



HOW TO SUBMIT Right-of-Way Encroachment Agreement (including Street Tree Grant Program)

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Civil Construction Approval section of the portal and select Apply for a Civil Construction Review:



Civil Construction Approval

Apply for Civil Construction Review

Estimate Fees

Request an Inspection

Application Search

Upload Submittals

Choose Application Type from the drop-down:

Encroachment

Choose the application type:*

--Select a Value--

--Select a Value--

Blow Off

Civil & Stormwater Construction As-Builts

Civil Construction Drawings - Non-Residential/Sites

Civil Construction Drawings - Residential

Encroachment

Surety

Timbering

Utility Permit Application

In Step 3: Work Items, select either:

Roadway / Right of Way – Town Maintained OR Street Tree Program*

*If choosing Street Tree Grant Program, please visit our [website](#) to locate the most current Street Tree Grant Program Application to accompany your submittal.

Continue to answer all required information (*) throughout the application

Review & Submit

Any questions contact dsintake@hollyspringsnc.gov

REMINDER:

A Town Utility Inspector must be notified before any underground work is covered