

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.

Long-term impacts to the R/W (longer than 30 days) may require a R/W Lease. Contact Casey Mashburn at Casey.Mashburn@ci.charlotte.nc.us or 704-336-8348.



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 24 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 no fee charged for the issuance of a Right-of-Way Use Permit.



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 704-336-3200.



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 emailed to Eric Weidemann at eweidemann@charlottenc.gov a minimum of 24 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 requestor. Issued permits MUST be displayed on the dashboard of the onsite vehicle(s), or in the possession of onsite personnel.

For additional information about submittal requirements and obtaining Right-of-Way Use Permits, please contact:

Eric Weidemann

(704) 432-1562

eweidemann@charlottenc.gov

Charlotte Department of Transportation

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

February 2018

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Send To:

RIGHT-OF-WAY USE PERMIT PROGRAM



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Charlotte Department of Transportation