



CITY OF ANDERSON PUBLIC WORKS DIVISION
 1100 Southwood Street - Anderson, SC 29624
 Office (864) 231-2246 - Fax (864) 231-7636

PERMIT #:
EXPIRATION:

ENCROACHMENT PERMIT APPLICATION

<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor <input type="checkbox"/> Utility	P.U.P.S. No. <small>(As required by law, call 1-888-721-7877 at least 3 business days before any type of excavation)</small>
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PERMITEE Name			
Company Name		Contractor License No.	
Address	City	Zip	Phone

PROPERTY OWNER Name			
Address	City	Zip	Phone

WORK LOCATION Address of Work Site		Road Number AN- -	
Nearest Intersecting Road			
DESCRIPTION OF WORK TO BE COMPLETED:			Sq Ft of Pavement Cut X = Linear Ft of New Installation =
Estimated Start Date		Estimated Completion Date	

- PERMIT REQUIREMENTS** Permittee shall comply with each of the following conditions and items.
- Notify the inspector if there are any changes to the approved permit.
 - Notify the Public Works Division (864) 231-2246 at least 2 business days before work begins.
 - Keep a copy of this permit and approved plans at the work site at all times.
 - Notify inspector upon completion of activity for final inspection.

1. Pursuant to Statutes of the Code of Laws of South Carolina, 1976, and City of Anderson Ordinance Sections 70-46-92, the undersigned Applicant hereby notifies the **CITY OF ANDERSON PUBLIC WORKS DIVISION** of the said applicant's purpose to conduct or install and maintain a public service utility line, as described herein, within the limits of a roadway right of way, along or over the non-state maintained roadway or roadways, described herein.

2. 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 propose utility work with respect to the roadway centerline and the nearest intersecting road.) Utility companies are required to submit three (3) sets of plans or drawings.**

3. The undersigned applicant hereby requests the Public Works Division to formally waive objections to construction or maintenance of the work described herein. It is expressly understood that the work, if and when constructed, shall be installed in accordance with the sketch attached hereto and made 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" and "Standard Specifications for Highway Construction" (made a part hereof by reference) on file in the Public Works Division, and all general provisions on the reverse hereof and special provisions below or attached hereto during the installation, operation and maintenance of said work or utility facilities within the Right of Way. The applicant hereby further agrees, and binds his heirs, successors, and assigns to assume any and all liability this Public Works Division might otherwise have in connection with 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 agrees to indemnify the Public Works Division for any liability incurred or injury or damage sustained by reason of the past, present, or future existence of said appurtenances.

APPLICANT SIGNATURE: _____ **DATE:** _____

FOR CITY USE ONLY	Right-Of-Way Type	<input type="checkbox"/> Prescriptive	<input type="checkbox"/> Dedicated _____ ft.
		BONDS (if required)	
		<input type="checkbox"/> Road cut	
		<input type="checkbox"/> New Installation	
			PERMIT CONDITIONS
			<input type="checkbox"/> Traffic Control (see 3 on back)
			<input type="checkbox"/> Commercial/Utility (must provide 3 sets of engineering drawings)
			<input type="checkbox"/> Residential (drawing or sketch)

City of Anderson Public Works Division - Engineering Approval

In compliance with your request and subject to all provisions, terms, conditions and restrictions stated in the application, general provisions on the reverse hereof, and special provisions below or attached hereto, the City of Anderson Public Works Division approves the request. This permit shall become null and void unless the work contemplated herein shall have been completed prior to: _____

SPECIAL PROVISIONS:

SIGNATURE: _____ **DATE:** _____

FOR CITY USE ONLY		
INSPECTOR'S USE	Date	Accept
Application Received		
Initial Inspection		<input type="checkbox"/>
Pre-Construction Inspection		<input type="checkbox"/>
In-Progress Inspection		<input type="checkbox"/>
Final Inspection		<input type="checkbox"/>
Additional Inspections		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

ADDITIONAL INSPECTOR COMMENTS:

GENERAL PROVISIONS

1. **NOTICE PRIOR TO STARTING WORK:** Before starting the work contemplated herein within the limits of the roadway right of way, the Public Works Division shall be notified 48 hours in advance so that we may be present while the work is underway and 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 under way and must be shown to any representative of the City or law enforcement officer.
3. **PROTECTION OF ROADWAY TRAFFIC:** Adequate provisions shall be made for the protection of the roadway 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 MUTCD, Latest Edition. No road will be blocked except for emergency situations. No road closure shall be made without City Engineer approval and proper community notification. The work shall be planned and carried out so that there will be the least possible inconvenience to the roadway traffic. The Permittee agrees to observe all rules and regulations of the SCDOT and the City of Anderson 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 workmanlike manner. Adequate provisions shall be made for maintaining the proper drainage of the roadway. All work shall be subject to the supervision and satisfaction of the City of Anderson Public Works Division.
5. **FUTURE MOVING OF PHYSICAL APPURTENANCES:** If, in the opinion of the City 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 or removing shall be done on demand of the Public Works Division at the expense of the Permittee.
6. **RESTORATION OF ROADWAY 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 Division 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.
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. **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.
9. **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. The Permittee shall secure any such rights necessary from said abutting property owners.
10. **WORK PERFORMANCE:**
 - (a) Utility Poles shall be placed at the distance from the centerline of the roadway as specifically stipulated herein.
 - (b) All crossings over the roadway shall be constructed in accordance with Specifications for Overhead Crossings of Light and Power Transmission Lines and 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) 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 roadway pavement and within a distance of two (2) feet on either side shall be continuous without joints.
 - (d) No pavement shall be cut unless specifically authorized herein.
 - (e) No excavation shall be nearer than three feet to the edge of pavement unless specifically authorized herein, nor shall be left open overnight without proper barricades and lights. Excavations shall be limited to one thousand (1000) linear feet of open trench before backfill operations must begin.
 - (f) Underground facilities will be located at minimum depths as defined in the Utility Accommodations Manual for the transmittant, generally as follows:
 - (1) Bury under pavement - 4 feet minimum for hazardous or dangerous transmittant- 3 feet minimum for other lines.
 - (2) Bury under other surfaces - 30 inches minimum for power and communication lines and 3 feet for all other facilities. Shallower depths may be approved if adequate protection is provided.
 - (g) Work shall be performed in accordance with the SCDOT's Latest Editions of "A Policy for Accommodating Utilities on Highway Rights-of-Way", and "Standard Specifications for Highway Construction".
11. The Permittee shall be responsible for obtaining any other approvals or permits necessary for installation.
12. Permittee is responsible for maintaining reasonable access to private driveways during construction.
13. If a driveway apron adjoining a road is cut or damaged during the process of installing utilities, it is the responsibility of the Permittee to replace the entire apron.
14. There shall be no excavation of soil nearer than two feet of any public utility line or appurtenant facility except with the consent of the owner thereof, or except upon special permission of the Public Works Division after an opportunity to be heard is given the owner of such line or appurtenant facility.
15. **LICENSED CONTRACTOR REQUIRED:** Licensed and bonded contractors/subcontractors or utility companies shall be required to perform all work within the right-of-way unless waived by the City Engineer.
16. **BONDING OF WORK:** If a bond is required, a surety bond, cash bond, or Irrevocable Letter of Credit from an accredited lending institution must be posted prior to issuance of the permit and will be held for a period of 18 months after all repairs or excavations have been completed. The cash/bond is refundable after 18 months, upon a final inspection to ensure work is completed to the satisfaction of the city.
17. The Public Works Division may revoke, annul, change, amend, amplify, or terminate this permit or any of the conditions herein enumerated if Permittee fails to comply with any or all of its provision, requirements and regulations as herein set forth.
18. Except in emergency circumstances, all activity in the public right-of-way shall be performed during daylight hours, sunrise to sunset, unless otherwise specified in the Permit.
19. In accepting this permit, the Permittee agrees that any damage or injury done to the property of the Permittee or any expense incurred by the Permittee through the operation of a contractor shall be at the sole expense of the Permittee.

X
Initials of Applicant