

# Right-of-Way Use Permit Program

## Overview

Contractors and service providers wanting to temporarily occupy a traffic lane, planting strip, sidewalk or elsewhere other than a marked loading zone 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 Utility R/W Work Permit. For questions email [utilityworkpermit@charlottenc.gov](mailto:utilityworkpermit@charlottenc.gov).

Long-term impacts to the R/W (longer than 30 days) require a R/W Lease. For additional information, contact Matt Mahony at [Matthew.Mahony@charlottenc.gov](mailto:Matthew.Mahony@charlottenc.gov) or 704-336-4119.



## Examples of R/W Use Permit Types

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



## Process

Use Permit requests must be submitted to the online portal 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.

Full 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 Use Permits

- Moving vans / trucks
- Construction dumpsters
- Crane setup
- Sign / banner placement
- Sidewalk construction / closures
- Tree trimming / landscaping
- Driveway construction

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 handbook is available online at <https://www.charlottenc.gov/files/sharedassets/city/v1/services/documents/permits/row/2014-work-area-traffic-control-handbook.pdf>

## R/W Use Permit Requests

Use Permit requests should be made a minimum of 48 hours in advance, or 10 days in advance for a full street closure, at <https://charlottenc.gov/Transportation/Permits/Pages/RightofWayUse.aspx>.

Requests must contain the following information:

- Contact information including 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

Approved R/W Use Permits 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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