

**GEORGETOWN COUNTY, SOUTH CAROLINA**  
**ENCROACHMENT PERMIT**

Permit No. \_\_\_\_\_ Area \_\_\_\_\_ PUPS# \_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_  
(Name of entity requesting permit)

\_\_\_\_\_  
(Mailing address, telephone & fax number of entity requesting permit)

to encroach upon County property/right-of-way located at: \_\_\_\_\_  
\_\_\_\_\_  
(Legal description and location of encroachment)

for the purpose of: \_\_\_\_\_  
\_\_\_\_\_  
(Justification for the encroachment)

Work under the permit must be done in accordance with all laws, ordinances, regulations of the County of Georgetown and State of South Carolina. **The work is to be completed \_\_\_\_\_ days from the issuance of this permit.**

- Permittee agrees to make all necessary repairs and/or improvements necessary to restore property to original condition after completion of work and a 1 year warranty period.
- Permittee must contact the Palmetto Utility Protection Service (PUPS) 1-888-721-7877 to locate utilities before starting work.
- Permittee agrees to the requirements in the Georgetown County Encroachment Guidelines and County Ordinance No. 2007-35 as stated in said ordinance, this permit may be revoked at any time by the County Administrator or Designee.
- Permittee must call the Public Works Office (843) 545-3438 24 hours prior to commencing work and provide the PUPS authorization #.

Date: \_\_\_\_\_ Print Permittee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Attachments (Required):

One Sheet site plan illustrating proposed encroachment

\$100.00 non-refundable application fee, check payable to "Georgetown County"

Return completed application and fee to GC Public Works; 2236 Brown's Ferry Rd; Georgetown, SC 29440

\_\_\_\_\_  
GCDPW Reviewer (Initial)      Approval       Yes       No

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

Signature: Georgetown County Administrator/Designee:

Date Warranty Period Begins: \_\_\_\_\_ Inspector \_\_\_\_\_

Cash/Check Receipt Form:

*Georgetown County Department of Public Services:*

Cash: \$ \_\_\_\_\_

IN PAYMENT FOR \_\_\_\_\_ ACCOUNT #

Check (# \_\_\_\_\_) \$ \_\_\_\_\_ *Encroachment Permit* \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

DATE: \_\_\_\_\_

# GEORGETOWN COUNTY ENCROACHMENT PERMIT GUIDELINES

EFFECTIVE DATE: March 12, 2010

## I. PURPOSE

County roadways have been established and are maintained primarily for the travel of vehicles and pedestrians. It is also permit-able to allow individuals and utility companies to utilize highway right-of-ways for purposes other than transportation. To prevent recurring, dangerous, and annoying interruptions to the travel of vehicles and pedestrians, and to outline a standard of construction and construction methods, it is necessary that strict control be maintained and a standard procedure be followed for the process of encroachments of county rights-of-way. All encroachments must adhere to Georgetown County Ordinance No. 2007-35.

## II. APPLICATION FOR PERMIT

An application for an encroachment permit must be obtained from and returned to Georgetown County Public Works Division *before* work can begin. After receiving the application, a review of the submitted plans may reveal that sufficient information to complete the approval process is provided. In certain cases additional information including but not limited to plans, specifications, or specific explanations may be required.

Required information includes: street name, centerline location, right-of-way width, description of encroachment, length of encroachment, name, telephone number and address of Permittee, width of road, signature of Permittee and detailed plan of proposed work. The permit will be approved for the work to take place in the rights-of-way only. Permission must be obtained from adjoining property owners when working out of the right-of-way or on roads with no assigned right-of-way.

After reviewing the document, the Public Works Division may require that the permit submittal be changed or altered to better serve the public's interest. In certain cases when the Public Works Division deems appropriate, a letter of rejection will be sent. This letter means that the work does not meet the approval of the county and must be resubmitted with new proposals or discontinued completely.

In the event that the Permittee discovers that additional work or repairs are needed that are not designated in the original permit, a new or revised permit application with the same location is required. The Permittee must make another application to the County of Georgetown for a permit to authorize the additional work in the same manner as the original permit.

## III. PLANS AND SPECIFICATION

When applications are made for permits involving work of major scope, complete plans and specifications must be submitted in duplicate with the application form. The application shall be so detailed in that the exact location of the various parts of the work, the risk or injury to road users and the probability of damage to trees, highway structures and private property can easily

ascertained. See attached Table 1 for minimum design standards.

#### IV. ISSUANCE OF PERMIT

After the permit has been reviewed thoroughly and the conditions meet the approval of the Public Works Division, the permit will be issued for the work to begin. The County Administrator or his designee shall sign the permit before it becomes valid. Approved permits will be issued within three (3) full working days after application for permit has been received in good order. The Permittee is forbidden to commence work until the above mentioned items have been adhered to. The Permittee shall notify the Department of Public Works at least twenty-four (24) hours in advance of the exact date and hour the proposed work commences. The Permittee shall also be responsible for contacting Palmetto Utilities Protection Service (PUPS) at 1-888-721-7877 and providing Georgetown County Public Works with authorization number. The work site is subject to inspection at any time after the permit is issued.

#### V. EMERGENCY PERMIT

Permission may be granted orally by the Public Works Division to perform emergency work in the county right-of-way. The person or company concerned must file a written application for a permit on the first working day following oral approval in the same matter as non-emergency work. After the repair process has started, a written encroachment permit will be sent in confirmation of the oral permission as a permanent record of the transaction.

#### VI. PERMIT DISPLAY

A copy of the permit shall be available at the job site at all times for the inspection by local police, public works personnel and other interested persons. To be valid, the permit must show the date of issuance and the effective expiration period and must also be signed by the County Administrator or his designee. This regulation will also apply to public utilities and their subcontractors.

#### VII. COUNTY FREE FROM CLAIMS

The applicant must agree as a condition governing the issuance of a permit to hold harmless the County of Georgetown, the County Council, the County Administrator and his agents and employees from any and all claims and actions whatsoever arise from the exercises of said permit.

#### VIII. EXTENSION OF PERMIT

All required work shall be completed in a matter that is satisfactory to the County before the assigned time period shown on the permit, typically 90 days. Otherwise, the permit holder shall request the County to allow him an extension of time. The permit may be granted one (1) 90 day extension of time provided the Permittee submits a written request prior to expiration and request demonstrates reason for extension.

## IX. REVOCATION OF PERMIT

Any permit issued by Georgetown County Public Works Department can be revoked immediately if the permit guidelines are not followed. In addition, as described in GC Ordinance No. 2007-35, if at any time it is determined by the County Administrator or his Designee, that the health, safety or welfare of the community or the surrounding property that the encroachment interferes with access to any county property at a public works project or development or the best interest of the County requires removal of the encroachment, permit granted hereunder shall be revoked by the County Administrator upon providing the Permittee five days notice thereof. A written notification will be sent to the Permittee following the revocation of a permit.

## X. STRUCTURES IN THE RIGHT-OF-WAY

Anytime structures are to be erected in the right-of-way a permit must be issued. The application may be rejected if one or more of the following problems arise by the installation of the structure:

- Site distance problems,
- Hazardous or unsafe environments for users or motorists; i.e., basketball goals, etc.,
- Maintenance problems.

## XI. INSPECTION OF PERMITTED WORK

Permitted work is subject to inspection at any time during construction. In addition, it will be inspected by County staff at the completion of the permitted work and again at the end of a 1 year warranty period

## XII. GEORGETOWN COUNTY MINIMUM DESIGN STANDARDS

### A. ROAD CROSSINGS

Road crossings are to be perpendicular to roadways, and can be done by boring or an open cut. Recommended road crossings are by dry boring with the utility line placed in an encasement. The bore must be a minimum of thirty (30) inches below the surface of the road. When utilities cross dirt roads, installations can be done by open cut; however, they shall be buried to a minimum depth of thirty-six (36) inches. Only when necessary and the conditions warrant, a permit for an open cut on a paved road will be approved. The cut must be in a neat, straight line with a pavement saw or breaker. After completion of the work, backfilling of the trench shall take place using one of the following methods shown in the attached Figure 1 and outlined herein:

#### *High Volume Traffic Roads*

Use select material tamped in 6" lifts, capped by 4" stabilized aggregate base course and an 8" concrete pad, then apply a tack coat before the asphalt surface course is laid.

### Low Volume Traffic Roads

Use stabilized base material tamped in 6" lifts, capped by an 8" layer of crusher run to the bottom of existing asphalt, or Use flowable fill to the bottom of existing asphalt.

All of the above methods shall be surfaced with Hot Laid Asphalt Concrete (HLAC) to existing grade. One of the repair sections illustrated on Figure 1 must be followed. The entire width of the road shall be resurfaced where the cut is within the pavement and parallel to the road centerline. All road crossings are to be complete from the edge of pavement to edge of pavement. No junction that requires a manhole or valve box will be allowed in the riding surface of the road. See attached Table 1 for minimum design standards.

### B. INSTALLATION OF UTILITIES PARALLELING ROADS

Installations along dirt roads shall be done outside of the roadway-riding surface or in the ditchline at a minimum depth of thirty-six (36) inches. Installations along paved roads shall have the same depth and no closer than three (3) feet to the edge of the pavement.

### C. DRIVEWAYS AND APPROACHES

Any driveway or approach that adjoins a county maintained road must in no way deter storm water movement along the road. If an existing ditch-line is present, a pipe of adequate size and approved by the Public Works Division shall be installed to carry the water. At no time during the permitted work shall the Permittee obstruct the flow of storm water. See attached Table 1 for minimum design standards.

### D. PIPING DITCHES PARRALLEL TO A COUNTY ROAD

Pipe in a county ditch will be permitted as long as it does not interfere with existing drainage and allows surface water to enter the drainage system. Reinforced concrete pipe (RCP) and/or dual wall plastic pipe are allowed as long as minimum cover requirements can be met. The dual wall plastic pipe must have a smooth interior wall and corrugated exterior wall. All joints must be properly sealed to provide a watertight seal. Pipe diameter will be sized properly to the existing drainage system. A minimum of 1 catch basin must be installed per permit or but no less than 1 catch basin for every 100' of continuous pipe. The catch basin will have a grate to allow surface water to enter the pipe system. The grate size will be no less than the pipe diameter. The top of the catch basin will be at least 4" lower than the road. See attached Table 1 for minimum design standards.

## E. STORMWATER DISCHARGE

All discharge into County owned or maintained right-of-ways or easements shall require an encroachment permit. Permits for discharge will be subject to review by Georgetown County Stormwater Division.

All stormwater discharge shall be limited to rates at or below predevelopment rates and shall comply with Georgetown County Stormwater Ordinance. Applicant shall be responsible for meeting all water quality requirements as well. A copy of the SCDHEC-OCRM approval shall be provided by applicant prior to issuance of Georgetown County Encroachment Permit.

## Table 1. Georgetown County Minimum Design Standards for Right of Way Encroachments

### Drives:

1. **Minimum Driveway Width:** Private = 10' w/2' shoulders; Common = 16' w/2' shoulders; Commercial or Common shared by 16 or more = 18' (paved) w/3' shoulders.
2. **Minimum Driveway Radius:** Private = 10' Common or Commercial = 15'
3. **Acceptable Surface Material:** 6" of slag, gravel or FLBC or 2" asphalt w/ 6" FLBC base
4. **Minimum Pipe Size:** 15"
5. **Minimum Pipe Grade:** 0.25%
6. **Allowable Pipe Material:** RCP (concrete) or smooth walled HDPE (plastic) w/proper cover.
7. **Minimum Pipe Length:** Pipe shall extend a minimum of 10' beyond edge of drive on each side. Bank stabilization may be required at pipe ends.
8. **Setback:** End of pipe and driveway radii must be a minimum of 5' from property line unless written permission from adjoining property owner is provided.

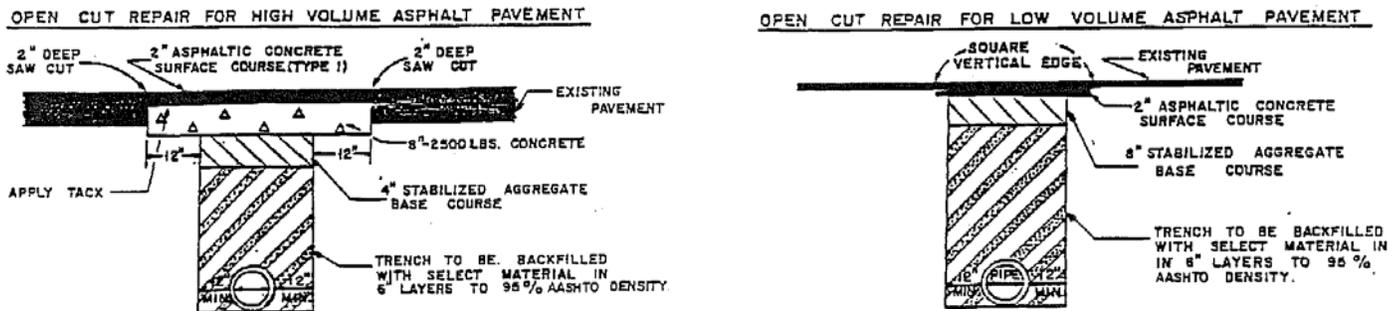
### Piping Ditches Parallel to Roadways:

1. **Allowable Pipe Material:** RCP (concrete) or smooth walled HDPE (plastic) w/proper cover.
2. **Catch Basins:** There shall be 1 catch basin per 100' of continuous pipe installed with a minimum of 1 catch basin per project.
3. **Grate Elevation:** The top of elevation shall be at least 4" lower than roadway.

### Road Crossings:

1. **Alignment:** Crossing are to be perpendicular to roadways
2. **Allowable crossings:** Boring. Open Cut shall only be allowed on dirt roads or in paved areas only when absolutely necessary.
3. **Boring:** Dry boring with utility placed in an encasement, and placed a minimum of 30" below the roadway surface.
4. **Open Cut:** Cuts must be straight and neat, utilizing a pavement saw or breaker. Utilities shall be installed 36" below roadway surface. Repair in dirt roads shall be with compacted backfill and in paved areas repairs shall be as shown in Figure 1.

**Figure 1: Repair Details**



For full details of design requirements see "Georgetown County Roadway Design and Construction Manual".