

**LOCATION OF PROPERTY:**

**TOWN OF MATTHEWS  
STREET AND DRIVEWAY ACCESS  
PERMIT APPLICATIONS**

Street Address \_\_\_\_\_

Miles      N   S   E   W

Exact Distance \_\_\_\_\_

Feet     

Date submitted: \_\_\_\_\_

From the Intersection of Street \_\_\_\_\_ and Street \_\_\_\_\_ Toward \_\_\_\_\_

**PROPERTY WILL BE USED FOR:**

**Special Commercial**

**Regular Commercial**

**Residential/Subdivision**

**Other** \_\_\_\_\_

**AGREEMENT**

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 standards of the Town. I agree that no signs or objects will be placed on or over the public right-of-way. I agree that the driveway(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary by the Town.

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 Town of Matthews, 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 180 days.

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, 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 Town Engineer.

I agree to indemnify and save harmless the Town of Matthews from all damages and claims for damage that may arise by reason of this construction.

I agree that the Town of Matthews will assume no responsibility for any damages that may be caused to such facilities, within the street right-of-way limits, in carrying out its construction.

I agree to provide a Performance Bond in the amount specified by the Town for any construction proposed on the Town street system if required.

**I AGREE TO NOTIFY THE TOWN ENGINEER WHEN THE PROPOSED WORK BEGINS AND WHEN IT IS COMPLETED.**

48-hour notice required; contact the Town Engineer at 704-708-1243

Entrance Width(s)	Pipe Size	Pipe Length	Inspection Satisfactory (Yes/No)	Signature	(Title)	Date
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	<b>INSPECTION BY TOWN</b>		
3. _____	_____	_____	_____	_____	_____	_____

**PROPERTY OWNER**

**WITNESS**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

PHONE NO. \_\_\_\_\_

**APPLICANT (IF DIFFERENT)**

**WITNESS**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

PHONE NO. \_\_\_\_\_

**NOTE: Submit two copies of application to Town of Matthews, Dept. of Public Works, 1600 Tank Town Rd., Matthews, NC 28105**  
\$75.00 permit fee applies (\$150 for blanket application). Make check payable to Town of Matthews

**APPROVALS**

APPROVAL BY ENGINEERING:

\_\_\_\_\_  
SIGNATURE TITLE DATE

APPLICATION APPROVED BY PUBLIC WORKS DIRECTOR

\_\_\_\_\_  
SIGNATURE TITLE DATE

COMMENTS:

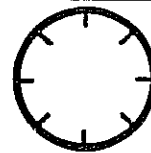
**SHOW:**

- 1. LOCATION OF DRIVEWAYS
- 2. DETAILS OF WORK, INCLUDING PIPES
- 3. EXISTING BUILDING, WALL, ETC.
- 4. PROPOSED BUILDING, WALL, ETC.
- 5. HIGHWAY FEATURES
- 6. Dimensions to property lines
- 7. Dimensions to trees, utilities within 10' of proposed construction

**PROPOSED PLANS**

DRAW OR SKETCH BELOW, OR ATTACH  
CONSTRUCTION PLANS FOR STREETS  
OR DRIVEWAYS.

- CHECK IF PLANS ATTACHED



INDICATE  
NORTH

