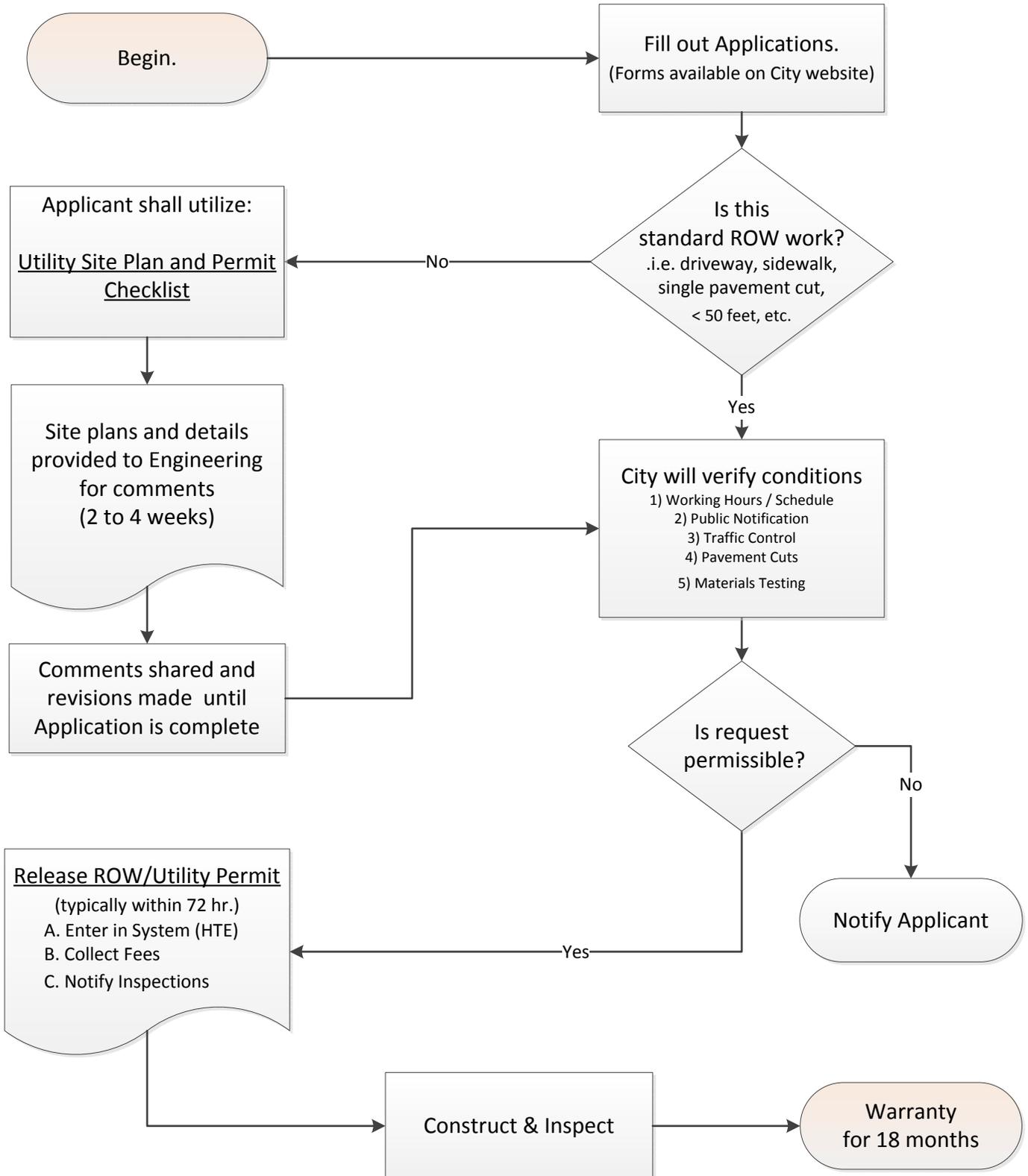


ROW and UTILITY Permits – Permitting Process





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



Site Plan and Permit requirements for Utility Projects within the City

It is the policy of the City of Wilmington that all utility projects within the City be adequately reviewed for coordination and 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)

These provisions set forth minimum guidelines for the application and acceptance of site plans and conditions prior to release of a utility work permit for construction. Other requirements may be necessitated based on the situation.

Submittal requirements for review (2-4 weeks)

Two hard copies/PDF of site plans and summary shall be sent to City Engineering for review:

- Written Summary of Project:
 - o Owner, Scope, Size/Units, Schedule
- Site Plan Information:
 - o Vicinity map, legend, north arrow, survey monument, scale, date(s)
 - o General Notes, details, designer(s)
 - o Street names, addresses of parcels
 - o Existing & proposed structures, topography (drainage)
 - type & size and elevations- (utilities, roads, buildings, paved areas)
 - o Plan & profile views, including conflicts
 - o Callouts of conflicts and other proposed relocations
 - o Extents of street cuts
 - o Traffic control plan
 - o Standard details, (including City of Wilmington)

Permit requirements for release

- Completed Site Plans (see above)
- Pre-construction conference – Point of Contact
- Typical Permit issues:
 - o Daily hours of operation & schedule
 - o Lanes closures, road closures, etc.
 - o Paving plans
 - o Traffic control plan
 - o Inspections reports, logs and materials testing
 - o As-builds
 - o Other Permits/Agreements (incl. any City participation i.e. streets, storm water, ADA)
 - o Coordinated utilities and public relations

- Accepted and paid Utility Work Permit and any Street Cut fees

Upon meeting requirements of the City, owner shall complete the Utility Work Permit Application, pay all fees and allow 3 businesses days for release. Applications shall be sent to:

City of Wilmington
212 Operations Center Drive
Wilmington, NC 28412