

# City of North Charleston

## DEPARTMENT OF PUBLIC WORKS APPLICATION FOR ENCROACHMENT PERMIT

PERMIT NO. \_\_\_\_\_

ENCROACHMENT INTO: \_\_\_\_\_ STREET/ RIGHT-OF-WAY \_\_\_\_\_ EASEMENT ( PROPERTY OWNER'S PERMISSION ALSO REQUIRED)

<b>APPLICANT IDENTIFICATION</b> NAME: _____ CONTACT: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____ EMERGENCY PHONE: _____ JOB LOCATION: _____ ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____	<b>TYPE OF ENCROACHMENT</b> <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> COMMERCIAL ENTRANCE <input type="checkbox"/> RESIDENTIAL ENTRANCE <input type="checkbox"/> UTILITY: <input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND <input type="checkbox"/> STORM DRAIN <input type="checkbox"/> WATER <input type="checkbox"/> SANITARY SEWER <input type="checkbox"/> CUT <input type="checkbox"/> BORING <input type="checkbox"/> GRADE: <input type="checkbox"/> FILL <input type="checkbox"/> LANDSCAPE ON R/W <input type="checkbox"/> SIDEWALK: LENGTH _____; WIDTH _____ <input type="checkbox"/> CURB & GUTTER: <input type="checkbox"/> STAND UP <input type="checkbox"/> ROLLED <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> APPLICANT'S PLANS
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S.C. LAW REQUIRES 72 HOURS NOTICE BEFORE YOU DIG: CALL PALMETTO UTILITY PROTECTION SERVICE 1-800-922-0983.

**YOUR WORK MUST BE INSPECTED--CALL 24 HOURS IN ADVANCE 745-1026**

THIS PERMIT MUST BE KEPT ON THE WORK SITE AND SHOWN WHEN REQUESTED.

THIS PERMIT EXPIRES IN ONE HUNDRED EIGHTY (180) DAYS FROM **DATE ISSUED** AND IS NULL AND VOID IF WORK IS NOT COMPLETED IN THAT TIME.

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DESCRIPTION OF WORK:(ATTACH A PRINT OF THE SKETCH OR PLAN TO COPY OF THE FORM.)

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APPLICATION IS HEREBY MADE FOR THIS PERMIT AS INDICATED ABOVE AND SHOWN ON THE ACCOMPANYING PLAN OR SKETCH AND DESCRIBED ON THIS SHEET. SAID WORK WILL BE DONE UNDER AND IN ACCORDANCE WITH ALL RULES, REGULATIONS, AND ORDINANCES OF THE CITY OF NORTH CHARLESTON, SO FAR AS SAID RULES ARE APPLICABLE THERETO. APPLICANT AGREES TO MAINTAIN WORK IN A MANNER APPROVED BY THE CITY. APPLICANT ALSO HEREBY AGREES AND IS HELD RESPONSIBLE TO THE OWNER FOR ANY AND ALL DAMAGES TO ANY OTHER INSTALLATION ALREADY IN PLACE AS A RESULT OF WORK COVERED BY THIS PERMIT. THE APPLICANT AGREES TO THE PROVISIONS ON THE REVERSE HEREOF AND ANY OTHER PROVISIONS ATTACHED HERETO BY THE DEPARTMENT. APPLICANT TO WHOM PERMITS ARE ISSUED SHALL AT ALL TIMES INDEMNIFY AND SAVE HARMLESS THE CITY OF NORTH CHARLESTON, MEMBERS OF THE COUNCIL, THE STATE OF SOUTH CAROLINA, AND ALL CITY AND STATE EMPLOYEES, AGENTS AND OFFICERS FROM RESPONSIBILITY, DAMAGE OR LIABILITY ARISING FROM THE EXERCISE OF THE PRIVILEGES GRANTED IN SUCH PERMITS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

*City of North Charleston*  
ENCROACHMENT APPROVAL

RECOMMENDED FOR APPROVAL

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

APPROVED

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

WORK WAS HEREBY INSPECTED AND APPROVED BY THE CITY.

INSPECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# PROVISIONS, TERMS, CONDITIONS AND RESTRICTIONS

1. PERMITTEE: The word "Permittee" used herein shall mean the name of the person, firm or corporation to whom this permit is issued, his, her, its heirs, successors and assigns.

2. FUTURE MOVING OF ENCROACHMENT: The Department hereby reserves the right to order the change of location or the removal of any facilities authorized by this permit at any time, said changes or removal to be made at the sole expense of the party or parties to whom this permit is issued or their successors and assigns. All such changes, reconstruction, or relocation by the Permittee shall be done in such manner as will cause the least interference with any of the Department's work, and the Department shall in no wise be held liable for any damage to the Permittee by reason of any such work by the Department, its agents or representatives, or by the exercise of any rights by the Department upon roads, streets, public places, or structures in question.

3. PROTECTION OF TRAVELING PUBLIC: Adequate provisions shall be made for the protection of the traveling public at all times, that during the progress of the work all necessary detours, barricades, warning signs and watchmen shall be provided by and at the expense of the Permittee. The permittee shall comply with the Manual on Uniform Traffic Control Devices as revised to and in effect on the date of the issuance of this permit that is made a part hereof by reference.

a) Except as herein authorized, no excavation shall be made or obstacle placed within the limits of the right-of-way in such a manner as to interfere with the travel over said road.

b) On completion of said work herein contemplated, all rubbish and debris shall be immediately removed and the roadway and roadside shall be left neat and presentable and satisfactory to the Department.

c) All existing manholes and valve boxes are to be adjusted to be flush with finished grade.

4. RESPONSIBILITY: The applicant hereby agrees, and binds his heirs, successors, assigns, to assume any and all liability this Department might otherwise have in connection with accidents or injuries to persons, or damage to property, including the highway, that may be caused by the construction, maintenance, use, moving or removing, of the physical appurtenances contemplated herein and agrees to indemnify this Department for any liability incurred or injury or damage sustained by reason of the past, present, or future existence of said appurtenances.

a) The permittee is to be responsible for any damage to existing utilities and any utility modifications or relocation's within right-of-way which are necessary, as determined by the department or by the owner of the utility, are to be at the expense of the permittee and subject to the approval to the Department. Any trees, shrubbery, or landscaping damaged shall be replaced as directed by the Department.

b) The permittee shall be responsible for the proper replacement of any driveways, driveway pipes or sidewalks that are disturbed during this work. Drainage on shoulders, ditches or otherwise on the right-of-way shall not be obstructed, and shall remain operative.

c) If at any time in the future, this installation should become damaged due to normal maintenance or road work by the Department, the permittee shall be responsible for all repairs, and cost of repairs that may arise from such damage.

d) The party or parties to whom this permit is issued shall maintain at its or their sole expense the structure or object for which this permit is granted in a condition satisfactory to the Department.

e) The said encroachment will not infringe on the frontage rights of an abutting owner without written consent of the said owner. (This does not apply to utilities which serve the general public)

f) The work permit or permit for construction as issued does not in any way imply an easement on private property.

g) Permittee is responsible for maintaining reasonable access to private driveways during construction.

5. PERMIT SUBJECT TO INSPECTION: This permit shall be kept at the site of the work at all times while said work is underway and must be shown to any representative of the City Engineering Department or Law Enforcement Officer on demand.

6. STANDARDS OF CONSTRUCTION: All work shall conform to recognized standards of construction and shall be performed in a workmanlike manner. No pavement shall be cut, no tunneling shall be permitted and no excavation shall be made nearer than two feet to the edge of any type of pavement unless specifically authorized herein. All trenches within the limits of the Roadway shall be backfilled with suitable material and thoroughly tamped in layers not greater than six inches in thickness. All pipes, conduits, cables, etc., shall have a minimum cover of 30 inches. All work shall be subject to the inspection and satisfaction of the Department.

a) Wherever topsoil and sod are disturbed they shall be reposed and maintained satisfactorily until the turf is established.

7. RESCINDING OF PERMIT: Upon a violation of any of the provisions of this permit, the Department may revoke, amend, or cancel the permit by giving notice to the permittee in writing to remove from the right-of-way any facilities placed thereon within a reasonable time as set forth in the notice.

a) The permit is valid through the stated expiration date. If work is not completed within the allotted time, the permit is automatically canceled unless an extension is requested prior to the expiration date and said request is approved by the Department. If a permit is canceled, a new application must be submitted and approved before the proposed work can be accomplished.

8. NOTIFICATION OF START OF WORK: The permittee shall notify the Department five (5) working days preceding the beginning of any work activity.

9. NOTIFICATION OF END OF WORK: The permittee shall notify the Department that the work is complete and this notice is to be provided within seven (7) days from completion of all work on the permit.

10. BEAUTIFICATION WORK: All trees, plants, flowers, etc., shall be taken care of by and at the expense of the permittee and the provisions of this letter shall become null and void if and when said permittee ceases to take care of said trees, plants, flowers, etc.

# City of North Charleston

## DEPARTMENT OF PUBLIC WORKS REQUIRED DOCUMENTATION AND INFORMATION BY APPLICATION FOR ENCROACHMENT PERMIT

(THIS FORM MUST BE SIGNED AND RETURNED BY THE APPLICANT WITH THE ITEMS CHECKED)

- I.  ENCROACHMENT PERMIT APPLICATION  
(APPLICANT SHALL COMPLETE THE FOLLOWING:)
- ALL BLANKS UNDER "APPLICANT IDENTIFICATION"
  - ALL BLANKS UNDER TYPE OF ENCROACHMENT.
  - DATE AND SIGNATURE OF APPLICANT OR HIS OFFICIAL REPRESENTATIVE.
  - DESCRIPTION OF WORK
- II.  APPLICANTS PLANS SHOWING: (8 1/2 X 11 PREFERRED)
- |  |   |
|--|---|
| <input type="checkbox"/> TITLE BLOCK WITH DATE, SCALE,<br>APPLICANTS NAME, AND SPACES FOR<br>PERMIT NUMBER AND APPROVAL SIGNATURE. | <input type="checkbox"/> CROSS SECTIONS                     |
| <input type="checkbox"/> TOTAL AREA OF DEVELOPMENT   | <input type="checkbox"/> PAVING SPECIFICATIONS              |
| <input type="checkbox"/> TOTAL WORK AREA WITHIN R\W  | <input type="checkbox"/> NORTH ARROW                        |
| <input type="checkbox"/> ACTUAL R\W LINE, PROPERTY LINES,<br>EXISTING ENTRANCE, ETC.   | <input type="checkbox"/> DRAINAGE CALCULATIONS              |
| <input type="checkbox"/> CURBING AND/ OR SIDEWALK  | <input type="checkbox"/> SIZE, LENGTH AND LOCATION OF PIPE  |
|  | <input type="checkbox"/> ROADWAY OR MEDIAN MODIFICATION     |
|  | <input type="checkbox"/> DETAILS OF ALL DRAINAGE FACILITIES |
- III.  OTHER REQUIRED DOCUMENTATION  \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- IV.  I HAVE REVIEWED AND UNDERSTAND THE REQUIREMENTS ON THE ENCROACHMENT PERMIT APPLICATION AND I AM AWARE THAT I MUST;
- COMPLY WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
  - COMPLETE THE WORK BY THE DATE SPECIFIED ON THE PERMIT.
  - OBTAIN APPROVAL OF ALL OTHER APPLICABLE LOCAL, STATE OR FEDERAL AGENCIES.
  - ADVISE THE DEPARTMENT BEFORE BEGINNING WORK.
  - MEET THE REQUIREMENTS OF ALL ADDITIONAL DOCUMENTS ATTACHED TO AND MADE A PART OF THE PERMIT BY THE DEPARTMENT.

DATE

SIGNATURE

TITLE