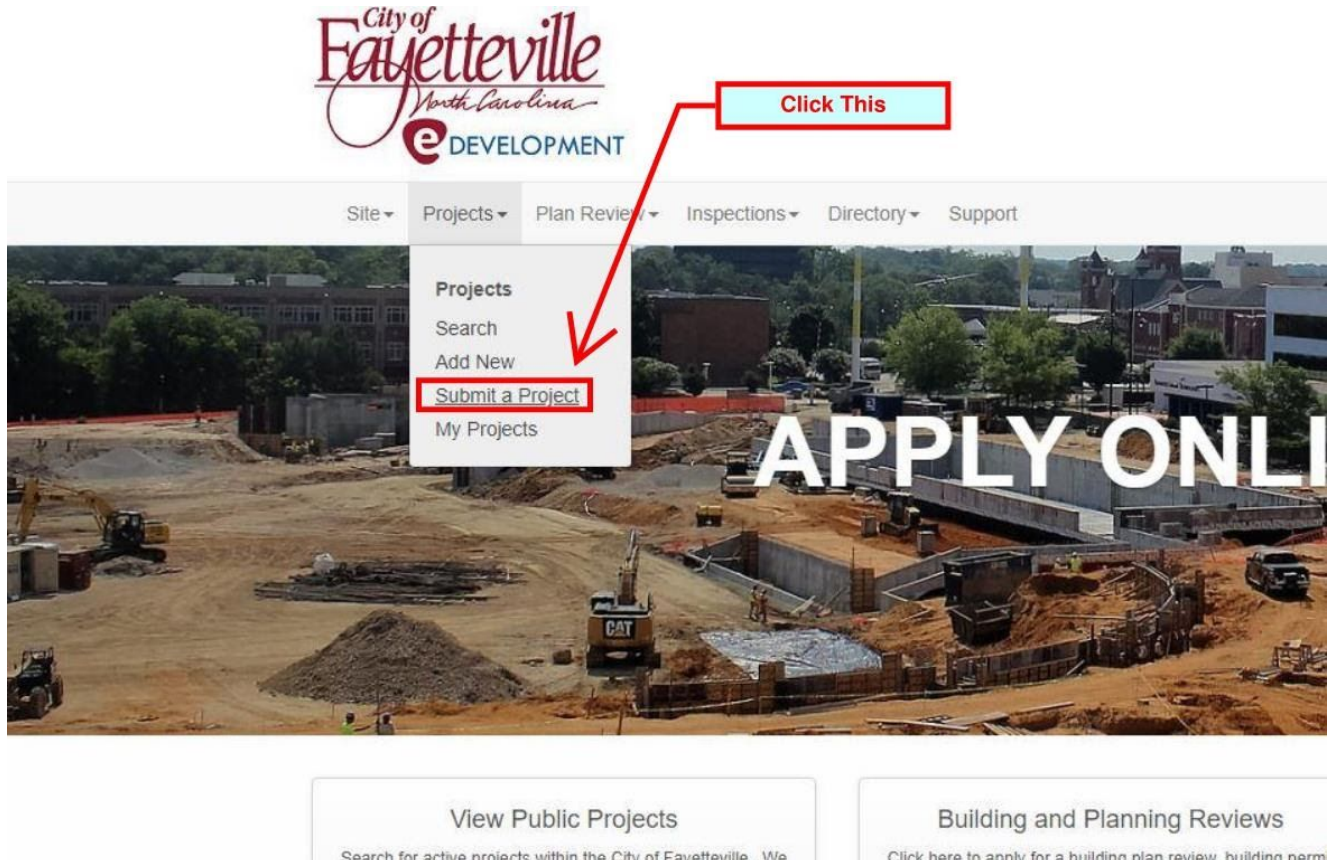


# To Submit A Driveway Permit Online:

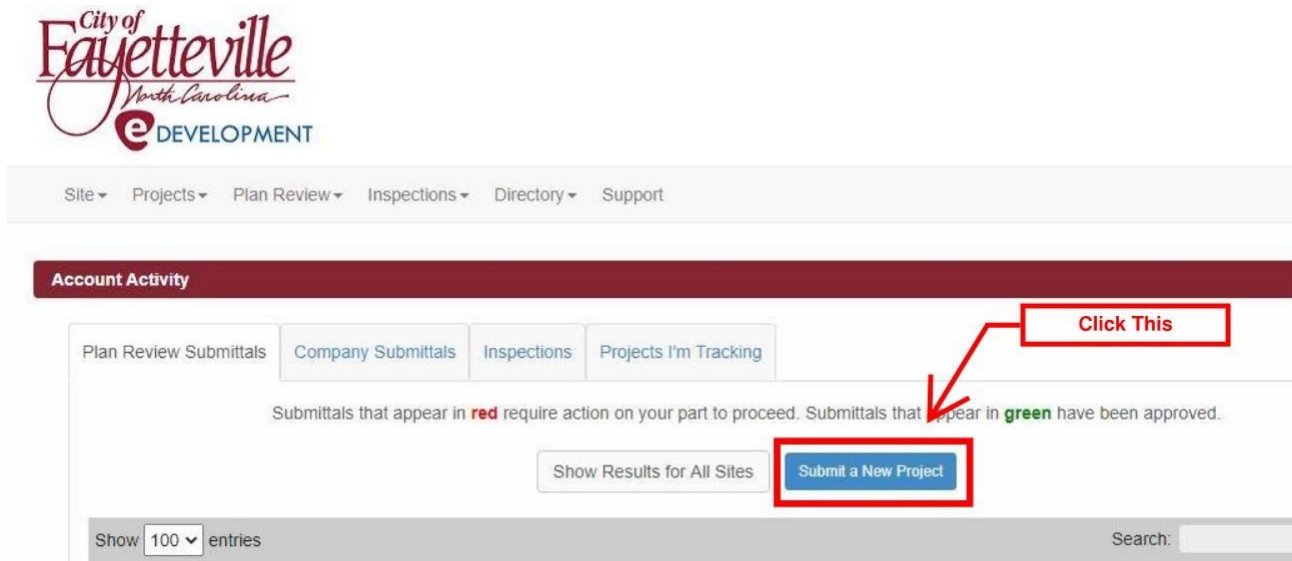
Please Note: The Driveway Permit Process Requires A **\$200 Check** For The **City Of Fayetteville** That Is To Be Sent To **339 Alexander Street**, Fayetteville, NC 28301 And Can Be Sent At **Any Point In The Process**. Also, The **City Will Not Approve A Driveway Permit Until The Final Site Plan Has Been Approved**

## Submittal Process Steps

1. Go To The **IDT Site** (May Need To Register) <https://fayetteville.idtplans.com/secure/subscription/>
  - a. This Is The City's Electronic Development Review Software Website
2. Under The **'Projects'** tab, Click **'Submit A Project'**.



3. Click **'Submit A New Project'**.



4. Complete The 'Project Overview' Section.
  - a. Application Category = 'Engineering'
  - b. Application Type
    - i. **2.2) Fayetteville Commercial Driveway Plan Review (City Streets)**  
OR
    - ii. **2.3) NCDOT Commercial Driveway Plan Review (State Routes)**
  - c. **Project Name** (Preferably Same Name Used For TRC If Applicable)

5. Click 'Save And Continue'
6. **Check Boxes** To Acknowledge Requirements Of Submittal



7. Click 'Save and Continue'
8. **Select Location** (Please Make This An **Address** If Possible)



Site ▾ Projects ▾ Plan Review ▾ Inspections ▾ Directory ▾ Support

**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and S

**Project Location**

Project Address or PIN

Save and Continue      Help

**Click This**

City of Fayetteville North Carolina eDEVELOPMENT

Site ▾ Projects ▾ Plan Review ▾

**Plan Review Submittal**

Application      Confirm and S

**Project Location**

**Add Project Address or PIN**

Please enter a valid Project Address or PIN below. We will then attempt to verify the location automatically.

**TIP:** Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Project Address or PIN:

339 ALEXANDER ST

Please confirm the following or change location above:

**Address:** 339 ALEXANDER ST

**Parcel:** 0437712413000

**Owner:** CITY OF FAYETTEVILLE

If you are stuck and would like some assistance please [Contact Us](#).

Cancel      Confirm



## 9. Enter 'Project Data.'



### Driveway Details

Has the property owner been notified of the request? Yes

Access to Route No. Same Info As "Route/Road" On Permit Application

Exact Distance Same Info As "Exact Distance" On Permit Application  feet

Direction North

Intersection Data

Source | | | | | | | | | | | | | | | | | | | | | |

Font    Size                    

**FOR DOT PERMITS:**  
Same Info As "From The Intersection Of Route No. \_\_\_\_\_ & Route No. \_\_\_\_\_ Toward \_\_\_\_\_" On Permit Application

**FOR CITY PERMITS:**  
Same Info As "From The Intersection Of Street \_\_\_\_\_ & Street No. \_\_\_\_\_ Toward \_\_\_\_\_" On Permit Application

body

Property will be used for

- Residential/Subdivision
- Commercial
- Educational Facilities
- TND
- Emergency Services
- Other

In order to make a complete application for a driveway permit with NCDOT, please address the following in conjunction with your submittal:

- Download the [permit application document](#) from the NCDOT website and upload a completed copy with your project documents.
- Submit one (1) original and four (4) copies of the permit application document and five (5) paper copies of the associated plans to the City of Fayetteville, as noted on your

## 10. Enter 'Full Name' To Acknowledge Terms

- Submit one (1) original and four (4) copies of the permit application document and five (5) paper copies of the associated plans to the City of Fayetteville, as noted on your submittal checklist.
- A payment of \$50 is payable by check to the NCDOT and should be submitted in conjunction with your application. At this time the City cannot accept online payments for NCDOT applications.

Please take a moment to read the following requirements and enter your full name at the bottom of the page to indicate you understand and agree.

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Manual on Streets and Driveway Access in Cumberland County" as adopted by the City Council of Fayetteville, N.C. and the NCDOT Policy of Street and Driveway Access to North Carolina Highways.
- I agree that no signs or objects will be placed on or over the public right-of-way.
- I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans including required revisions.
- I agree that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes, and sidewalk or speed change lanes as deemed necessary.
- I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the City of Fayetteville, N.C. and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways."
- I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.
- I agree to provide during construction proper signs, signal lights, flagger and other warning devices for the protection of traffic in conformance with the current "Manual of Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the City Traffic Engineer.
- I agree to indemnify and save harmless the City of Fayetteville, N.C. from all damages and claims for damage that may arise by reason of this construction. I agree that the City of Fayetteville, N.C. will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
- I agree to provide a Performance Bond in the amount specified by the City of Fayetteville for any construction proposed on the Highway system. I agree to notify the City Construction Management Division (910) 433-1520 when proposed work begins and when it is completed.

By entering my full name in the box provided, I acknowledge receipt of these terms and agreement to the standards therein.

## 11. Click 'Save And Continue'

12. Enter 'Contact Information'



Plan Review Submittal



This Contact Will Receive Project Notification Updates

Primary Contact Information

Project Contact - Agent/Representative

Project Owner

Indicate which of the following project contacts should be included on this project

- Architect
- Attorney
- Carrier
- Contractor
- Unlicensed Contractor
- Developer
- Engineer
- Landscape Architect
- Surveyor
- Sign Contractor

None Of This Has To Be Entered But Could Be Helpful

13. Click 'Save And Continue'

14. Check Box At Bottom Of Page And Click 'Confirm' If Information Is Correct

should be included on this project:

NC State License Number:

As an unlicensed contractor, I am aware that I cannot enter into a contract that the total amount of the project exceeds \$30,000. :

I, acting as the agent for the owner/developer/organization hereby certify that I have their approval and that the information submitted is true. I understand that my failure to address any item listed shall result in the application being returned to me for revision/resubmission prior to review. In the event that any information is found to be false any decision rendered may be revoked at any time.

By checking the box, I am providing my electronic signature indicating that I have read and understand the above statement.

## 15. Upload Files And Click 'Save And Continue'



Site ▾ Projects ▾ Plan Review ▾ Inspections ▾ Directory ▾ Support

### Plan Review Submittal



### Document Upload

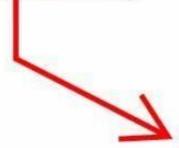
The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. After you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

SAME NAME AS TRC IF APPLICABLE - Application Submittal 001

i No files have been uploaded. x

Upload files
 Delete selected
 Save and continue later
 Invite consultant to upload
 Help

A PDF Of The Site Plan & Permit Must Be Uploaded At The Bare Minimum



Upload files

Save and Continue

### a. Need To Submit PDFs Of The Site Plan And Correct Type Of Permit (NCDOT Or City)

<p><b>APPLICATION IDENTIFICATION</b></p> <p>Driveway Permit No. _____ Date of Application _____</p> <p>County: _____</p> <p>Development Name: _____</p>	<p style="text-align: center;"><b>N.C. DEPARTMENT OF TRANSPORTATION</b></p> <p style="text-align: center;"><b>STREET AND DRIVEWAY ACCESS PERMIT APPLICATION</b></p>
<b>LOCATION OF PROPERTY:</b>	
<p>Route/Road: _____</p> <p>Exact Distance _____ Miles <input type="checkbox"/> _____ Feet <input type="checkbox"/></p> <p>From the Intersection of Route No. _____ and Route No. _____ Toward _____</p> <p>Property Will Be Used For: <input type="checkbox"/> Residential/Subdivision <input type="checkbox"/> Commercial <input type="checkbox"/> Educational Facilities <input type="checkbox"/> TND <input type="checkbox"/> Emergency Services <input type="checkbox"/> Other</p> <p>Property: _____ is _____ within _____ City Zoning Area</p>	
<b>AGREEMENT</b>	
<ul style="list-style-type: none"> <li>• I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.</li> <li>• I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Policy on Street and Driveway Access to North Carolina Highways" as adopted by the North Carolina Department of Transportation.</li> <li>• I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by NCDOT.</li> <li>• I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans.</li> <li>• I agree that that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary.</li> <li>• I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the North Carolina Department of Transportation, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.</li> <li>• I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways".</li> <li>• I agree to pay a \$50 construction inspection fee. Make checks payable to NCDOT. This fee will be reimbursed if application is denied.</li> <li>• I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.</li> <li>• I agree to provide during and following construction proper signs, signal lights, flaggers and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the District Engineer.</li> <li>• I agree to indemnify and save harmless the North Carolina Department of Transportation from all damages and claims for damage that may arise by reason of this construction.</li> <li>• I agree that the North Carolina Department of Transportation will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.</li> <li>• I agree to provide a Performance and Indemnity Bond in the amount specified by the Division of Highways for any construction proposed on the State Highway system.</li> <li>• The granting of this permit is subject to the regulatory powers of the NC Department of Transportation as provided by law and as set forth in the N.C. Policy on Driveways and shall not be construed as a contract access point.</li> <li>• I agree that the entire cost of constructing and maintaining an approved private street or driveway access connection and conditions of this permit will be borne by the property owner, the applicant, and their grantees, successors, and assignees.</li> <li>• <b>I AGREE TO NOTIFY THE DISTRICT ENGINEER WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.</b></li> </ul>	

SIGNATURES OF APPLICANT		
<p><b>PROPERTY OWNER (APPLICANT)</b></p> <p>COMPANY _____ NAME _____</p> <p>SIGNATURE _____ SIGNATURE _____</p> <p>ADDRESS _____ ADDRESS _____</p> <p>Phone No. _____</p>		<p><b>WITNESS</b></p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>ADDRESS _____</p> <p>Phone No. _____</p>
<p><b>AUTHORIZED AGENT</b></p> <p>COMPANY _____ NAME _____</p> <p>SIGNATURE _____ SIGNATURE _____</p> <p>ADDRESS _____ ADDRESS _____</p> <p>Phone No. _____</p>		<p><b>WITNESS</b></p> <p>NAME _____</p> <p>SIGNATURE _____</p> <p>ADDRESS _____</p> <p>Phone No. _____</p>
APPROVALS		
<p>APPLICATION RECEIVED BY DISTRICT ENGINEER</p> <p>_____ SIGNATURE DATE</p>		
<p>APPLICATION APPROVED BY LOCAL GOVERNMENTAL AUTHORITY (when required)</p> <p>_____ SIGNATURE TITLE DATE</p>		
<p>APPLICATION APPROVED BY NCDOT</p> <p>_____ SIGNATURE TITLE DATE</p>		
<p>INSPECTION BY NCDOT</p> <p>_____ SIGNATURE TITLE DATE</p>		
<p>COMMENTS:</p> <p>_____</p>		

16. Complete '**Fees**' Section By Clicking 'Save And Continue' (**There Will Be None In IDT**).
17. Click '**Confirm And Submit For Review**' And Then 'Confirm'

## What Happens Now?

1. Appropriate Parties Will Receive Notifications That A Permit Application Was Submitted
2. **Project Administrator** Will Evaluate The Submitted Materials To Ensure All Requirements For The Submittal Are Met
  - a. **If All Requirements Are Met**, The Project Administrator Will **Accept The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project is '**Under Review**'.
  - b. **If All Requirements Are Not Met**, The Project Administrator Will **Decline The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project Was Declined And The Applicant Will **Need To Resubmit** With The Proper Requirements.
3. At This Time, Appropriate Parties Are Assigned To Review The Project
  - a. **Assigned Reviewers Will Make Comments** In The Form of 'Issues'
    - i. '**Open Issues**' Are Comments That **Require Revisions**
    - ii. A Issue Becomes a 'Closed Issue' When The Issue Has Been Addressed
    - iii. **If Open Issues Require Resubmittal**, The **Project Administrator Will Decline The Review** And An Email And/Or Letter Will Be Generated To Inform The Applicant The Reasons Why The Review Was Declined
      1. The Applicant Will Then Need To Resubmit To Address The Issues

## Once All Issues Have Been Addressed:

1. An Email Notification Will Be Sent Either Stating That The Application Has Been **Approved Or** Stating That **Resubmittal Is Required**
2. Payment Will Need To Be Made In The Form Of **A Check To The City Of Fayetteville** For The **\$200 Driveway Permit Application Fee**.
  - a. Address For Payment Is **339 Alexander Street, Fayetteville, NC 28301**
3. At This Point If The Applicant Is Submitting A **City Permit**, The **Process Is Complete**.
4. If Submitting An **NCDOT Permit**,
  - a. A **\$50 Check** To NCDOT Will Also Be Required
    - i. Please Note That The City Will **NOT** Process the \$50 Check That Is To Be Sent To NCDOT For Driveway Permit Applications (This Will Need To Be Sent To Them Separately).
  - b. Other NCDOT Requirements Are As Follows: Two "Wet (Original In Color) – Scanned" Driveway Permit Applications And "Two Full Sets (Hard Copies) Of The Applicable Plans."