



PERMIT #: _____ ISSUE DATE: _____
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Public Services Department  
 100 Ann Edwards Lane, Mount Pleasant, SC 29464

**ENCROACHMENT PERMIT**  
 AUTHORIZATION TO WORK IN THE TOWN DRAINAGE EASEMENTS

APPLICANT: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF WORK: \_\_\_\_\_

The Applicant shall be responsible for any and all damages to public and private facilities in conjunction with the work described herein and as shown on the attached documents. Applicant means the responsible person to whom permit is issued, heirs, successors and assigns.

Description of the work involving the Town's facilities: \_\_\_\_\_

**(NOTE: INCLUDE TWO SETS OF SKETCH PLANS WITH THIS APPLICATION)**

Prior to undertaking any work in conjunction with this permit, the Applicant shall provide the Town of Mount Pleasant Certificates of Insurance to protect the interests of the public, the Town of Mount Pleasant, and Contractor involved with the work. Insurance for Public Liability and Property Damage including vehicle coverage shall be in effect with a limit of the work. Insurance for Public Liability and Property Damage including vehicle coverage shall be in effect with a limit of not less than \$1,000,000.00. The Certifications shall obtain a provision that coverage will not be canceled unless at least thirty (30) days prior written notice is given to the Town of Mount Pleasant. The applicant shall provide Workmen's Compensation for the workers involved. When deemed necessary, the Town of Mount Pleasant shall require that the Applicant provide a Performance Bond to cover the cost of the work. To the fullest extent permitted by law, the Applicant shall indemnify and hold harmless the Town of Mount Pleasant from and against liability, claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the work. Should the Applicant wrongfully cause damage to the property of the Town of Mount Pleasant or others, the Applicant shall, upon notice promptly repair, settle or resolve the damage to the satisfaction of the parties involved.

The Town of Mount Pleasant reserves the right to stop work by the Applicant and to complete it. In the event of such action, the Applicant agrees to pay to the Town the amount spent in undertaking such work.

This permit shall become null and void unless the work described herein is completed prior to \_\_\_\_\_.

All work shall be done to the complete satisfaction of the Town of Mount Pleasant. Inspections and approvals from the Town shall be obtained at each stage of the work. No work shall be covered until approved. Compaction and other laboratory tests required by the Town shall be furnished by the Applicant.

Inspection Professional: \_\_\_\_\_

The Applicant agrees to all of the terms, conditions, and attachments hereto of this permit. This permit is subject to the Special Conditions as described on the Attachment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant (Responsible Person) Applicant Name (Print or Type)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Construction Entity

Permit Approved:  
 Permit Fee Received: \_\_\_\_\_ Completion Certifications Received: \_\_\_\_\_

**SPECIAL CONDITIONS ATTACHMENT TO ENCROACHMENT PERMIT**

- These conditions are a part of this permit:
1. Well Points are required in conjunction with this work  Yes  No  Subject to Field Inspection
  2. Furnish "As-Builts" of completed work  Yes  No
  3. Provide Performance Bond  Yes  No
  4. Sight Distance Approved by Department of Transportation:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Others: \_\_\_\_\_

Field Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



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This permit is subject to the following General Conditions:

1. The Applicant shall obtain a SCDOT Encroachment Permit if necessary.
2. Turfed areas disturbed during the work shall be grassed or sodded and all debris cleaned from the area as directed by the Town.
3. Adequate provisions shall be made for the protection of traffic and the public at all times. Necessary detours, barricades, warning signs, and flagman shall be provided by and at the expense of the Applicant and shall be in accordance with the South Carolina Manual on Uniform Traffic Control Devices and/or the Manual on Uniform Traffic Control Devices, latest edition. The Applicant agrees to observe all rules and regulations of the Town while carrying on this work.
4. Utilities in the general area shall be located before beginning work.
5. The Applicant shall notify the Town Field Engineer the day prior to the beginning work (849-2763). Silt fencing and erosion control devices shall be in place prior to starting work.
6. This permit is NOT VALID for work requiring the closing of a street to vehicular traffic. Special arrangements are to be made in coordination with the Field Engineer.
7. Notify the Police/Fire Dispatcher prior to making any traveled roadway One Lane – phone 884-4176. Flagmen are required at all times when such requirements are in place.
8. **A copy of this permit and SCDOT Permit, if applicable, shall be available at the work site at all times for reference by workmen and governmental officials.**
9. Property backfill and compact ALL EXCAVATIONS and repair all pavement cuts. This includes:
  - A. Having proper compaction equipment on the job.
  - B. Having proper materials on the job.
  - C. Being prepared to rework any portion of your work that **falls** by reason of **faulty** construction.
  - D. No trenches shall remain open overnight or at times when work is not underway at the site.
10. Any existing construction such as, but not limited to, curbs, sidewalks, etc., removed shall be replaced with barrier free Construction as illustrated in the MANUAL OF BARRIER FREE DESIGN FOR SOUTH CAROLINA, distributed by South Carolina Board of Barrier Free Design – 300 Gervis Street, Columbia, SC 29201 or the American's Disability Act.
11. The Applicant certifies and warrants that the PLANS and SPECIFICATIONS for the proposed work are of SOUND ENGINEERING DESIGN AND PRACTICE.
12. The Applicant shall hire a licensed inspecting Professional to INSPECT all construction within street and drainage right-of-ways for compliance with the plans and specifications.
13. Upon completion, the Contracting Entity, Inspecting Professional, and Applicant shall each certify and warrant the work to have been constructed according to the plans and specifications.
14. If, and when, the physical appurtenances contemplated herein shall be moved or removed, either on the demand of the Town or at the option of the Applicant, the highway and facilities shall immediately be restored to their original condition at the expense of the Applicant.
15. 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 Applicant.
16. It is distinctly understood that this permit does not in any way grant or release any rights lawfully possessed by the abutting property owners. Any such rights necessary shall be secured from said abutting property owners by the Applicant.
17. **WORK PERFORMANCE**
  - A. Poles shall be placed at the distance from the centerline of the highway as specifically stipulated herein.
  - B. All crossings over the highway 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 Right-of-ways in South Carolina, as approved by the Public Service Commission of South Carolina and operative as of the date of this permit.
  - C. All tunneling, boring, or jacking shall be done in such a way as to not disturb the highway surfacing.
  - D. No pavement shall be cut unless specifically authorized herein.
  - E. No excavation shall be nearer than four feet to the edge of pavement unless specifically authorized herein.
  - 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 hazardous or dangerous transmittant; 3 feet 4 inches minimum for other lines, 2). Bury under pavement – 40 inches minimum for power and communication lines and 3 feet 4 inches for all other facilities. Shallower depth may be approved if adequate protection is provided and no roadway underdrain exists.
  - G. 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 highway pavement and within a distance of four (4) feet on either side shall be continuous without joints.
  - H. Work shall be performed in accordance with the State Highway Department's "A Policy for Accommodating Utilities on Highway right-of-way," and "Standard Specifications for Highway Construction."
18. The Applicant shall be responsible for obtaining any other approvals, permits and business licensing necessary for installation.
19. Applicant is responsible for maintaining reasonable access to private driveways during construction.
20. It is expressly provided that with respect to any limited access highway, the Applicant shall not have or gain from the main travel way of said highway or its on or off ramps to any facility authorized by this permit except upon approval by the Town.
21. **Beautification Work:**
  - A. All trees, plants, flowers, etc., shall be placed in accordance with the provisions specifically stipulated herein.
  - B. All trees, plants, flowers, etc., shall be taken care of by and at the expense of the Applicant and the provisions of this permit shall become null and void if and when said Applicant ceases to take care of said trees, plants, flowers, etc.
22. 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 Town after an opportunity to be heard is given the owner of such line or appurtenant facility.
23. All applicable Town of Mount Pleasant Ordinances, as well as any and all SCDOT regulations, apply to any and all work being performed within the corporate limits of the Town of Mount Pleasant.