



Public Works
120 Shanklin Road
Beaufort SC 29906
(843) 255-2800 (office)

Rev 2018

BEAUFORT COUNTY
ENCROACHMENT PERMIT APPLICATION

Applicant: _____
Address: _____
_____ Zip Code: _____
Phone No. _____
Email Address: _____
Contact Person: _____

Permit Type: Road Opening _____
Road Crossing _____
Driveway _____
Drainage Ditch _____
Emergency Opening _____
Other: _____

Estimated construction duration applied for: _____ 30 Days
_____ 60 Days
_____ 90 Days
_____ 6 Months
_____ 1 Year

Above Ground Utility
Infrastructure _____
Blanket Utility
Permit _____

County Road: _____
Right-of-Way Width: _____
Nearest Intersecting Street/Road: _____
Start Date of Work: _____ Contractor: _____

Road Surface: Dirt _____
Paved _____

Description of Work: _____

_____ [See sketch/plans provided]

Proposed Location of Work:
(look up station from
"nearest intersecting
street/road")

Within Paved/Dirt Roadway _____ Between Road & Prop. Line _____

(a) Left Traveled Lane _____ In Road Shoulder _____

(b) Centerline of Road (+/-3') _____ In Bottom of Ditch _____

(c) Right Traveled Lane _____ Back Slope of Ditch _____

I have read the permitted conditions on the reverse side and agree to comply and enact them accordingly.

Applicant/Agent Signature: _____ Date: ____/____/____

Encroachment Permit Submittals should include plan sheet, drawing or diagram showing the location of the work to be completed within the County's Right of Way.

The applicant for this permit agrees to abide by all the terms and conditions listed herein as the conditions for the issuance of the permit, for the related scope of work (described in the application for the permit). Furthermore, this permit shall be considered to grant limited access to the described right-of-way, for the time frame indicated within the context of this document. It shall in no way be considered to grant permanent right of access to the right-of-way. Permanent access shall be granted or approved only by *The Beaufort County Council* and not by this permit.

Status of Permit: Issued _____ To be issued pending revised documentation _____
Rejected _____ Requires additional information/plans _____
Roads restoration required: Yes _____ No _____ [see Item 8, Other conditions]

Permit issued with the following conditions without exceptions:

1. **The Beaufort County Public Works Office shall be notified no later than twenty-four (24) hours prior to the commencement of the permitted work. Failure to do so shall be considered sufficient grounds to revoke the permit. Work undertaken without a valid permit may be subject to legal action by the County Attorney under the applicable statutes of the County.**

2. All excavation for placement of water mains and service lines, telephone cable and conduit, sanitary sewer mains and laterals and all other installations which require excavation shall be installed to a minimum depth of thirty-six (36) inches. Extension on existing mains, lines, cable or services shall be considered "new" and will be required to conform to the required "minimum cover". Failure to comply shall require the removal of all improperly, non-complying work at no cost or with no reimbursement from Beaufort County.

3. All other applicable State, Local, Federal or required permits related to the work shall be required to be obtained and in full effect without conditions, prior to this permit being considered issued and in effect.

4. The applicant agrees to abide by, and follow the terms and conditions of the permit which is issued based upon the facts, figures and representations on the "*Beaufort County Encroachment Permit Application*". Any deviation from the representations in the field requires the written approval of the Beaufort County Special Projects Engineer. Without written approval in place prior to the actual placement of the work, this permit is to be considered revoked. The signer of the application shall be held responsible for any and all violations of the permit and any legal consequences.

5. The applicant, by putting into effect this permit, understands that he/she/they have agreed that if in the future of their permitted installation as described in the permit, conflicts either horizontally or vertically with any planned or proposed improvement undertaken by the County, that they will expediently and without undo delay to the County relocate their installation at no charge or cost to Beaufort County or it's Agencies.

6. Reasonable accurate engineering drawings/sketches/plats shall be made by the applicant. Two sets shall be submitted to the Special Projects Engineer with the Encroachment Permit Application.

7. Upon completion of Encroachment Permit Construction, inspection by Beaufort County Public Works must be requested.

8. Other conditions: _____

9. Culvert/Pipe Installation: In order to maintain positive flow in the drainage system along the County roadway, the Contractor will need to have a surveyor verify the inverts of the proposed pipe. The RCP culvert pipe is to be installed to match existing flow line elevations. The construction of the driveway and the installation of the culvert will not hinder the drainage in the existing system or the Contractor will be responsible to rectify the situation created by the proposed work. The minimum culvert for driveways is 15" RCP.

Signature: _____ Approval Date: ___/___/___ Expiration Date: ___/___/___
Public Works Representative

WHEN THE WORK HAS BEEN COMPLETED, YOU MUST CALL OUR OFFICE SO WE CAN DO OUR INSPECTION. THANK YOU.

FINAL SIGN-OFF
Beaufort County Public Works

Name _____ Final Inspection: Approved _____

Signature _____ Not Approved _____

Date ___/___/___