



CITY OF WINSTON-SALEM DRIVEWAY PERMIT CHECKLIST

APPLICATION FORM

- Type of Construction
- Current Zoning
- Proposed Zoning
- Owners Signature
- Witness Signature
- Check for Two Hundred Dollars (\$200.00) payable to City of Winston-Salem
- Check for Fifty Dollars (\$50.00) NCDOT (if applicable)

PLAN REQUIREMENTS

- Location Map Clearly showing proposed site and surrounding streets
- Three (3) complete sets of sealed plans for City of Winston-Salem review
- Five (5) complete sets of Sealed Plans NCDOT (if applicable)
- One (1) Copy of Approved Rezoning (if applicable) available from Planning Department
- One (1) Copy of Approved Erosion Control Plan (if applicable)
- One (1) Copy of Approved Storm Water Plan (if applicable)
- Copy of Contractors bond held by the City of W-S available from City of Winston-Salem Treasurers Office

GENERAL INFORMATION

Do not submit plans for approval prior to City Council rezoning approval. The owners name shall be **clearly legible** on the driveway permit application along with all other pertinent contact information office, cell, and fax telephone numbers.

Submittal is for commercial driveways and private street tie-in to public streets within the City limits of Winston-Salem.

City of Winston-Salem Driveway Inspectors signature is required for all connections to NCDOT streets within the City limits of Winston-Salem

Complete set of plans includes **ALL** site infrastructures:

Cover sheet, water, sewer, storm drainage, street plan and profiles, detail sheets, all building locations, landscape plan, traffic study (if applicable), roadway improvements including plan and profile, and existing site conditions.

Temporary construction driveway shall be installed in the location indicated on the approved Erosion Control plan. Any variance from approved Erosion Control plan location shall be on a case-by-case basis.

If site requires joint approval by City of Winston-Salem and NCDOT, both approval packets shall be delivered to the City of Winston-Salem Driveway Inspector. Upon approval by the City of Winston-Salem Driveway Inspector packet shall be forward plans to NCDOT for approval.

Checklist shall accompany plans and permits for approval. Plans will not be processed without completed checklist.

Permit may be hand delivered, mailed, or overnight delivery to

Al Gaskill, PE
City of Winston-Salem Engineering Division
Suite 235, Bryce A. Stuart Municipal Building
PO Box 2511
Winston-Salem North Carolina 27102

Driveway aprons shall be inspected prior to installation of concrete. Applicant or his agent shall call for inspection of the forms and stone base two (2) working days prior to pouring concrete. Contact Terrance Staley at (336) 403-4537.

OWNER'S PRINTED NAME & TITLE

OWNERS SIGNATURE

OWNERS ADDRESS

TELEPHONE WITH AREA CODE
OFFICE _____

CELL _____

FAX _____

DATE



City of Winston-Salem

Commercial Driveway Permit

Engineering Division
 Post Office Box 2511
 Winston-Salem, North Carolina 27102
 Phone: (336) 747-6846
 Fax: (336) 727-2361
Contact: Al Gaskill

Location of property: Street: _____

Distance from the intersection of _____ Street _____ ft.: N ___ S ___ E ___ W ___

Property will be used for: _____
 Property Zoning: _____
 Type Construction (building, parking lot, etc.): _____
 Provide sketch showing proposed building, existing buildings, driveways, pavement width, right-of-way width, street features, storm drainage details, and other related information.

AGREEMENT

I, the undersigned property owner, request permission to construct driveway(s) on public right-of-way at the above location. I agree to construct and maintain the driveway(s) in absolute conformance with the current *Manual on Driveway Entrance Regulations* as adopted by the City of Winston-Salem and incorporated by reference in this Agreement. I agree to construct and maintain driveway(s) in a safe manner so as not to interfere with or endanger public travel.

I agree that no signs or objects will be placed on or over the public right-of-way.

I agree that the driveway(s) will be constructed as shown on the sketch on the attached plans which are incorporated by reference into this Agreement.

I agree that driveway(s) as shown in this Agreement includes any approach tapers, storage lanes, speed change lanes, or median openings as are deemed necessary.

I agree that if any future improvements to the roadway become necessary, the portion of the driveway located on public right-of-way will be considered the property of the City of Winston-Salem and I will not be entitled to reimbursement or have any claim for present or future expenditures for additional driveway construction that might be necessary.

I agree that this permit becomes null and void if construction of the driveway(s) is not completed within **one year** after the approval date below.

I agree to indemnify, save and hold harmless the City, their agents, servants, and employees from and against all claims, damages, loss, expense or liability arising from or in any way growing out of the granting of this permit.

Property Owner:	Witness:
Name: _____	Name: _____
Signature: _____	Signature: _____
Address: _____	Address: _____
Phone: _____	

- Driveways:
1. Width: _____ feet, located on _____ Street, street pavement
width: _____ feet, right-of-way width: _____ feet.
 2. Width: _____ feet, located on _____ Street, street pavement
width: _____ feet, right-of-way width: _____ feet.
 3. Width: _____ feet, located on _____ Street, street pavement
width: _____ feet, right-of-way width: _____ feet.
 4. Width: _____ feet, located on _____ Street, street pavement
width: _____ feet, right-of-way width: _____ feet.

FOR CITY USE ONLY:

Note: Submit this application and three (3) copies of your plans, **along with a check for \$200 made payable to the City of Winston-Salem.**

Approved: _____
 Date: _____