

# APPLICATION FOR ENCROACHMENT PERMIT



**Dorchester County Public Works  
Transportation Department**  
2120 East Main Street, Dorchester, SC 29437  
(843) 832-0070 office – (843) 832-0064 fax  
(843) 563-0070 office – (843) 563-0064 fax

Applicant Name: \_\_\_\_\_ Road Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_ Nearest Int. Rd: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1 The undersigned applicant hereby applies to Dorchester County Public Works and the Transportation Department for a permit to encroach on the County right-of-way or easement as shown and described herein:

2 Encroachment Type:    Driveway    Other

3 Description and details of proposed encroachment and installation (attach drawings showing the encroachment on the right-of-way or easement).

4 The undersigned applicant hereby requests Dorchester County Public Works and the Transportation Department to permit encroachment on the County's right-of-way or easement as described herein. It is expressly understood that the encroachment shall be installed in accordance with the description and details attached hereto and made a part hereof, including the General Provisions and Special Provisions. The applicant agrees to assume any and all liability that may be caused by the construction, maintenance, use, moving or removing, of the physical appurtenances contemplated herein and agrees to indemnify Dorchester County from any liability incurred or injury or damage sustained by reason of the past, present, or future existence of said appurtenances.

Applicant Printed Name & Date: \_\_\_\_\_

Applicant(s) Signature & Title: \_\_\_\_\_

***Area Below For County Use Only:***

In compliance with your request and subject to all the provisions, terms, conditions, and restrictions stated in the application and special provisions below or attached hereto, the County approves the request. This permit is valid for a period of twelve (12) months from the date of approval.

**Special Provisions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by & Date:** \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

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## Encroachment Permit General Provisions

1. NOTICE PRIOR TO STARTING WORK: Before starting the work contemplated, the County shall be notified 24-hours in advance so that a representative may be present while the work is underway.
2. PERMIT SUBJECT TO INSPECTION: This permit shall be kept at the site of the work at all times while said work is underway and must be shown to any representative of the County or law enforcement office upon request.
3. PROTECTION OF PUBLIC: Adequate provisions shall be made for the protection of the public at all times. Where applicable, necessary detours, barricades, warning signs, and flagmen shall be provided by and at the expense of the permittee and shall be in accordance with the South Carolina Manual on Uniform Traffic Control Devices. The work shall be planned and carried out so that there will be the least possible inconvenience to the public. The permittee agrees to observe all rules and regulations of the County while carrying on the work contemplated herein and take all other precautions that circumstances warrant.
4. STANDARDS OF CONSTRUCTION: All work shall conform to approved plans and recognized standards of construction and shall be performed in a workmanlike manner. Adequate provisions shall be made for maintaining proper drainage. All work shall be subject to the supervision and satisfaction of the County.
5. PAVEMENT CUTS AND ROADWAY SURFACE: No pavement shall be cut unless specifically authorized herein. When pavement cuts are approved the following standards must be followed unless stated otherwise. After excavation of pavement cut, ditch is to be completed with flow-able fill or compacted to 95% density in layers not exceeding eight inches (8”), the last eight inches (8”) of fill material shall be suitable aggregate base per SCDOT standard specifications latest edition, or three inches (3”) asphaltic base material. A suitable surface treatment of two inches (2”) of Plant Mix Asphalt shall be placed on surface of said excavation within fourteen (14) days after finishing work.
6. EXCAVATION: There shall be no excavation of soil nearer than two feet of any public utility line or appurtenant facility except with the consent of the owner thereof, or except upon special permissions of the County after an opportunity to be heard is given the owner of such line or appurtenant facility.
7. UTILITY WORK:
  - a) Work shall be performed in accordance with the SCDOT’s “A Policy for Accommodating Utilities on Highway Rights-of-Way.”
  - b) Pole(s) and/or Post(s) shall be placed at the distance from the centerline of the right-of-way or easement as specifically stipulated herein.
  - c) All tunneling, boring, or jacking shall be done in such a way as not to disturb the roadway surfacing and maintain a minimum depth of two feet (2’) under ditch lines.
  - d) No pavement shall be cut unless specifically authorized herein.
  - e) No excavation shall be nearer than three feet to the edge of pavement unless specifically authorized herein.
  - f) Underground facilities will be located at minimum depths as defined in the Utility Accommodations Manual for the surfaces – thirty inches (30”) minimum for communication lines and thirty-six inches (36”) for all other facilities.
  - g) Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavement.
  - h) Warning tape shall be placed directly over all water lines, sewer lines, force mains, power lines, and fiber optic lines at a depth of eighteen inches (18”) below the finish surface grade.
  - i) No road may be closed unless specifically authorized herein.

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8. **MAINTENANCE PERIOD:** The applicant of this permit is responsible for maintaining the excavation for a period of one (1) year after the issuance of this permit. The permittee will be released after one (1) year of satisfactory performance work upon approval of the Public Works Director.

9. **BEAUTIFICATION WORK:**

- a) All trees, plants, flowers, etc., shall be placed in accordance with the provisions specifically stipulated herein.
- b) All trees, plants, flowers, etc., shall be cared for by and at the expense of the permittee and the provisions of this permit shall become null and void if and when the permittee ceases to properly care for said trees, plants, flowers, etc...

10. **FUTURE MOVING OF PHYSICAL APPURTENANCES:** If, in the opinion of the Public Works Director or his/her appointee, it should ever become necessary to move or remove the physical appurtenances, or any part thereof contemplated herein, on account of repair of drainage facilities, change in location of the roadway, widening of the roadway, or for any other sufficient reason, such relocation shall be done on demand of the County at the expense of the permittee.

11. **RESTORATION OF ROADWAY AND/OR FACILITIES UPON MOVING OR REMOVING PHYSICAL APPURTENANCES:** If, and when, the physical appurtenances contemplated herein shall be moved or removed, either on the demand of the County or at the option of the permittee, the roadway and/or facilities shall immediately be restored to their original condition at the expense of the permittee.

12. **COSTS:** All work in connection with the construction, maintenance, moving, or removing of the physical appurtenances contemplated herein shall be done by and at the expense of the permittee.

13. **PERMITTEE:** The work "Permittee" used herein shall mean the name of the person, firm, corporation, or public utility to which this permit is addressed, as well as his/her/its, heirs, successors, and assigns.

14. **COUNTY:** For the purpose of this permit, the work "Department" and/or "County" shall mean Dorchester County Public Works and the Transportation Department.

15. **ACCESS:** Permittee is responsible for maintaining reasonable access to private driveways during construction.

16. **PERMISSION OF ABUTTING PROPERTY OWNERS:** It is distinctly understood that this permit does not in any wise grant or release any rights lawfully possessed by the abutting property owner(s). Any such rights necessary shall be secured from said abutting property owners by the permittee.

17. **APPROVALS:** The permittee shall be responsible for obtaining any other approvals or permits necessary for installation