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 Erick Smith at (336) 462-7050.

OWNER’S PRINTED NAME & TITLE

________________________________________

OWNERS ADDRESS

________________________________________

DATE

________________________________________

OWNERS SIGNATURE

________________________________________

TELEPHONE WITH AREA CODE

OFFICE

CELL

FAX
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.

<table>
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<tr>
<th>Property Owner:</th>
<th>Name:</th>
<th>Witness:</th>
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**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: ________________________________

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