The following guidelines will apply to the processing of all encroachment permits at the South Carolina Department of Transportation (SCDOT). All applications for encroachments upon roads in the state highway system shall comply with the latest edition of the SCDOT Access and Roadside Management Standards (ARMS) manual.

Submittal of Applications

Applications for encroachment permits will be made available at all SCDOT county and district offices, with printable copies available on the SCDOT website. All applicants should make a reasonable effort to utilize the Department's online application process, Encroachment Permit Processing System (EPPS). Permit applications must be submitted to the county where the proposed encroachment will be located. Permit applications for commercial driveways, schools, or multi-residential developments will be routed to the appropriate district permit engineer (DPE) for processing via EPPS. All other permits will be routed to the SCDOT county maintenance office. When an application is made for an encroachment permit that will cross county lines, the application may be submitted to either county in which part of the encroachment will be located.

Approval of Applications

Applications for commercial driveways, multi-residential developments, schools, and roadway connections shall be reviewed and approved by the DPE. The county resident maintenance engineer (RME) will review and is authorized to approve all other applications for permits, unless otherwise designated herein. Verbal approval will not be given to perform any work until an encroachment permit has been issued. All extensions, amendments, or additions to existing permits must be in writing.

Prior to approval of permit applications that include the types of permit activities listed below, the RME or DPE should obtain recommendations from the appropriate SCDOT offices. The DPE will coordinate reviews by headquarters (HQ) offices. When a recommendation is required from another SCDOT office prior to approval of a permit application, the RME or DPE shall promptly forward the information necessary for making the recommendation to the appropriate office.

Some permits require approval from the Federal Highway Administration (FHWA). All SCDOT reviews should be completed prior to making a submittal to FHWA for review. Include the original permit application and all SCDOT comments with the submittal to FHWA.
**Required Application Reviews**

The offices listed below shall review encroachment permit applications and provide appropriate recommendations prior to approval:

- **Preconstruction Support (HQ)**
  - Municipality funded projects
  - Sidewalks/multi-use paths/pedestrian facilities
  - Landscaping
  - Projects in the Statewide Transportation Improvement Program (STIP)
  - Major reconstruction or relocation of state roads

- **Utilities (HQ)**
  - Longitudinal utility within controlled access
  - Railroad crossings

- **Director of Maintenance (HQ)**
  - Bridge attachments
  - Beautification/daylighting (interstate only)

- **Traffic Engineering (HQ)**
  - School site plans or renovations

- **Resident Construction Engineer**
  - Locations within limits of construction activities

**Special Considerations**

- **Monitoring Wells**
  Prior to approval of a permit application for a monitoring well, the applicant must provide a letter from the South Carolina Department of Health and Environmental Control (DHEC) stating that the monitoring well is required.

- **Multi-County Encroachments**
  The county where the permit is submitted or where the majority of the work is to be accomplished shall be the lead county and as such will approve the permit after review by the RME in the other affected county or counties. Each RME is responsible for the inspection of work performed in their county. Copies of the approved permit will be sent to every county involved.

- **Traffic Control Responsibilities**
  Traffic control devices and procedures required during installation and maintenance of the encroachment shall be the responsibility of the applicant, and shall be stated on the permit. Traffic control devices and procedures shall be in accordance with the latest version of the Manual on Uniform Traffic Control Devices (MUTCD).

- **Longitudinal Utility Encroachments**
  Longitudinal installations shall be located on uniform alignment as near as practicable to the right-of-way line in order to provide a safe environment for traffic operation and preserve space for future highway improvements or other utility installations. Where irregularly shaped sections of the right-of-way extend beyond the normal right-of-way limits, variances in the locations from the right-of-way line shall be allowed as necessary.
to maintain a reasonable uniform alignment for longitudinal overhead and underground installations.

Longitudinal pavement cuts shall be repaired by milling a depth of 2 inches in the entire lane affected by the utility installation and paving with the appropriate asphalt surface course or by resurfacing the entire roadway for the length of the longitudinal cut. The repair, including resurfacing, must restore the pavement structure cross section to the original design. Longitudinal pavement cuts should be minimized and avoided if possible.

See the current edition of the SCDOT Utility Accommodations Manual for more details.

- **Stormwater Management and Sediment Control Plan and MS4 Permit Requirements**
  
  SCDOT will withhold issuing encroachment permits to applicants discharging stormwater runoff or sediment onto the state highway system until an approved national pollutant discharge elimination system (NPDES) permit has been issued to the applicant/landowner. If a development disturbs more than 1 acre, a copy of the approved DHEC stormwater letter is required.

  All applications for encroachment permits that involve bringing stormwater runoff or sediment to the highway shall include drainage plans with supporting design computations. Post-construction 2-year, 10-year, and 25-year storm events shall be equal to or less than those calculated for predevelopment conditions as determined in accordance with SCDOT design policy for the given site conditions. If post-development discharges to Department right-of-way for 2-year, 10-year, and 25-year storm events exceed predevelopment discharges for the given storm event, the applicant will be required to provide flow detention onsite that meets the pre-developed discharge condition. If proposing to connect directly to an SCDOT crossline pipe, the applicant will be required to meet predevelopment and post-development rates for a 50-year storm if the roadway is an interstate, US, or SC route. Details for detention structures and means of discharge, as well as design calculations, shall be approved by a registered professional engineer, licensed pursuant to Chapter 20 of Title 40 of the S.C. Code of Laws. Plans shall also include measures for controlling erosion on the site and limiting release of sediment to the highway. Applicants must comply with all applicable federal and state stormwater management, sediment, and erosion control guidelines.

  The municipal separate storm sewer system (MS4) permit requires SCDOT to be responsible for the quality of its stormwater discharges. Encroachment permit applicants will be responsible for the quality of their stormwater discharges to SCDOT facilities. In accordance with NPDES general construction permit number SCR100000, applicants must determine if receiving water bodies are on the 303(d) impaired water bodies list and whether a total maximum daily load (TMDL) has been established for the receiving water body the drainage system is discharging into. Applicants can locate the NPDES general construction permit, along with the TMDL and the 303(d) list, on DHEC’s website [www.scdhec.gov/water](http://www.scdhec.gov/water). Non-stormwater discharges from applicants will not be permitted. All illicit discharges that are discovered should be reported to DHEC for enforcement.

- **Structures within Department Rights-of-Way**
  
  A structure shall be defined as a retaining wall, bridge, or culvert. The district engineering administrator (DEA) shall be the approving authority for permits of this type.
Prior to approval of the permit, the DEA should request a review from the Preconstruction Support Office. See the ARMS manual for more details.

Encroachment applications for overhead or underground structures must include the items listed below:

a. Geotechnical reports, hydrology reports, construction plans, including traffic control plans and contract special provisions, and structural design calculations, including reinforcing steel details, must be provided electronically or the hard copy scanned and placed in EPPS. Plans shall be signed by a registered professional engineer, registered in the state of South Carolina. Each sheet of the plans shall show the detailer's and checker's initials as an indication that details have been checked for accuracy.

b. Each set of construction plans must include a standard note sheet.

c. The title sheet of the construction plans must include a location map and state the firm or persons that will perform the construction inspection. The title sheet must also contain a certification to ensure that the contractor's work is performed in accordance with the contract plans, special provisions, and the current edition of the South Carolina Standard Specifications for Highway Construction.

d. The title sheet must include any necessary municipality and/or county approval, including any state or federal permits when applicable.

e. The submittal shall contain a letter indicating that maintenance of the structure will be the responsibility of the permittee, unless there is a signed agreement between the appropriate engineering director and the permittee stating otherwise.

- **Impact on Programmed and Future Projects**
  The RME or DPE will review the application to determine what impact, if any, the encroachment will have on widening, relocation, or new-location projects programmed or in project development. If necessary, the DPE will coordinate this review with the appropriate headquarters offices.

  Careful consideration should be given to any permit application where development could constrain future road system improvements. Developments near substandard interchanges, edges of suburban growth, and intersections operating over capacity are some examples. Additional guidance can be provided by either Traffic Engineering or Preconstruction Support offices.

- **Utility Lines over Bridge Rights-of-Way**
  No permit shall be issued for utility lines over a bridge right-of-way unless the applicant agrees to construct the line at a height sufficient to accommodate future bridge maintenance, improvement, and reconstruction.

- **Right-of-Way**
  For all permits which require the conveyance of right-of-way to SCDOT for turn lanes, etc., coordination within the Rights-of-Way Office shall take place prior to the issuance of the permit to ensure that the appropriate documents are created to successfully transfer the right-of-way. The actual transfer of the right-of-way shall not occur until all work has been accomplished and accepted by the Department.
Revisions to control-of-access limits are not allowed without approval from the Deputy Secretary for Engineering (DSE).

- **As-Built Plans**
  SCDOT shall receive two bound copies (22” x 36”) of final as-built construction plans. As-built plans should be prepared in accordance with the SCDOT publication, Instructions for the Preparation of As-Built Plans, latest edition. The RME or DPE may hold the bond until an acceptable set of as-built plans has been received meeting these requirements.

  One copy of the as-built plans shall be kept in the district and one copy shall be forwarded to the As-Built Plans Office in the Preconstruction Support Office to be scanned and placed in the plan library.

**Appeal Process**

Applications that are denied may be appealed to the DSE. The appeal will be made to the RME or DPE and will be escalated through Department authority by submitting a specific written request to the DSE. The response from the DSE may be escalated to the South Carolina Department of Transportation Commission.

**Record Retention**

The original application, with supporting documentation and the required recommendations and approval, shall be maintained in EPPS. Other offices may access this documentation through EPPS.

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