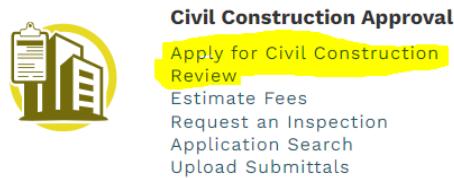


# HOW TO SUBMIT Right-of-Way Encroachment Agreement (including Street Tree Grant Program)

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:



Choose Application Type from the drop-down:

**Encroachment**



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](mailto:dsintake@hollyspringsnc.gov)

REMINDER:

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