

# Right-of-Way Use Permit Program

## Overview

Contractors and service providers wanting to temporarily occupy a traffic lane other than a marked loading zone, planting strip, sidewalk or elsewhere within the CDOT maintained public right-of-way (R/W) must obtain a Right-of-Way Use Permit from CDOT. Temporarily is defined as more than 5 minutes and less than 30 days. Each request to occupy the R/W is considered on a case-by-case basis to ensure that adverse impacts to the public are minimized. All requests must comply with CDOT's Work Area Traffic Control Handbook ([WATCH](#)) to ensure a safe work area.

New utility installations in the R/W require a plan submittal prior to the issuance of a Utility R/W Work Permit. For questions or comments email [rowuse@charlottenc.gov](mailto:rowuse@charlottenc.gov).

Long-term impacts to the R/W (longer than 30 days) may require a R/W Lease. Contact Anthony Mendez at [Anthony.Mendez@Charlottenc.gov](mailto:Anthony.Mendez@Charlottenc.gov) or 704-962-7173



## Examples of R/W Use Permit Types

- Lane Closure
- Sidewalk Closure
- Street Crossing(s)
- Entire Street Closure



## Process

Sidewalk and lane closure requests must be submitted a minimum of 48 hours prior to need. CDOT staff can typically review, approve/deny, and email the permit before close of business on the day prior to need.

Street closure requests take additional time for coordination with Police, Fire, MEDIC, CATS, and public notifications. Street closure requests must be submitted a minimum of 10 working days prior to the requested date.

## Cost

Currently, there is a non-refundable application fee and a daily fee dependent on the type of closure requested.



## Examples of Activities Requiring Permits

Performing the following activities in the R/W requires a Right-of-Way Use Permit:

- Moving Vans/Trucks
- Construction dumpsters
- Crane setup
- Sign / Banner placement
- Sidewalk construction / closures
- Tree trimming / landscaping
- Driveway construction
- Access to manholes in the street

A Street Cut Permit from the Street Maintenance Division will also be required if any pavement or sidewalk will be removed. For more information about Street Cut Permits, call 704-336-4025.



## Additional Information

Lane closures will not be allowed during certain times of the day to minimize impacts to the travelling public. These hours are typically weekdays between 7-9 a.m. and 4-6 p.m.

Issued permits **MUST** be displayed on the dashboard of the onsite vehicle(s), or in the possession of onsite personnel.

The WATCH can be viewed online at [http://charlottenc.gov/Transportation/Permits/Documents/2014%20Work%20Area%20Traffic%20Control%20Handbook%20\(WATCH\).pdf](http://charlottenc.gov/Transportation/Permits/Documents/2014%20Work%20Area%20Traffic%20Control%20Handbook%20(WATCH).pdf)

## R/W Use Permit Requests

Requests should be made at <https://charlottenc.gov/Transportation/Permits/Pages/RightofWayUse.aspx> a minimum of 48 hours in advance of lane/sidewalk closures and/or 10 days in advance for an entire street closure. Requests must contain the following information:

- Contact information to include name, company name, address, phone number and email address
- A full description of the proposed work including site address, street impacts, and the type of work to be performed
- Proposed dates for the work to be performed
- Traffic control plans as appropriate for street, lane or sidewalk closures
- Specify which Traffic Control Diagrams from the WATCH will be used

The R/W Use Permit, if approved, will be emailed to the requester. Issued permits **MUST** be displayed on the dashboard of the onsite vehicle(s), in the possession of onsite personnel, or displayed on the storage container.

For additional information about submittal requirements and obtaining Right-of-Way Use Permits, please contact us at [ROWUsePermit@charlottenc.gov](mailto:ROWUsePermit@charlottenc.gov)

**Charlotte Department of Transportation**  
Development Services Division  
Right of Way Management Section  
600 East Fourth Street  
Charlotte, NC 28202

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Send To:

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