



# Aiken County Application for Encroachment Permit

Permit #: \_\_\_\_\_

RETURN COMPLETED FORM TO [engineering@aikencountysc.gov](mailto:engineering@aikencountysc.gov)

Date: _____	Road Name:	Road Number:
Applicant: _____	1. _____	_____
Street Address: _____	2. _____	_____
City: _____	3. _____	_____
State: _____ Zip: _____	4. _____	_____
Contact Name: _____	5. _____	_____
Phone: _____ Email: _____	6. _____	_____
Field Contact: _____	7. _____	_____
Phone: _____ Email: _____	8. _____	_____

**Type of Encroachment:**

**Description of Location:**

*(Attach sketch indicating roadway features such as: pavement width, shoulder width, sidewalk and 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 State system.)*

The undersigned applicant hereby requests Aiken County to permit encroachment on the Aiken County 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 agrees to comply with and be bound by the SCDOT's "A Policy for Accommodating Utilities on Highways Rights of Way", "Standard Specifications for Highway Construction", the "General Provisions", and "Special Provisions", attached hereto or made a part hereof by reference, during the installation, operation, and maintenance of said encroachment within the Aiken County Right of Way.

**DISCHARGES OF STORM WATER AND NON-STORM WATER:** Work within Aiken County right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit(s) issued to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State, and Local laws and regulations and with the Aiken County Department's Encroachment Permits Manual and encroachment permit.

The applicant agrees to comply with all current Aiken County Standards, Specifications and details for roadway construction. The applicant hereby further agrees, and binds his/her/its heirs, personal representatives, successors, assigns, to assume any and all liability for accidents or injuries to persons, or damage to property, including the roadway that may be caused by the construction, maintenance, use, moving or, removing of the physical appurtenances contemplated herein, and the applicant agrees to indemnify and hold Aiken County harmless from and against any and all claims for personal injury and/or property damage which may be sustained by any person by reason of the construction, maintenance, or existence of said encroachment on the Aiken County right of way.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

See Attached Special Provisions and / or Permit Requirements NPDES Permit # : \_\_\_\_\_

\_\_\_\_\_  
(Date received by County Engineer)

\_\_\_\_\_  
(Aiken County Approval)

\_\_\_\_\_  
(Expiration Date)

**Permit General Provisions**

- 1. DEFINITIONS:** The word "Permittee" used herein shall mean the name of the person, firm, or corporation to whom this permit is addressed and/or his, her/its, heirs, personal representatives, successors, and assigns. The word "DEPARTMENT" shall mean the Aiken County Engineering Department.
- 2. NOTICE PRIOR TO STARTING WORK:** Before starting the work contemplated herein within the limits of the County right of way, the Department's County Engineer shall be notified 24 hours in advance so that he/she may be present while the work is under way.
- 3. COMPLETION OF WORK:** Applicant shall notify Aiken County Engineering Department at (803) 642-1535 within 3 days of when work will be complete.
- 4. PERMITS SUBJECT TO INSPECTION:** This permit shall be kept at the site of the work at all times while said work is under way and must be shown to any representative of the Department or law enforcement officer on demand.
- 5. PROTECTION OF ROADWAY TRAFFIC:** The applicant shall be responsible for the protection of the roadway traffic at all times during the construction, maintenance, removing, or moving of the encroachment permitted herein. Detours, barricades, warning signs, and flagmen, as necessary, shall be provided by and at the expense of the Permittee and shall be in accordance with the "Manual on Uniform Traffic Control Devices" (MUTCD). The work shall be planned and carried out so that there will be the least possible inconvenience to the motoring public. The Permittee agrees to observe all rules and regulations of the Department while carrying on the work contemplated herein and take all other precautions that circumstances warrant.
- 6. STANDARDS OF CONSTRUCTION:** All work shall conform to the Aiken County standards of construction and shall be performed in a workman-like manner. The applicant shall make adequate provisions for maintaining the proper drainage of the roadway as it may be affected by the encroachment permitted herein. All work shall be subject to the supervision and satisfaction of the Department.
- 7. FUTURE MOVING OF PHYSICAL APPURTANCES:** If, in the opinion of the County engineer, it should ever become necessary to move or remove the physical appurtenances, or any part thereof contemplated herein, on account of change in location of the roadway, widening of the roadway, or for any other sufficient reason, such moving shall be done on demand of the Department at the expense of the Permittee.
- 8. RESTORATION OF ROADWAY FACILITIES UPON MOVING OR REMOVING OF PHYSICAL APPURTANCES:** If, and when, the physical appurtenances contemplated herein shall be moved or removed, either on the demand of the Department or at the option of the Permittee, the roadway and facilities shall immediately be restored to their original condition at the expense of the Permittee.
- 9. 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.
- 10. ADDITIONAL PERMISSIONS:**
  - (a) It is distinctly understood that this permit does not in any way grant or release any rights lawfully possessed by the abutting property owners. The Permittee shall secure any such rights, as necessary, from said abutting property owners.
  - (b) The Permittee shall be responsible for obtaining all other approvals or permits necessary for installation of the encroachment from other government entities.
  - (c) There shall be no excavation of soil nearer than two feet to any public utility line or appurtenant facility except with the consent of the owner thereof.
- 11. ADDITIONAL WORK PERFORMANCE:**
  - (a) All crossings over the roadway shall be constructed in accordance with "Specifications for Overhead Crossings of Light and Power Transmission Lines 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 effective as of date of this permit.
  - (b) All tunneling, boring, or jacking shall be done in such a way as not to disturb the roadway surfacing.
  - (c) No pavement shall be cut unless specifically authorized herein.
  - (d) No excavation shall be nearer than three feet to the edge of pavement unless specifically authorized herein.
  - (e) Underground facilities will be located at minimum depths as defined in the "Utility Accommodations Manual" for the transmittant, generally as follows: 4 feet minimum for hazardous or dangerous transmittant, 3 feet minimum for other lines. Aiken County Engineering may approve shallower depths if adequate protection is provided. Such approval must be obtained in writing.
  - (f) Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavements on any surfaced road without disturbing the pavement. The section under the roadway pavement and within a distance of three (3) feet on either side shall be continuous without joints.
  - (g) Proposed bores shall be adjusted as necessary to avoid conflict with the existing storm drain structures, pipes, and sidewalks.
  - (h) All disturbed areas shall be regraded, grassed, and stabilized.
  - (i) Any damage to the pavement shall be repaired per Aiken County Standards and coordinated with the Aiken County Engineer.
  - (j) Any damage to existing driveways or sidewalks shall be repaired with like material and coordinated with the Aiken County Engineer.
  - (k) Coordinate with existing utility companies for locations and/or conflicts.
  - (l) Provide the daily "street sheet" for all projects within the County to [engineering@aikencountysc.gov](mailto:engineering@aikencountysc.gov).
- 12. ACCESS:**
  - (a) Permittee is responsible for maintaining reasonable access to private driveways during construction.
- 13. DRIVEWAYS:**
  - (a) The existing crown of the roadway shall be continued to the outside shoulder line of the roadway.
  - (b) If the driveway or approach is concrete pavement, the pavement shall be constructed at least 6 inches thick and with a minimum of class 2500 concrete. There shall be a bituminous expansion joint, not less than 3/4 inches in thickness, placed between the roadway paving and the paving of the approach for the full width of the approach.
- 14. AS-BUILT PLANS:**
  - (a) The applicant shall provide the Department with survey-quality as-built plans, as required.