

Encroachment Permit Application Checklist:

- I. Permit Form: The completed form in quadruplicate is required.
- II. Drawing: At least four copies of a drawing are to be included, giving details of the proposed work and existing conditions and including but not limited to the following:
- 1) Roadway on which the encroachment is located.
 - 2) Direction and distance to the nearest intersecting State and county roadways, if applicable.
 - 3) North arrow.
 - 4) Drawing to be to scale. For example, 1in = 20ft (1:240), 1in = 50ft (1:600), etc.
 - 5) Existing and proposed roadway geometry including pavement widths, curves, driveways, etc.
 - 6) Existing and proposed pavement design, if applicable.
 - 7) Existing and proposed drainage features with flow direction.
 - 8) Existing right-of-way and associate property lines.
 - 9) Existing sight distance, if applicable.
 - 10) Proposed utility work.
 - 11) Traffic Control Plan, if applicable.
 - 12) Erosion control.

Note: 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. When readily available, a 36in x 22in site plan should be submitted initially to facilitate review of the application.

- III. Proof of Bonding: Evidence of any required bond must accompany the permit application.
- IV. 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 1 acre 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 48-14-10, and SCR 100000 NPDES/General Permit (2003). The plan should include drainage design computations. If the area is less than 1 acre, 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.

Note: Additional information about encroachment permit application may be found in **Access and Roadside Management Standards** published by SCDOT. Please click on the link below to access this publication directly:

http://www.scdot.org/doing/pdfs/ARMS_2008.pdf

Or:

From the Encroachment Permits page, in the left column, under Publications and Manuals section, click on the Traffic Engineering link and then [Access and Roadside Management Standards - 2008 Edition](#)