



City of Wilmington  
Engineering  
929 N Front St | P.O. Box 1810  
Wilmington, NC 28402-1810

910 341-7807  
www.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)

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

- See City of Wilmington Engineering webpage for ROW forms and other standards:  
<https://www.wilmingtonnc.gov/Government/Departments-Divisions/Engineering>
- Submit Application Package with documents for a 'completeness check' and technical review
- Upon approval, Pay the ROW Permit fees
  - o May include: Permit fees, Temporary Use fees or Long-Term Resurfacing (open cut) fees
- Coordination with City Inspector is required before work can start

### **Typical Permit Application package (average 72 hours to review):**

- APPLICATION: Form can be found and submitted online
- WRITTEN SCOPE & SCHEDULE
- SITE PLANS
- TEMPORARY TRAFFIC CONTROL PLAN
  - Level 1-4 - MUTCD or NCDOT details as a minimum
- OTHER - delivery/truck routes, permits

### **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:
  - o Owner, Scope, Size/Units, Schedule, Sequence/Phasing, Trucking Routes, etc.
- Provide Construction Plans with:
  - Formatted details, notes, street names, property lines, work zones etc.
  - Existing & proposed structures; (plan & profile)
  - Material types, dimensions and elevations- (utilities, roads, driveways, paved areas)
  - Restoration details
  - Subsurface utility information and callouts of conflicts

### **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. concrete tickets, material testing, boring logs, etc.
- DAILY: Practice public safety and adjust traffic/pedestrian control and erosion control as needed