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July 22, 1996

### INSTRUCTIONAL BULLETIN NO. 96-10

**SUBJECT:** Railroad Encroachment By Highway Right of Way

**EFFECTIVE DATE:** July 22, 1996

**SUPERSEDES:** None

**RE:** Engineering Directive Memorandum PC-22 "Early Involvement with Railroad Companies"  
(Attached)

When P.S.&E. prints are returned to the Road Design squad by the Project Engineer, the squad will check the P.S.&E. Title Sheet for the designation of "Railroad Involvement". A new note has been added to the P.S.&E. Title Sheet to note "Railroad Involvement." If the P.S.&E. reveals that there is railroad involvement, then the squad should circle "yes" on the plan's Title Sheet at the appropriate location. A new note has been added to the plan's Title Sheet (center right) to indicate "Railroad Involvement."

If the P.S.&E. Title Sheet does not reveal railroad involvement, then the squad should thoroughly review all aspects of the plans including sideroads and outfall ditches for any project encroachment onto railroad right of way. Reference is made to the Engineering Directive Memorandum (EDM) PC-22 which gives a detailed description of the types of encroachment that should be noted. If there is no encroachment onto any properties of the railroads, then "no" should be circled.

When the right of way plans are signed and being prepared to send to the Right of Way Section, the Operations Center will check the note on the Title Sheet to determine whether or not to send the plans to the Utilities Office in accordance with EDM PC-22.

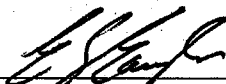
Engineering Directive Memorandum PC-22 "Early Involvement with Railroad Companies"

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If revisions are made to roadway alignments and/or outfall ditches that will cause encroachment onto railroad right of way on a project that indicated no railroad involvement on the right of way plans; then upon completion of the revisions the squad should revise the Title Sheet and provide a revised set of right of way plans to the Operations Center to be distributed to the Right of Way Section and the Utilities Office. Road Design squads should provide revised plans to the Operations Center for distribution to the Utilities Office for any subsequent changes to plans affecting railroad right of way.

APPROVED: \_\_\_\_\_

  
E. S. Eargle

Road Design Engineer

Attachment

SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION  
ENGINEERING DIRECTIVE MEMORANDUM

Number: PC-22

Subject: Early Involvement with Railroad Companies

All work over, under, or within railroad right-of-way requires approval by the railroad company and the subsequent processing of a formal agreement between the railroad company and the Department. The Utilities Office is responsible for this coordination with the railroad company. Since the processing of these agreements generally requires a considerable amount of time, it is important that the Utilities Office has an early involvement and knowledge of any plans for work contemplated near railroad right-of-way.

The project Engineer will ensure that the Utilities Office is involved in the early stages of project development and kept informed of any changes in the project and any pertinent correspondence. If required, the Utilities Office will inform the railroad company as to what is being proposed and obtain their comments. These comments may affect the location and/or subsequent design of the project.

When right-of-way plans are completed for roadway projects that longitudinally encroach on railroad right-of-way, cross at-grade the railroad right-of-way or affect railroad drainage, the Road Design Section will furnish a copy of the plans to the Utilities Office to submit to the railroad company for their review and approval. Once a satisfactory design is agreed to between the parties, the Utilities Office will process the necessary agreements or advise the Rights-of-Way Section to take appropriate action.

For grade separation structures the Bridge Design Section has responsibility for structure design to meet criteria required by the railroad company and submit to and obtain approval from the railroad company of both the preliminary and final design plans. Following railroad company approval of the preliminary design plans, the Bridge Design Section will notify the Utilities Office of that approval. The Utilities Office will process the necessary agreements.

Approved: W. M. DuBose, III  
Director of Preconstruction

Effective Date: 6/17/93