

## CHARLOTTE PLAZA BUILDING ACCESS FORM



Please return by email to [Sinath.Zorn@foundrycommercial.com](mailto:Sinath.Zorn@foundrycommercial.com)

**\*\*\*Required for all building Deliveries, Catering, Vendors & Contractor Access\*\*\***

**Please submit forms 24 hours in advance of access request.**

Forms submitted with less than 24 hour notice should be followed up with a phone call.

Please contact the Management Office at 704-376-4186 with any questions.

Tenant Name	Tenant Contact	Tenant Contact Number
Date of Delivery/Work	Time of Delivery/Work	Floor/Suite Affected
Vendor Name	Vendor Contact	Vendor Contact Number
Certificate of Insurance on File	Security Assistance Required	Engineering Assistance Required
<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please contact the Management Office for requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the type of assistance required below	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the type of assistance required below
<b><u>VENDOR/CONTRACTOR PARKING:</u></b> The Loading Dock is limited to 30 minute parking for deliveries and pick-ups. Vendors and Contractors working in the Building are responsible for paying for their parking in the Garage (hourly rate), on Easement Drive (Tag Fee) or by other means Uptown.		
Scope of Work		
Special Requests		

Submitted By: \_\_\_\_\_  
(Authorized Tenant Name)

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

# CHARLOTTE PLAZA LOADING DOCK ACCESS GUIDE

Building Address: Charlotte Plaza  
201 South College Street  
Charlotte, NC 288244

Loading Dock: **Entrance:** Intercom and gated entrance is off of 4th street, before South College Street. Located on the left, after Charlotte Plaza Parking Garage.

**Clearance Height:** 13 Feet 3 Inches, Maximum length, 45 Feet Trailer

