

**City of Greensboro Right of Way Encroachment Permit - General**

Encroachment permits are required for any type of surface disturbing work or new aerial installation within the street rights-of-way except where a variance is permitted based on precedence established with franchised companies. However, applying for a permit does not guarantee approval. The following are general requirements and vary based on the type of installation:

- 1) Developers, companies, and / or individuals working within the street rights-of-way initiate encroachment permit submittals.
- 2) The permit submittal shall include:
  - a) Three copies of the approved plan or sketch showing detailed information as to the type and nature of the work being performed in the right-of-way. The lack of plan clarity is sufficient cause for rejection.
  - b) Type of installation, owner, and method of installation are required.
  - c) Any nonfranchised or private installations in the right-of-way may require additional approval from the City Franchise and Right-of-Way Management Support Services Analyst, other affected City departments, and the City Council prior to issuing any permit for this type of installation. Ten copies of plans will be required for plan review.
- 3) Permit forms are filled out on the current three sheet carboned copies as located at the Engineering Division's receptionist desk. Upon application review, approval, and \*fee payment (if applicable), the permit will be issued to the applicant. Work cannot proceed until the permit is issued and onsite with your contractor.
- 4) Review time depends on the nature of the request and will vary based on the scope of work to be performed within the right-of-way. An onsite review is required in most cases so there should be a minimum of a 72-hour turnaround expected.
- 5) Pavement cuts are charged in accordance with the City of Greensboro's Utility Pavement Cut Policy. \*Payment is due upon the issuance of the permit unless other arrangements have been made. Payment is to be made to the attending receptionist as located at the Engineering Division's receptionist desk. Dimensions, including shelf requirements, for pavement cuts are to be drawn on the plans submitted for permitting and are to be based on the final repair section using the **City of Greensboro Std. #107 Rev. 09-03 or Std. #423 Rev. 09-03.**
- 6) If there are any questions concerning "City of Greensboro Encroachment Permits", please contact the Office of the Engineering Services Coordinator in the City of Greensboro's Engineering Division (336) 373-2302.