177 the credit or debit card issuer, the application will be placed on hold for a period of 14  
178 days during which time the applicant must submit a valid form of payment. If a valid  
179 payment is not received during the hold period, the application will be denied and a  
180 permit will not be issued, and the resident must reapply with a valid form of payment to  
181 receive a decal.

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### 183 **Permit Fee**

184 An annual permit fee will be collected at time of application per procedures established  
185 for this purpose and deposited into the General Fund. Fees may be paid electronically  
186 by credit or debit card. A convenience fee will be collected in addition to the permit fee  
187 for electronic payments. Residents who apply in person or by US Mail may pay fees  
188 with a check drawn on a US bank account.

189 A hold for the applicable fee will be placed on the credit or debit card by the County's  
190 permit vendor at the time of application if paying electronically, and the charge will be  
191 processed after the permit application is approved. The permit fee charge will not be  
192 processed if the application is denied, and the credit or debit card hold on the permit fee  
193 funds will be released.

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194 Annual permit fees will be set and prorated in accordance with Fairfax County Code  
195 Section 82-4A-5.

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