

**NCDOT Requirements  
For  
Plan Approval**

*The following are requirements for approval of projects that have property that front a NCDOT roadway/right-of-way where driveways, street entrances, sidewalk, curb and gutter, or storm drain systems are needed. This list is not all inclusive and other requirements may also be needed. Projects may require turn lanes, street/road widening or a traffic impact analysis. Contact NCDOT or COG for specific questions or requirements.*

- 1. NCDOT requires one full size set of Site/Construction plans and four 11"x17" exhibit maps along with five copies of the NCDOT Three-Party Encroachment agreement for review. Encroachment application/plans must be submitted to COG for signatures prior to forwarding to NCDOT. (Application states four copies, however the Shelby Office requires five.)**
- 2. NCDOT requires on full size set of Site/Construction plans and four 11"x17" exhibit maps along with five copies of the NCDOT Driveway Permit for review. Fees are also required and applications/plans must be submitted to COG for signatures before forwarding to NCDOT. Include check payable to NCDOT with application package. (Application states four copies, however the Shelby Office requires five.)**
- 3. Ensure that all applications are originals and that witnesses have signed all copies and their printed name and address information is included. Failure to do so may cause a delay in plan approval from NCDOT.**
- 4. All encroachment and driveway applications should be submitted as early in the review process as possible as NCDOT will usually require more time for review than COG.**
- 5. COG will forward Driveway Permit/Encroachment Application packages to NCDOT after receiving the required signatures from City Staff.**
- 6. COG will inspect sidewalks and all public utilities (water/sewer) in DOT right-of-ways.**
- 7. NCDOT will inspect driveways, street entrances, curb and gutter, and storm drain systems in DOT maintained right-of-ways.**
- 8. Contractor/developer/engineer must contact NCDOT or COG for all inspections as applicable.**
- 9. COG CANNOT RELEASE PLANS FOR CONSTRUCTION WITHOUT NCDOT APPROVAL.**