



www.surfsidebeach.org

TOWN OF SURFSIDE BEACH
Tel: 843-913-6360
Fax: 843-913-6355
PUBLIC WORKS

APPLICATION FOR ENCROACHMENT PERMIT
Town Roads Only

No. _____

APPLICANT / CONTRACTOR

LOCATION of WORK

Name:

Owner:

Address:

Address:

Tel. #:

SC Lic# _____

The undersigned applicant hereby applies to the Town of Surfside Beach for a permit for encroachment on right-of-way as shown and described below:

1. Type of Encroachment:
2. Description of location with reference to highway:

(Attach sketch indicating roadway features such as pavement width, shoulder width, sidewalk, curb and gutter location, significant drainage structure, north arrow, right of way width and location of the proposed encroachment with respect to the roadway centerline and the nearest intersecting road on the Town system.

The undersigned hereby requests the Town of Surfside Beach to permit encroachment on the Town right-of-way as described herein. It is expressly understood that the encroachment, if and when constructed, shall be installed in accordance with the sketch attached hereto and made a part hereof. The applicant hereby further agrees, and binds his heirs, successors, assigns, to assume any and all liability the Town 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 town for any liability incurred or injury or damage sustained by reason of the past, present, or future existence of said appurtenances.

Applicant Name: _____
(Please print or type)

Applicant Signature: _____ **Title:** _____

Date: _____

Lower section to be filled out by Director of Public Works / Town Administrator

SPECIAL PROVISIONS:

In compliance with your request and subject to all the provisions, terms, conditions and restrictions stated in the application, general provisions and special provisions below or attached hereto, the Town approves the request. This permit shall have been completed prior to _____.

- 6" GABC compacted stone under brick.**
- 6" Thick concrete in the right-of-way.**
- Water must run off of the road onto the driveway and flow through a swale made in the driveway, approved by the Director.**
- 3' to 4' radius at the ends of the driveway where it meets the road.**
- Call the Director of Public Works @ 913-6360 for inspection of forms / stone base before pouring concrete or placing brick to insure that the driveway meets the Town's requirements.**
- Call the Director of Public Works for a final inspection after the concrete/bricks are in place to insure that the driveway meets the specifications of the drawings submitted.**

_____	_____	_____
Date Received by Building and Zoning	Approved / Denied	Date
_____	_____	_____
Date Received by Public Works Director	Approved / Denied	Date
_____	_____	_____
Date of Pre-Pour Inspection	Approved / Denied	Date
_____	_____	_____
Date of Final Inspection	Approved / Denied	Date

Notes: _____

GENERAL PROVISIONS

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

DEPARTMENT: For the purpose of this permit, the word ‘Department’ shall mean the South Carolina Department of Highways and Public Transportation (SCDOT).

TOWN: For the purpose of this permit, the word ‘Town’ shall mean the Town of Surfside Beach, South Carolina.

- 1. NOTICE PRIOR TO STARTING WORK:** Before starting the work contemplated herein within the limits of the highway right-of-way, the Public Works Director shall be notified 24 hours in advance so that he may be present while the work is underway. This permit is subject to any further restrictions.
- 2. 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 Town or to a law enforcement officer on demand.
- 3. PROTECTION of HIGHWAY TRAFFIC:** Adequate provisions shall be made for the protection of the highway traffic at all times. Necessary detours, barricades, warning signs and flagmen shall be provided by and at the expense of the permittee and shall be in accordance with the South Carolina Manual on Uniform Traffic Control Devices. The work shall be planned and carried out so that there will be the least possible inconvenience to the highway traffic. The permittee agrees to observe all rules and regulations of the Town while carrying on the work contemplated herein and take all other precautions that circumstances warrant.
- 4. STANDARDS OF CONSTRUCTION:** All work shall conform to recognized standards of construction and shall be performed in a workmanship like manner. Adequate provisions shall be made for maintaining the proper drainage of the highway. All work shall be subject to the supervision and satisfaction of the Town.
- 5. FUTURE MOVING OF PHYSICAL APPURTENANCES:** If, in the opinion of the Town Administrator, it should ever become necessary to move or remove the physical appurtenances, or any part thereof contemplated herein, due to a change in location of the highway, widening of the highway, or for any other sufficient reason, such moving or removing shall be done on demand of the Town at the expense of the permittee.
- 6. RESTORATION OF HIGHWAY FACILITIES UPON MOVING OR REMOVING OF PHYSICAL APPURTENANCES:** If, and when the physical appurtenances contemplated herein shall be moved or removed, either on the demand of the Town or at the option of the permittee, the highway and facilities shall immediately be restored to their original condition at the expense of the permittee.
- 7. COSTS:** All work in connection with the construction, maintenance, moving or removing of the physical appurtenances contemplated herein, shall be done by, and at the expense of the permittee.
- 8. PERMISSION of ABUTTING PROPERTY OWNERS:** It is distinctly understood that this permit does not in any way grant or release any rights lawfully possessed by the abutting property owners. Any such rights necessary shall be secured from said abutting property owners by the permittee.

9. WORK PERFORMANCE:

- (a) Poles shall be placed at the distance from the centerline of the highway as specifically stipulated herein.
- (b) All crossings over the highway shall be constructed in accordance with Specifications for Overhead Crossings of Light and Power. Transmission lines, telephone and telegraph lines over each other and over highway rights-of-way in South Carolina, as approved by the Public Service Commission of South Carolina and operative as of date of this permit.
- (c) All tunneling, boring or jacking shall be done in such a way as not to disturb the highway surfacing.
- (d) No pavement shall be cut unless specifically authorized herein.
- (e) No excavation shall be nearer than three (3) feet to the edge of pavement unless specifically authorized herein.
- (f) Underground facilities will be located at minimum depths as defined in the Utility Accommodations Manual for the transmittant, generally as follows:
 - 1. Bury underpavement four (4) feet minimum for hazardous or dangerous transmittant; three (3) feet minimum for other lines.
 - 2. Bury under other surfaces 30 inches minimum for power and communication lines and three (3) feet for all other facilities. Shallower depths may be approved if adequate protection is provided.
- (g) Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavements on any surfaced road without disturbing said pavement. The section under the highway pavement and within a distance of two (2) feet on either side shall be continuous without joints.
- (h) Work shall be performed in accordance with the Department's "A Policy for Accommodating Utilities on Highway Rights-of Way" and "Standard Specifications for Highway Construction".

10. The permittee shall be responsible for obtaining any other approvals or permits necessary for installation.

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

12. DRIVEWAYS and APPROACHES:

- (a) The existing crown of the highway shall be continued to the outside shoulder line of the highway.
- (b) If the driveway or approach is of concrete pavement, the pavement shall be constructed at least six (6) inches thick and of a mix not leaner than 1-2-4. There shall be a bituminous expansion joint not less than ¾ inches in thickness, placed between the highway paving and the paving of the approach for the full width of the latter.

13. BEAUTIFICATION WORK:

- (a) All trees, plants, flowers, etc., shall be placed in accordance with the provisions specifically stipulated herein.
- (b) 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.

14. There shall be no excavation of soil nearer than two (2) feet of any public utility lines or appurtenant facility except with the consent of the owner thereof, or except upon special permission of the Town after an opportunity to be heard is given the owner of such line or appurtenance facility.