



Winston-Salem

## 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

### PLAN REQUIREMENTS

- Location Map Clearly showing proposed site and surrounding streets
- Complete set of sealed plans for City of Winston-Salem review
- 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)

### GENERAL INFORMATION

**Do not submit plans for approval prior to City Council rezoning approval.** The owner's 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.

A signature for the local authority (City of Winston-Salem) is required for all connections to NCDOT streets within the City limits of Winston-Salem. If a site requires joint approval by City of Winston-Salem and NCDOT, the NCDOT permit application and check for review fee are submitted directly to NCDOT. NCDOT will obtain the City's signature. The City will only sign the NCDOT permit if the City application has been received and approved.

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 entrances 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.

Driveway permits that include improvements within the public right-of-way (turn lanes, storage lanes, median islands, etc.) must produce Record Drawings of said improvements prior to the acceptance of the improvements for maintenance by the City.

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

**Permit may be submitted online at <https://winston-salem.idtplans.com/secure/>**

**OR hand delivered, mailed, or overnight delivery to:**

Ryan Newcomb, P.E.  
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 at least **two (2) working days** prior to pouring concrete. Contact Steve Harper at (336) 995-2522 to schedule all required inspections.

OWNER'S PRINTED NAME & TITLE

\_\_\_\_\_  
\_\_\_\_\_

OWNER'S SIGNATURE

\_\_\_\_\_

OWNER'S ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE WITH AREA CODE

OFFICE \_\_\_\_\_

CELL \_\_\_\_\_

FAX \_\_\_\_\_

OWNER'S EMAIL ADDRESS

\_\_\_\_\_

DATE

\_\_\_\_\_



# City of Winston-Salem

## Commercial Driveway Permit

Engineering Division  
P.O. Box 2511  
Winston-Salem, NC 27102  
Phone: (336) 727-8063  
Fax (336) 748-3064  
Contact: Ryan Newcomb, PE

Location of property: Street: \_\_\_\_\_

Distance from the intersection of \_\_\_\_\_ Street \_\_\_\_\_ ft.: N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_

Property will be used for: \_\_\_\_\_

Property Zoning: \_\_\_\_\_

Type of 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 *Infrastructure Development Standards* for the City of Winston-Salem and incorporated by reference into this Agreement. I agree to construct and maintain the 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 including any approach tapers, storage lanes, speed change lanes, or median openings as are deemed necessary which are incorporated by reference into this Agreement.

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 to produce Record Drawings showing all roadway improvements required within the public right-of-way as shown on the attached plans which are incorporated by reference into this Agreement.

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:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Witness:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

#### Driveways:

- Width: \_\_\_\_\_ feet, located on \_\_\_\_\_ Street, street pavement  
width: \_\_\_\_\_ feet, right-of-way width: \_\_\_\_\_ feet.
- Width: \_\_\_\_\_ feet, located on \_\_\_\_\_ Street, street pavement  
width: \_\_\_\_\_ feet, right-of-way width: \_\_\_\_\_ feet.
- Width: \_\_\_\_\_ feet, located on \_\_\_\_\_ Street, street pavement  
width: \_\_\_\_\_ feet, right-of-way width: \_\_\_\_\_ feet.
- Width: \_\_\_\_\_ feet, located on \_\_\_\_\_ Street, street pavement  
width: \_\_\_\_\_ feet, right-of-way width: \_\_\_\_\_ feet.

#### FOR CITY USE ONLY:

Note: Submit this application, checklist and the plans through IDT Plans. The \$200 review fee is paid online. (<https://winston-salem.idtplans.com/secure/>)

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_