**Utility Right of Way Management Program**  
**Notification and Work Approval Requirements**  
*Last Updated: 11/28/07*

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Description</th>
<th>Notification Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDOT requires notification prior to any work in the ROW that involves a utility cut of the surface of a street, sidewalk or driveway.</td>
<td>24 hours</td>
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</tbody>
</table>
| 2            | CDOT requires notification and submittal of a traffic control plan prior to any work in the ROW that involves a utility cut (Request Type 1) and/or any one of the following:  
  - **Closing of an entire street at anytime (10 day notice)**  
  - Closing one or more travel lanes on a thoroughfare.  
  - Near one of the following area hospital emergency room entrances:  
    - Carolinas Medical Center (Main)  
    - Presbyterian Hospital (Main)  
    - Mercy Hospital (Main)  
    - Carolinas Medical Center - University  
    - Presbyterian Hospital - Matthews  
    - Mercy Hospital - South  
  - Closing more than one lane of a one-way street  
  - Closing both sidewalks of a street or the only sidewalk on a street  
  - Anytime work is performed in the Central Business District (CBD)                                                                                                                                                                                                                     | 5 working days    |
| 3            | CDOT requires notification and submittal of a traffic control plan along with detailed construction plans prior to any work in the ROW that involves the above criteria (Request Type 2) and/or any one of the following:  
  a) Any new or relocated **sub-surface** utility installation occurring on a City Maintained ROW within the City of Charlotte (except service drops or utilization of existing conduit)  
  b) Any **aerial** installation that affects a signalized intersection                                                                                                                                                                                                                   | 20 working days   |
| 4            | Any work in the ROW not addressed above does not require notification or submittal of plans.                                                                                                                                                                                                                                                             | N/A               |

* CDOT requires approval prior to any work in the ROW that deviates from the current Utility Standards and Provision guidelines.

* Emergency - to be defined as an emergency, the incident must meet one of the following:  
  - Immediately threatening to life, health, environment or significant loss of property;  
  - Have already caused loss of life, health detriments, property damage or environmental damage;  
  - Have a high probability of escalating to cause immediate danger to life, health, environment or significant loss of property.