



**Engineering**  
212 Operations Center Drive  
Wilmington, NC 28412-1810  
910 341-7807  
910 341-5881 fax  
wilmingtonnc.gov  
Dial 711 TTY/Voice



## Right-of-Way Permit Guide

It is the policy of the City of Wilmington that work activities, excavations and utility projects within the City be adequately permitted for coordination to ensure the health, safety, and welfare of the citizens of the City. "No person shall make any excavations in any public right-of-way, without first making application and paying applicable fees....." (City Code Chapter 11, Article V, Section 11-74)

Utilize the following guide for submitting a complete application and starting work.

### **Typical Permit Application:**

- Online Application Form can be found at:  
<https://www.wilmingtonnc.gov/departments/engineering/right-of-way-permits>
- List of possible Supporting Documents
  - Written scope of work with schedule
  - Site diagram of work zone
  - Identification of any demolition, street cuts or sidewalk removal and restoration plans
  - Traffic & Pedestrian control plan (closure of sidewalks, shoulders, lanes or roads, etc.)
  - Other Permits or Approvals (NCDOT, CFPUA, COA, etc.)
  - Standard City of Wilmington details are available on the website

### **Large/Significant work plans (up to 30 days for review):**

Additionally, if significant construction or utility work is proposed, the application will require detailed work plans, possibly by an engineer as determined by the City.

- Submit Written Summary of Project:
  - Owner, Scope, Size/Units, Schedule, Sequence/Phasing, Trucking Routes, etc.
- Provide Construction Plans:
  - Formatted with details, notes, street names, property lines, work zones etc.
  - Existing & proposed structures; (plan & profile)
  - Type & size and elevations- (utilities, roads, driveways, paved areas)
  - Restoration of curbing, roadways, ROW
  - Subsurface utility information and callouts of conflicts

### **Steps to Getting Started:**

- Submit Application Package with documents for a 'completeness check' and technical review
- Upon approval, Pay Permit fees
- Conduct Public Notification
- Contact NHC 911 Dispatch for non-emergency road closures
- Coordinate with assigned inspector

#### During Construction

- Hold pre-construction meeting, have sub-contractors attend
- Request NC 811 utility locates and use white lining of any proposed excavation
  - Verify utility mark-outs and utilize subsurface investigation
- Provide reports to inspectors; concrete tickets, material testing, boring logs, etc.
- Practice Public Safety and adjust traffic/pedestrian control and erosion control as needed

# ROW & UTILITY permits – Permitting Guide

