



City of Wilmington  
Engineering  
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## **Right-of-Way Permit Guide - Utility Work**

These guidelines will assist in the submission of right-of-way (ROW) applications for utility work prior to release of a permit or the start of work. Submittals and Applications can take up to 30 days for review. Other requirements may be necessitated based on the situation.

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

- See City of Wilmington Engineering webpage for ROW forms and standards:  
<https://www.wilmingtonnc.gov/Government/Departments-Divisions/Engineering>
- Utility Site plans can be submitted for technical review prior to making application for permit; then
- Submit full Application Package for a 'completeness check'
- Upon approval of plan, Pay the ROW Permit fees
  - o May include Permit Fees, Temporary Use Fees and Long-Term Resurfacing Fees
- Coordination with City Inspector is required before the ROW Permit is issued

### **Typical Permit Application package:**

- APPLICATION: Form can be found and submitted online
- WRITTEN SCOPE & SCHEDULE
- SITE PLANS
  - o Typical Details & Construction Notes
  - o Construction feasibility (field check) by owner/designer
  - o Subsurface Utility Engineering (SUE) efforts D thru A
  - o COW technical standard details
- TEMPORARY TRAFFIC CONTROL PLAN
  - Level 1-4 with MUTCD or NCDOT details as a minimum
- OTHER - delivery/truck routes, permits

### **Applicable COW Standards:**

- ROW Permit Standard Provisions
- Standard ROW Utility Plan Requirements
- Standard Details: General Notes, Boring Guidelines, Locate Core, Pavement Repair, Sidewalk Repair
- Temporary Traffic Control and Public Notification Worksheet
- Street Cut Policy
- Materials Testing Policy
- ROW Compliance Form

### **During Construction:**

- Conduct Public Notification before mobilizing
- Contact NHC 911 Dispatch for non-emergency road closures
- Hold pre-construction meeting with City, 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 i.e. QC observations, concrete tickets, material testing, boring logs, etc.
- DAILY Practice: public safety, adjust traffic control, check erosion control and cleanup