

SCDOT ENCROACHMENT APPLICATION INSTRUCTIONS

Plan Review Fee \$25

Utility Encroachment: Use the SCDOT "Application for Encroachment Permit" from the SCDOT website at http://www.scdot.org/doing/permits_Encroachment.aspx. List the applicant as City of Rock Hill. Also include the name of the City responsible party and phone numbers for the City responsible party.

Driveway Encroachment: Use the SCDOT "Application for Encroachment Permit" from the SCDOT website at http://www.scdot.org/doing/permits_Encroachment.aspx. List the applicant as the Responsible Party (engineer or developer).

Process:

1. Submit plans and application to City and State simultaneously for review:
 - a. Submit (1) Digital copy of application and (1) Digital copy of the associated exhibit (can be 11" x 17") to the City of Rock Hill Permit Application Center (see above). Include a check for \$25 for each application, made payable to the City of Rock Hill.
 - b. Also concurrently submit application to SCDOT, via their website*.
2. Staff will review the encroachment application request and, if approved, will email the approval and the exhibits to SCDOT for their approval. The approved permit will be emailed back to the applicant and the City of Rock Hill Permit Application Center.

***NOTE:** The encroachment application form is available from the SCDOT (South Carolina Department of Transportation) at http://www.scdot.org/doing/permits_Encroachment.aspx. The SCDOT office may require information in addition to the City submittal. Please check their website for a list of items they may require.

CHECKLIST - Use to prepare the application for Driveway, Storm Drainage and Utility Encroachments:

1. The application must be completed and signed by the responsible party and provide name, address, and phone number. The responsible party is the applicant for driveway encroachments. The City of Rock Hill and the responsible party are the applicants for utility encroachments.
2. Submit a plan showing the following:
 - a. Plan view of subject area.
 - b. Cross-section of proposed driveway or cut.
 - c. Lane width (show island width if applicable).
 - d. Pavement width.
 - e. Shoulder width.
 - f. Right-of-way width.
 - g. Sidewalk and curb-and-gutter location.
 - h. Location of existing & proposed drainage system or utilities.
 - i. Existing and proposed driveway location and alignment (both sides of street).
 - j. Radius of proposed driveways.
 - k. Location and right-of-way of existing streets, curb cuts, and driveways within 300 feet of the site.
 - l. Road names, state road names and numbers.
 - m. North arrow.
 - n. Use of property.
 - o. Project name (if applicable).
3. Comply with the following publications:
 - a. South Carolina Manual on Uniform Traffic Control Devices
 - b. Standard Specifications for Highway Construction, Latest Edition
 - c. SCDOT Access and Roadside Management Standards
 - d. City of Rock Hill Zoning Code (Especially Design Standard Articles 6 & 7)