



City of Charlotte

Right of Way Permit

Applicant Information:

Applicant Name	Email
Address	Phone Number

Contractor Information:

Contractor Name	Email
Address	Phone Number

Location

Type of Use -

- Residential
- Business
- Utility
- Other

Work/Use Category -

- New Install
- Repair
- Modification
- Obstruction

Type of Work: (check all that apply)

Sidewalk	Drive Approach	Curb Cut	Road Cut	Bore & Jack	Directional Bore
Trenching/Digging	Aerial	Closure/Blockage	Utility Electrical	Utility Water	
Utility Gas	Utility Telecom	Small Cell	Other (Explain)		

Description of Work:

Duration:

Start Date: _____ End Date: _____

Documentation Provided:

Site Plans/Map

Utility Locations

Liability Insurance

Pollution Mitigation

Soil Erosion Mitigation

Stormwater Control

Traffic/Pedestrian Detours

Other (Explain

Include in Work Description	Attach to Application	Application Requirements
<u>Sidewalk</u> - Proposed linear footage and width of replacement area - Number of flags to be replaced	- Map or sketch of work area - Certificate of Insurance (if contractor) - Pedestrian travel plan	- Sidewalk repair standards - Rough and final inspections - Pedestrian signage/warning to pedestrians of excavation
<u>Driveway Approach</u> - Proposed location and dimensions of approach - Specify if new, existing, expanding footprint, alterations to curb are required	- Map or sketch of work area - Certificate of Insurance (if contractor) - Planning Department approval (if new installation)	- Drive approach repair standards - Rough and Final Inspections - Bond required (if new or expanding)
<u>Street Cut</u> - Proposed location, dimensions and depth of cut - Purpose	- Plans for proposed work - Certificate of Insurance - Underground utility locations - Traffic control plan	- Pavement restoration standards - Rough and final inspections - Approved traffic control plan - Bond required
<u>Aerial Utility</u> - Proposed location, length of span, clearance height, type of material - Specify if new or existing - Purpose	- Plans for proposed work, including route - Certificate of Insurance - Underground utilities located (if applicable) - Traffic control plan (if applicable)	- Rough and final inspections - Bond required
<u>Underground Utility</u> - Proposed location, method of excavation/installation, type of material - Specify new or existing - Purpose	- Plans of proposed work, including route, boring locations/excavations and vertical profile - Underground utility locations - Certificate of Insurance - Traffic control plan (if applicable)	- Sidewalk/pavement restoration standards - Rough and final inspections - Bond required
<u>Street or Lane Closure</u> - Exact location, dates, number of lanes closed - Purpose for closure	- Map detailing scope of closure - Traffic control plan	- Approved traffic control plan - Applicant must supply own signage and barricades - Rough and final inspections
<u>Obstruction</u> - Dates and objects (dumpster, equipment, material, etc.)	- Map showing desired location - Traffic control plan (if applicable)	- Rough and final inspections

The applicant has read, understands and agrees to comply with all conditions/requirements set forth, and deemed necessary by the Department of Public Works and the City of Charlotte Code of Ordinances.

Signature:

Date	Applicant Signature

Please mail payment and application to:
City of Charlotte
111 E Lawrence
Charlotte MI 48813