

South Carolina Department of Transportation

EPPS New Application Form

For Low Volume Users

This document will guide you through the process of completing the Encroachment Permit Application Form for our low-volume, one-time only customers that do not have an account (a username and password to login) through the Encroachment Permit Processing System (EPPS).

Part I – Contact Information

The **Contact Information** section (Figure 1) includes the name, address, phone, fax (if available), e-mail address, and a contact person for the permit applicant. This information is important because it will be used by SCDOT to notify the applicant of the permit application progress (via e-mail) and to contact the applicant if additional information is required. For example, once an application has been submitted to SCDOT an application number will be assigned and a confirmation email will be sent to the email address entered in the section below.

The screenshot shows a web form titled "Application for Encroachment Permit". In the top left corner, it says "S.C. Department of Transportation Form 637 (Rev 04/2014)". In the top right corner, there is a link "Form Use Instructions". The main heading of the section is "Contact Information". The form fields are as follows:

Applicant:	<input type="text"/>		
Street:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="Please select State"/>	Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Contact:	<input type="text"/>		

Figure 1

If you do not enter the required fields in the **Contact Information** and click the "Print this form for signature and upload" (shown near bottom of form), you will get the message "Please check if all the required field validations are met." You must click the OK button and enter all the required fields.

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Part II – Project Location

The Project Location section collects information about the work location, or locations, you are requesting an encroachment permit. One or more separate locations can be entered. The “**Primary County:**” field is the county where the majority (or all) of the work will be done. Select a county from the “Primary County:” field drop-down list. Click the “**Select Road**” button (Figure 2).

The screenshot shows a web form titled "Project Location". At the top, there is a "Primary County:" label followed by a dropdown menu with the text "Please select county" and a right-pointing arrow. To the right of the dropdown is a blue hyperlink that reads "SCDOT Street Finder Map". Below these elements is a table with four columns. The first two columns are labeled "County" and "Road Name" respectively. Each column contains a text input field. The third column contains a "Delete" button, and the fourth column contains a "Select Road" button. Below the table is an "Add Location" button.

County	Road Name		
<input type="text"/>	<input type="text"/>	Delete	Select Road

Add Location

Figure 2

The street finder dialog box will open (Figure 3). Select a “County” from the drop-down list, and enter a Street Name, and **press the Enter key (or click “Search” button) to display all the road names**. SCDOT Street Finder does not filter out state and county roads in your search result. Therefore, roads **not maintained** by SCDOT are displayed in the list as “(Local)” (Figure 4).

The screenshot shows a dialog box titled "SCDOT Street Finder". It has a "County:" label followed by a dropdown menu and a "Street Name:" label followed by a text input field. To the right of the text input field is a "Search" button. At the bottom left is a "Clear Form" button, and at the bottom right is an "Add Selected Road" button.

County: [dropdown] Street Name: Search

Clear Form Add Selected Road

Figure 3

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Part II – Project Location (continued)

For example, if you enter a road name called “Phillips st” in Richland County, your search results will display something similar to (Figure 4). Be sure to select the road that **does not have (Local)** listed because that is not a road maintained by SCDOT.



The screenshot shows the "SCDOT Street Finder" web application. At the top, the title "SCDOT Street Finder" is displayed in blue. Below the title, there are two input fields: "County:" with a dropdown menu showing "Richland" and "Street Name:" with a text box containing "phillips st". To the right of the "Street Name" field is a "Search" button. Below these fields is a list of search results, each on a new line: "Phelps St (Local)", "Phillips St (S-323)", "Phillips St (Local)", and "St. Phillips St (Local)". The first two results are highlighted with a light blue background. At the bottom of the form, there are two buttons: "Clear Form" on the left and "Add Selected Road" on the right.

Figure 4

If you do select a road that has (Local) listed, you will get the message (Figure 5):
“Found local road (Phillips St). Our records indicate the road you have selected is **not maintained** by SCDOT...” (Figure 5)

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Part II – Project Location (continued)

SCDOT Street Finder

County: Richland ▼ Street Name: Phillips St Search

Found local road (Phillips St). Our records indicate the road you have selected is not maintained by SCDOT. If you would like additional information pertaining to this road, please contact our local Resident Engineer's office at 803-786-0128

Clear Form Add Selected Road

Figure 5

If you select a road that **is maintained** by SCDOT, then the message will display as (Figure 6):

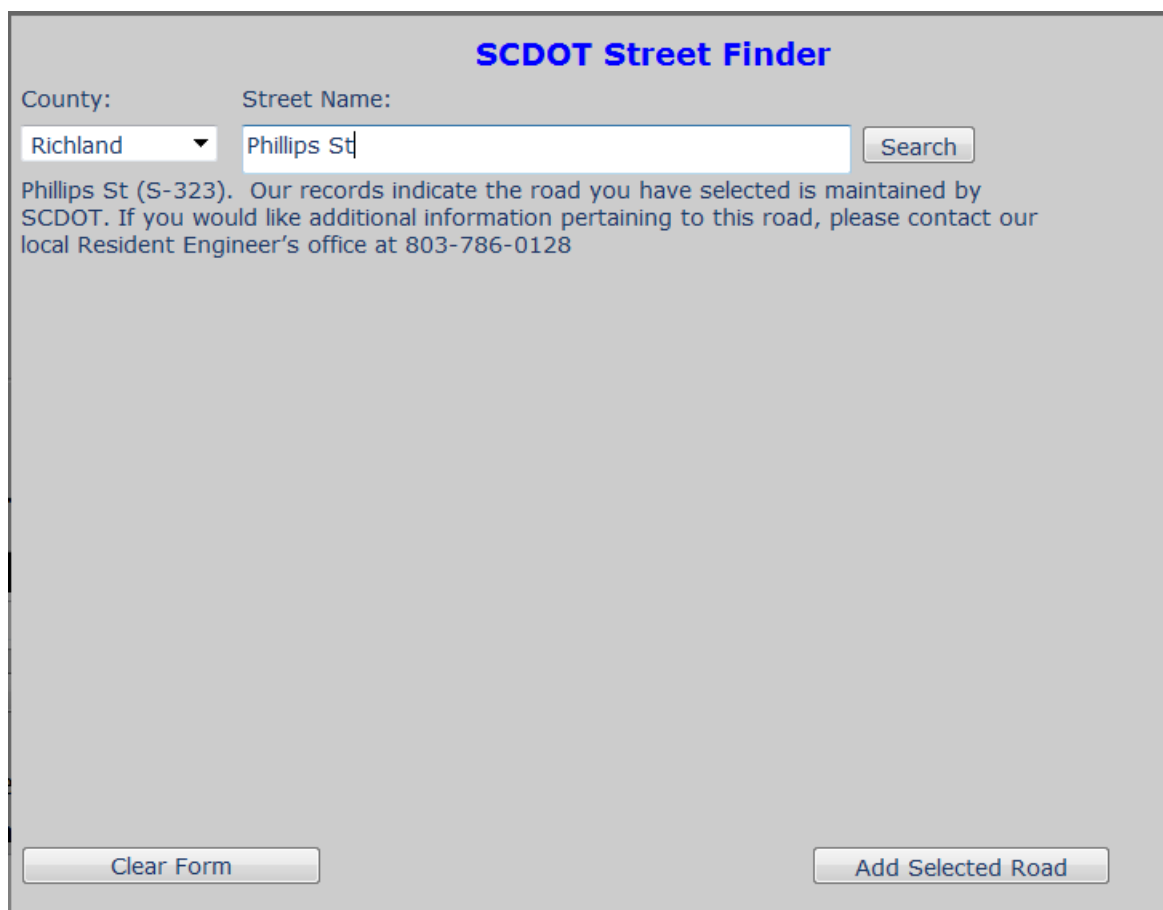
“Phillips St (S-323). Our records indicate the road you have selected **is maintained** by SCDOT....”

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Part II – Project Location



The screenshot shows the 'SCDOT Street Finder' interface. At the top, the title 'SCDOT Street Finder' is displayed in blue. Below the title, there are two input fields: 'County:' with a dropdown menu showing 'Richland' and 'Street Name:' with a text box containing 'Phillips St'. To the right of the 'Street Name' field is a 'Search' button. Below these fields, a message reads: 'Phillips St (S-323). Our records indicate the road you have selected is maintained by SCDOT. If you would like additional information pertaining to this road, please contact our local Resident Engineer's office at 803-786-0128'. At the bottom of the form, there are two buttons: 'Clear Form' on the left and 'Add Selected Road' on the right.

Figure 6

If you enter a street name that is not in our database, you will get the message:

We are unable to locate in our data base, the road you have selected. Please check the spelling and try again. If you would prefer to speak to someone regarding your search you may contact our local Resident Engineer's office at 803-786-0128

Once you choose a state-maintained street name from your search results and click the **"Add Selected Road"** button (Figure 6), it displays in the application form (Figure 7).

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Project Location

Primary County: Richland [SCDOT Street Finder Map](#)

County	Road Name		
Richland	Phillips St	Delete	Select Road
		Delete	Select Road

Add Location

Figure 7

You can click the **“Add Location”** button to add additional row(s) to the “Project Location” area or click “Delete” to remove a road from the list.

Part II – Project Location (cont’d)

In the **“Type of Encroachment”** field, select the **“Encroachment Type”** from the drop-down list and enter additional information in the box below. In the **“Description of Location”** field, you may enter additional information. (Figure 8) When printed, some information may print on an addendum page(s) if it does not fit in these fields.

Project Location

Primary County: Please select county [SCDOT Street Finder Map](#)

County	Road Name		
		Delete	Select Road

Add Location

1. Type of Encroachment: Please select Encroachment Type

2. Description of Location:

Figure 8

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Part II – Project Location (cont'd)

Three areas of the form have special logic to limit the number of lines displayed so that the print function provides a consistent result. Addendum page(s) are used to display any overflow from these areas:

- Project Locations
- Description of Encroachment
- Description of Location

Please note that this does not apply to the application file that is generated for the initial upload (no signatures).

After reading the Customer Agreement you must enter the Applicant's Name of the person who will sign the application, Date, and Title. After the form is printed, applicant signs the form in the Applicant's Sig: field. Then, you will click the **"Print this form for signature and upload"** button (Figure 8). If required fields are not entered, you will get a message "Please check if all the required field validations are met."

Applicant's Name:	<input type="text"/>	Date:	<input type="text"/>
	(Please print or type)		
Applicant's Sig:	<input type="text"/>	Title:	<input type="text"/>

Part III – Printing Application

To print the application, click the **"Print this form for signature and upload"** button (Figure 9) and you will see another dialog box with printing requirements displayed in the left column (Figure 10).

For Office Use Only

In accordance with your request and subject to all the provisions, terms, conditions, and restrictions stated in the application and the general and special provisions attached hereto, the SCDOT hereby approves your application for an encroachment permit. This permit shall become null and void unless the work contemplated herein shall have been completed prior to:

☐ See Attached Special Provision and/or Permit Requirements

NPDES Permit Nbr:

(Date received by res. Maint. Engr.) **(SCDOT Approval)** **(Date)**

☐ Resident Maintenance Engineer ☐ Deputy Secretary for Engineering

☐ District Engineering Administrator ☐ District Maint./Constr. Engineer

Print this form for signature and upload.

General Provisions

Application for Encroachment Permit

Figure 9

Note: Once you click this button, you will not be able to make any changes to the form.

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Part III – Printing Application (continued)

Click the “Print” button (Figure 10) and you should get the Printer dialog box. Click the “Print” button again to print the application.

Printing Requirements

Print

Printing of this form requires certain Internet Explorer settings. Where it is possible these settings will be established on your behalf when you click the print button. However, Paper Size, Paper Source, and Page Orientation can NOT be established for you. You must ensure that your Internet Explorer Page Setup settings match the table below to properly print this form.

Page Setup

Page Size	Letter
Paper Source	Automatically Select
Header	Blank
Footer	Blank
Orientation	Portrait
*Left Margin	0.75
*Right Margin	0.75
*Top Margin	0.75
*Bottom Margin	0.75

* Denotes values that are established on your behalf

Application for Encroachment Permit

S.C. Department of Transportation
Form 637 (Rev 03/2014)

Contact Information

Applicant: TMC Southeast Enterprises LLC
Street: PMB 216, 7956 Vaughn Road
City: Montgomery
State: AL **Zip Code:** 36116
Phone: (334) 462-6645 **Fax:** (334) 281-7221
Email: david@hallengineering.net
Contact: David Hall 864-370-1560


Project Location

Primary County: Richland

County	Street
Richland	Phillips St
Richland	Unknown Street Id

Figure 10

Note: Figure 10 applies to Internet Explorer users only. The values shown for Page Setup may need to be adjusted based on your printer and to get the application to print correctly.

Once you get to this screen (Figure 10), you will not be able to make any changes to the form. You can click the Refresh  button (or press F5); however, you will get a blank form and must re-enter your information.

Part IV – Uploading Documents

Once you click the “Print” buttons, you will sign the form, scan it, and upload the signed application into the Upload Documents” dialog box (Figure 11). This is the screen where you may also upload up to 5 additional documents.

To upload the signed encroachment form, you will click the first “Browse” button and locate the file from your computer and click OK. Repeat these steps until all documents have been uploaded. You must enter the characters correctly (ie capital letters etc) in the ReCAPTCHA box before clicking the “**Submit Encroachment Permit Application**” button (Figure 11). If you are unable to see the characters clearly, click the “Get a new Challenge” button until you get characters you are able to see (Figure 11).

Part IV – Uploading Documents (continued)

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Once you upload all the documents and enter the reCAPTCHA characters in the text box, then you click the “Submit Encroachment Permit Application” button (Figure 11).

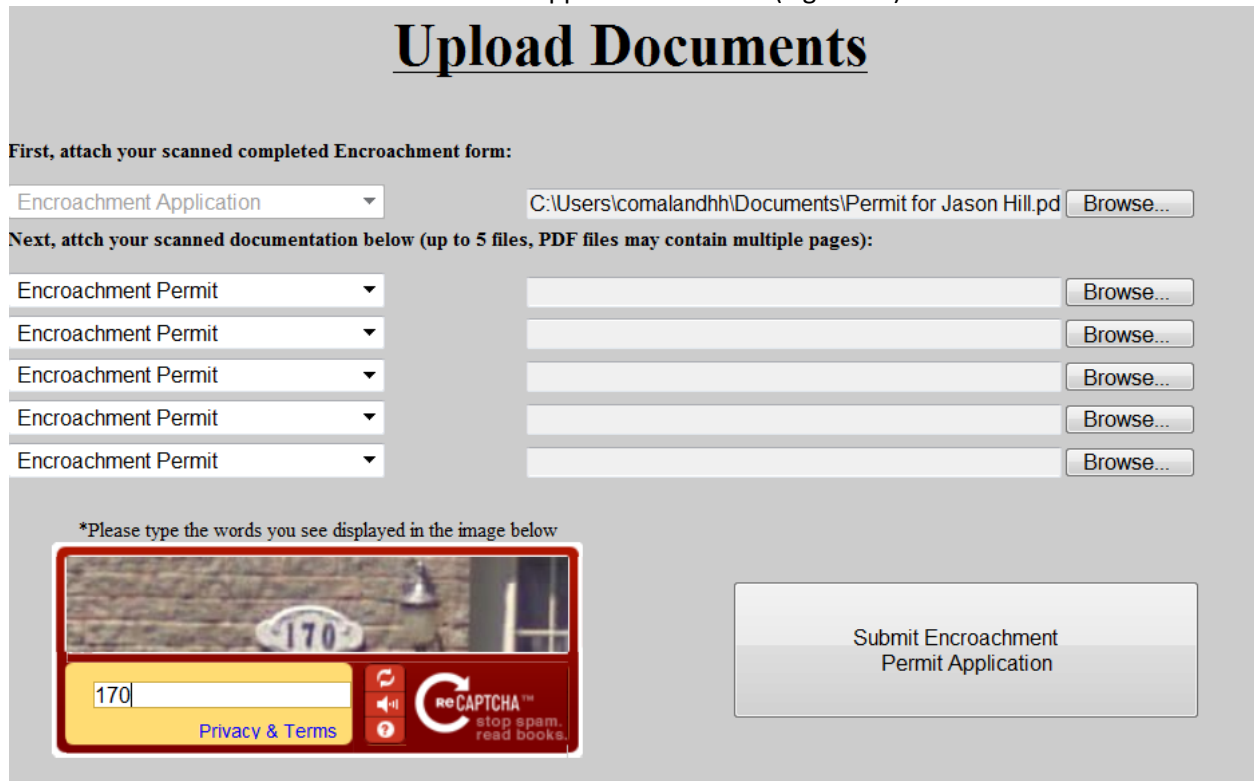
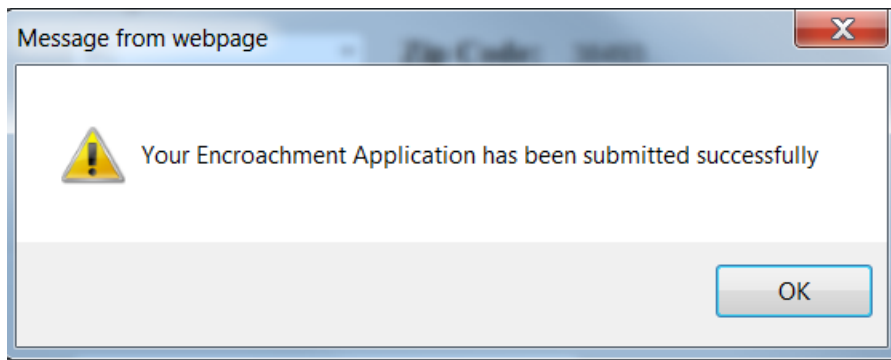


Figure 11

If you entered, printed, and submitted the form correctly, a message box will appear that says “Your Encroachment Application has been submitted successfully.” You must click OK or the X button.



Congratulations!!

Thank you for using the new form in EPPS.