

Guidelines & Checklists

Design References

- [Design References for use in plan preparation](#)

Guidelines for completing the encroachment permit application

- Provide the name and address of the applicant (owner).
- Provide a telephone number(s) at which the contact person may be reached 24 hours a day, 7 days a week.
- Provide the name of the contact person if it is different from the applicant.
- Provide the name of the county, road or route number, and road name.
- Select the most appropriate type of encroachment from the selection menu and provide a detailed description of the planned encroachment.
- Provide a description of the location. For example, 2.1 miles north of intersection of Road S-04-22 or 300 feet west of Road S-04-66. This information shall also be included on the drawing as instructed in the permit application checklist.
- Provide applicants name and date of application.
- Have all accompanying material ready for submission (see checklist below).
- All applications must be signed and submitted (scanned and emailed, faxed, mailed or hand-delivered) to the corresponding SCDOT County Office.

Why do I need an encroachment permit?

South Carolina Law Sections Section 57-7-50, 57-3-110, 57-5-1080, and 57-5-1090

SECTION 57-7-50. Cutting trenches or laying pipes or tracks in state highways or bridges; permit.

It shall be unlawful for any person to cut trenches or lay pipes or tracks through, under, over or on any State highway or bridge without first obtaining a permit from the State Highway Engineer. A violation of this section shall be punishable by a fine of not more than one hundred dollars or imprisonment for not more than thirty days.

HISTORY: 1962 Code Section 33-455; 1952 Code Section 33-455; 1949 (46) 466.

What to expect from SCDOT

- The application will be reviewed to ensure it is complete.
 - The location will be evaluated.
 - The Department will provide the date by which the work is to be completed.
 - The Department will add any special provisions to the permit. For example: The applicant shall erect Department approved stop signs or work shall only be done between hours of 9 a.m. and 4 p.m. on weekdays.
 - Once the application is reviewed and approved, the application will be signed by the appropriate SCDOT representative, a permit number will be assigned, and a copy of the approved Encroachment Permit will be sent to the applicant.
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Encroachment permit application checklist

Permit Form: The completed form is required.

Drawing: Give details of the proposed work and existing conditions and including, but not limited to, the following:

- Roadway on which the encroachment is located
- Direction and distance to the nearest intersecting state and county roadways, if applicable
- North arrow
- Drawing to scale. For example, 1in = 20ft (1:240), 1in = 50ft (1:600), etc.
- Existing and proposed roadway geometry including pavement widths, curves, driveways, etc.
- Existing and proposed pavement design, if applicable
- Existing and proposed drainage features with flow direction
- Existing right-of-way and associated property lines
- Existing sight distance, if applicable
- Existing and proposed structures, if applicable
- Proposed utility work
- Traffic Control Plan, if applicable
- Erosion control

Note: If submitting a hardcopy application, drawing should be submitted on 8 1/2in x 11in [or 11in x 17in] size paper. A 36in x 22in site plan showing the relationship of the driveways to the circulation plan and the site development may be required. It is recommended that a 36in x 22in site plan be submitted initially to facilitate review of the application. **All Drawings Must Be To Scale!**

Proof of Bonding: Evidence of any required bond must accompany the permit application.

Storm Water Management and Sediment Control Plan: All applications for encroachment permits that involve bringing storm water runoff or sediment to the highway for a developed area of 2 acres or more must include a copy of a Storm Water Management and Sediment Control Plan approved by DHEC, the local government, or the conservation district responsible for approving such plans pursuant to The Storm Water Management and Sediment Reduction Act. See S. C. Code Ann. Section 4814-10, et seq. (Supp. 1995). The plan should include drainage design computations. If the area is less than 2 acres, the application must include a drainage plan with supporting design computations limiting the post construction 10-year peak discharge to the pre-developed 10-year peak.

Bridges, Culverts, Retaining Walls or other Significant Structures: All applications for encroachment permits that involve these types of structures must include a signed and sealed copy of the Geotechnical Report, Hydrology Report, Construction Plans and Documents, and Structural Design Calculations as outlined in Chapter 12 of the Access and Roadside Management Standards Access and Roadside Management Standards (ARMS).

Note: Additional information about encroachment permit application may be found in [Access and Roadside Management Standards](#) published by SCDOT and can be found on the SCDOT internet site. A copy of this manual may be obtained at:

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