



South Carolina Department of Transportation

The following checklist is provided as a tool to verify that all necessary documentation is included in your submittal. Once complete, upload this certification into the Encroachment Permit Processing System (EPPS) as a required document to submit your Application.

- Signed Permit Application** – The Applicant is required to input their information, print, sign, and upload the document as a pdf into EPPS. **Agent Authorization Letter** (Section 2A, ARMS) must also be uploaded if the Applicant is not the owner, giving the applicant the authority to act on behalf of the owner.
- Complete Set of Site/Construction Plans** – Site Plan, Drainage Plan, Topography and Grading, Roadway Plan, Profiles, Standard Drawings, Pavement Design, Pavement markings and Signage etc. (PE Signed and Sealed)
 - Plans to Scale**
 - Adequate Roadway Information** (Name, Road Number, Speed Limit, Right of Way, etc.)
 - Driveway Spacing** – Show dimensions measured edge to edge from proposed driveway to nearest driveways and intersections on both sides of the roadway. (Figure 3-7, ARMS)
 - Dimensions of all proposed Driveway Features** (radii, width, throat length etc.) (Chapter 3, ARMS)
 - Pavement Marking and Signage Plan** (Per SCDOT/MUTCD standards)
 - Actual Intersection Sight Distance Triangle** Shown (Left and Right) on the plans at each requested Driveway (Figure 7-23, ARMS). Any obstruction blocking a sight line will be the applicant’s responsibility to remove. The applicant will be required to obtain easements for the removal of obstructions on adjacent properties insuring that no obstruction will ever be in that line of sight. These easements shall be recorded in your final plat. Obstructions may include but not limited to roadside vegetation, signs, Utilities, or landscaping on adjacent right of way or private property. **Sight Line Profiles** may be required after the initial review by the DPE if obstructions warrant.
 - Pavement Design** - Adequate asphalt section detail in accordance with SCDOT Guidelines for Asphalt Mixture Selection (ask DPE if necessary)
 - Driveway Profile** (Figure 3-4, ARMS)
 - Stormwater and Erosion Control Plans** with existing and proposed drainage features and structures
 - Current Applicable SCDOT Standard Drawings**
 - Traffic Control Plan**

- Drainage Statement with Summary Table** (PE Signed and Sealed) providing evidence of **ZERO increase to the SCDOT Right of Way** (Chapter 10, *ARMS*)
- Pre and Post development discharge rates
 - 2, 10, & 25-year storm for Secondary Routes
 - 2, 10, 25, & 50 for US, SC, & Interstate routes
 - Drainage Calculations as requested
- Were you required to provide a Traffic Impact Study? YES or NO**
- If **YES**, upload the Traffic Impact Study with the **Concurrence Letter**
- Does the Proposed Driveway(s) require an Access Waiver? YES or NO**
- If **YES**, upload **Access Waiver** (PE Signed and Sealed) – Provide completed forms for all waiver requests in accordance with (Chapter 3, *ARMS*)
- Were you required to obtain approval through the local government planning department? YES or NO**
- If **YES**, upload Local Government planning acceptance letter
- Is DHEC approval required for this development? YES or NO**
- If **YES**, provide DHEC acceptance letter before final approval
- Performance bond required for all Commercial Permit Applications** (Section 2C, *ARMS*)
- Required before final approval
- Proposed utility encroachments** (SUBMITTED AS SEPARATE PERMITS)

Checklist Certification

Engineer/Owner Signature

Date