

APPLICATION FOR LEXINGTON COUNTY ENCROACHMENT PERMIT

Applicant's Name: Applicant's Address: Applicant's Telephone No:	Road Name: Email Address:
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The undersigned applicant hereby applied to the Lexington County Engineering Department for Permit of Encroachment on Lexington County Road Right-of-Way as shown by ATTACHED SKETCH. Please provide written description in blank space below.

SPACE BELOW FOR ENGINEERING DEPARTMENT USE ONLY

In God We Trust

This permit shall not become effective until signed by applicant and approved by Lexington County and further shall become null and void unless the work contemplated herein shall have been completed herein shall be completed prior to _____

LEXINGTON COUNTY DEPARTMENT OF PUBLIC WORKS

By: _____
For The County Engineer

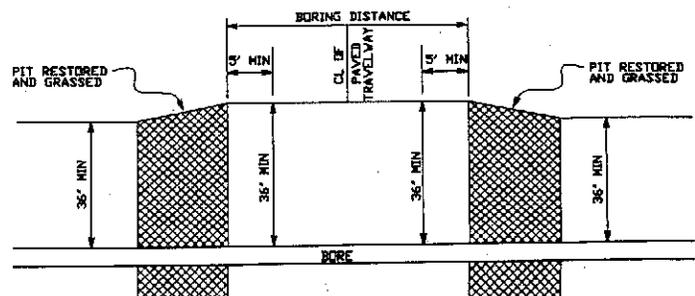
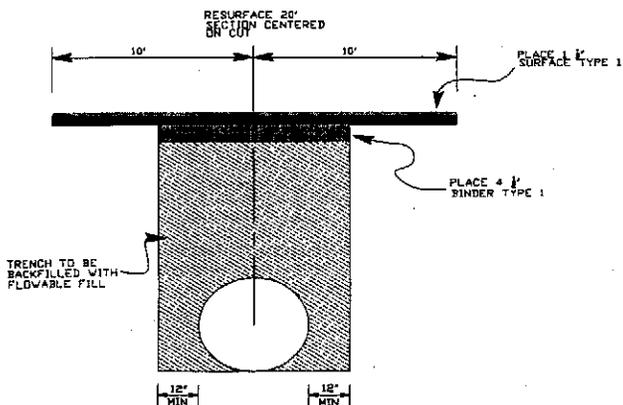
I (we) accept the permit herein granted and agree to comply with all the provisions, terms, conditions, and restrictions set out herein. I (we) do hereby further agree and bind my (our) heirs, successors and assignees, to assume any and all Liability the county might otherwise have in connection with accidents of injuries to persons, or damage to property, including the highway, that may be caused by the construction, maintenance, use, moving or removing of the encroachment contemplated herein and agree to indemnify the county for any liability incurred or injury of damage sustained by reason of the past, present, of future existence of said encroachment. It is understood and agreed that all permission herein granted is granted only insofar as Lexington County has the right to do so and Lexington County makes no representation or warranty of title. Further, Lexington County does not grant any rights that might impair the rights of the owner, lessee or any person or entity who may have rights in the subject property. Note the general provisions on the reverse side of this sheet.

Date: _____
LCF: 151 (Revised January, 2007)

Signature: _____
Print: _____

GENERAL PROVISIONS

1. **NOTICE PRIOR TO STARTING WORK:** Before starting the work contemplated herein within the limits of the highway right of-way, Lexington County's Department of public works Engineering Department shall be notified sufficiently in advance so that someone may be present while the work is under way.
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 County or law enforcement officer on demand.
3. **PROTECTION OF HIGHWAY TRAFFIC:** Adequate provisions shall be made for the protection of the highway traffic at all times. Necessary Detours, barricades, warning signs and watchmen shall be provided by and at the expense of the permittee. The work shall be planned and carried out so that there will be the least possible inconvenience to the highway traffic. The permittee agrees to observe all rules and regulations of the State Highway Department and Lexington County Public Works 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 proper drainage of the highway. All work shall be subject to the supervision and satisfaction of the Lexington County's Department of Public Works, and shall conform to the SCDHPT's "Policy for Accommodating Utilities on Highway Rights-of-way" dated 10/10/78 or latest revision and the Lexington County Encroachment Permit Manual.
5. **FUTURE MOVING OF ENCROACHMENT:** If, in the opinion of the County Engineer, it should every become necessary to move or remove the encroachment, or any part thereof, contemplated herein, on account of change in location of the highway, widening of the highway, or for any other sufficient reason, such moving or removing shall be done on demand of the County at the expense of the permittee.
6. **RESTORATION OF GRASSING AND CROSS SECTION:** Should sod be disturbed and/or destroyed by this installation it is to be replaced after the entire disturbed area has been reshaped and rolled to the cross section existing prior to the work.
7. **RESTORATION OF HIGHWAY FACILITIES UPON MOVING OR REMOVING OF ENCROACHMENT:** If, and when, the encroachment contemplated herein shall be moved or removed, either on the demand of the County or at the option of the permittee, the highway and facilities shall immediately be restored to their original condition at the expense of the permittee.
8. **COST:** All work in connection, maintenance, moving or removing of the encroachment contemplated herein shall be done by and at the expense of the permittee and the permittee shall be responsible at any time in the future for any and all damage of the highway facilities or other permitted encroachments that occur as a result of this installation.
9. **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.
10. **PERMISSION OF ABUTTING PROPERTY OWNERS:** It is distinctly understood that this permit does not in any way grant or release any rights unlawfully possessed by the abutting property owners. Any such rights necessary shall be secured from said abutting property owners by the permittee.
11. **PIPES, CONDUITS, ETC:**
 - (a) Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavements of any surfaced road without disturbing said pavement. No pavement shall be cut unless specifically authorized herein.
 - (b) Tunneling shall not be permitted except on major work and as may be specifically authorized herein.
 - (c) No excavation shall be made nearer than three feet to the edge of the pavement on any hard surfaced road unless specifically authorized herein and all trenches or tunnels within the limits of the highway right-of-way shall be backfilled, and thoroughly tamped in layers not greater than six inches in thickness, to a density equal to 95% (modified).
 - (d) The section of pipe, of service and other small pipes, under the highway pavement and within a distance of two feet on either side shall be continuous and without joints.
 - (e) Unless specifically authorized herein all pipes and conduits under the highway shall be placed at Approximately right angles to the centerline of the highway and at least two feet below the surface of the highway.
 - (f) Pipes and utilities paralleling the highway shall be located at a distance beyond the edge of the highway surfacing and at a depth as specifically stipulated herein. In all instances where encroachments are permitted within the surfaced area and paralleling the highway, the permittee shall resurface the entire width of the highway for the entire length of the cut with a minimum of 125 pounds per square yard of Type 1 or Type 2 asphaltic concrete.
12. **DRIVEWAYS and APPROACHES:**
 - (a) The existing crown of the highway shall be continued to the outside shoulder of the highway.
 - (b) If the driveway or approach is of concrete payment the pavement shall be constructed at least 5 inches thick, and of a mix with a minimum design strength of 3000 PSI. There shall be a bituminous expansion joint, not less than 1/4" in thickness, placed between the highway paving and the paving of the approach for the full depth of the former and the full width of the latter.
13. **PAVEMENT REPAIR CROSS SECTION** (Where Applicable)



Standard Operating Procedures Lexington County Encroachment Permit

Step 1. Permit Application

- Download permit application and submit to Lexington County's Public Works Department located at 440 Ball Park Road, Lexington, SC 29072. The application can be downloaded at:
 - <http://www.lex-co.sc.gov/departments/DeptIQ/publicworks/Documents/newpermitforinternet.pdf>
- Encroachment permit will be valid for four (4) months from date of issuance
- Lexington County Public Works must be notified at least 24 to 48 hours prior to street opening
- Overnight street openings must be approved by Lexington County's Public Works Department
- Work considered to be an emergency repair, shall obtain an encroachment permit the first regular business day when the County is open for business

Step 2. General Provisions

- Permittee- the work "permittee" used herein shall mean the name of the person, firm, or corporation to whom this permit is addressed or their successor
- Permission of Abutting Property Owners- it is distinctly understood that this permit does not in any way grant or release any rights unlawfully possessed by the abutting property owner(s). Any such rights necessary shall be secured from said abutting property owner(s) by the permittee
- Future Moving of Encroachment- if , in the opinion of the Director of Public Works, it should become necessary to move or remove the encroachment, or any part thereof, such work shall be completed on demand of the County at the expense of the permittee
- Restoration of lawn- site to be restored to preconstruction grades and grassed
- Restoration of cross-section- site to be restored to preconstruction conditions
- All work identified in encroachment permit shall be completed at the expense of the permittee
- Pipes, conduits, etc.-
 - Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavements of any surfaced road without disturbing said pavement. No pavement shall be cut unless specifically authorized herein
 - Tunneling shall not be permitted except on major work and as may be specifically authorized herein
 - No excavation shall be made nearer than three (3) feet to the edge of the pavement on any hard surfaced road unless specifically authorized
 - The section of pipe, of service and other small pipes, under the highway pavement and within a distance of two feet on either side shall be continuous and without joints
 - Unless specifically authorized herein all pipes and conduits under the highway shall be placed at approximately right angles to the centerline of the highway and at least two feet below the surface of the highway
 - Pipes and utilities paralleling the roadway, shall be located at a distance beyond the edge of the highway surfacing and at a depth as specifically stipulated herein. In all instances where the encroachments are permitted within the surfaced area and paralleling the highway, the permittee shall resurface the entire width of the highway for the entire length of the cut with a minimum of 125 pounds per square yard of Type 1 and Type 2 asphaltic concrete

- **Driveways and Approaches-**
 - The existing crown of the highway shall be continued to the outside shoulder of the highway
 - Driveway to be minimal 5" thick and with minimum design strength of 300psi. There shall be a bituminous expansion joint, not less than ¼" thick, placed between the highway paving and the paving of the approach for the full depth of the former and the full width of the latter

Step 3. Restoration of Roadway

Option #1- Backfill, Base Course & Asphalt

- **Permit-** copy of Lexington County's encroachment permit to be kept on site
- **Traffic Control, Signage and Warning Signs-** type and installation in compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- **Saw Cutting-** prior to initiation of repair, saw cut edge of excavation work six (6) inches wider than original opening to allow for suitable contact area between existing asphalt and new asphalt
- **Backfill-** subgrade to be installed in six (6) inch lifts and thoroughly tamped and compacted using suitable soils as described in the SCDOT 2007 Standard Specifications for Highway Construction Section 208.
- **Stabilized Aggregate Base Course-** roadway to be saw cut six (6) inches wider than original opening and base course shall be equal to the existing roadway, but no less than six (6) inches thick. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 305 in its entirety
- **Hot Mixed Asphalt (HMA) Intermediate Course-** apply two (2) inches of asphalt binder course. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 402 in its entirety
- **Hot Mixed Asphalt (HMA) Surface Course-** apply one (1) inch of HMA surface course. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 403 in its entirety
- **Asphaltic Cement Seal-** to be neatly sealed around edges of completed work

Step 3. Restoration of Roadway

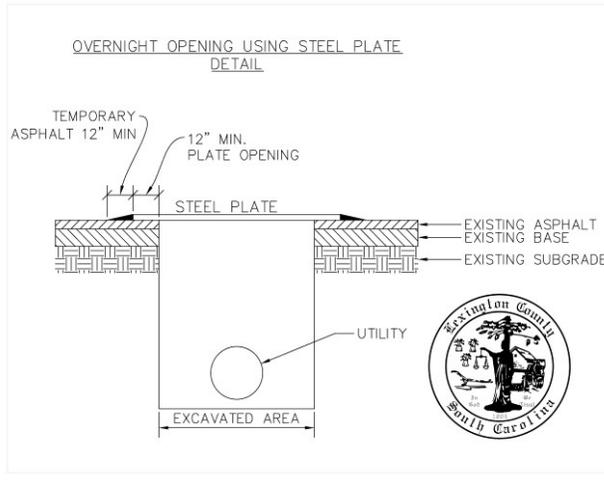
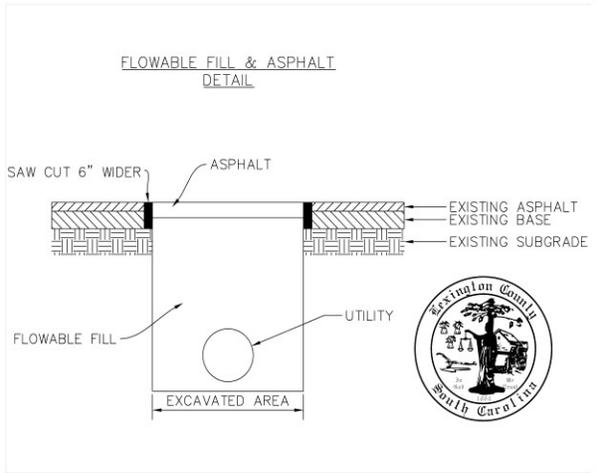
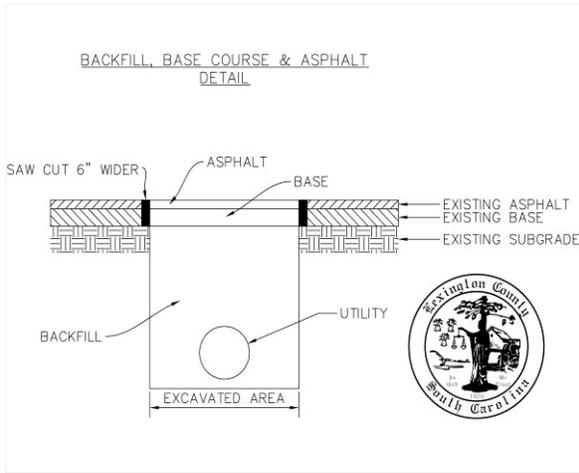
Option #2- Flowable Fill and Asphalt

- Permit- copy of approved Lexington County encroachment permit to be kept on site
- Signage and Warning Signs- type and installation in compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Saw Cutting- prior to initiation of repair, saw cut edge of excavation work six (6) inches wider than original opening to allow for suitable contact area between existing asphalt and new asphalt
- Bedding- six (6) inches minimal or $\frac{1}{2}$ the diameter of the pipe whichever is less. Material shall consist of granular material free of lumps, clods, stones and frozen material. To be installed to provide the pipe with uniform support throughout its length.
- Flowable Fill- place to within three (3) inches of the road surface. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 210 in its entirety
- Hot Mixed Asphalt (HMA) Intermediate Course- apply two (2) inches of asphalt binder course. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 402 in its entirety
- Hot Mixed Asphalt (HMA) Surface Course- apply one (1) inch of HMA surface course. Refer to the SCDOT 2007 Standard Specifications for Highway Construction Section 403 in its entirety
- Asphaltic Cement Seal- to be neatly sealed around edges of completed work

Step 4. Overnight Opening using Steel Plate

- I. Signage
 - a. Warning signs advising motorist shall be placed at approximately 100 feet in advance of the steel plate location
 - b. Use W8-24 "Steel Plates Ahead" per MUTCD (**attachment**)
- II. Steel Plate Requirements
 - a. Must be able to withstand H-20 traffic loading without any movement
 - b. Fabricated to meet ASTM A36 steel requirements
 - c. When two or more plates are used, the plates shall be tacked welded together at each corner to reduce or eliminate vertical movement. Alternative methods will be considered on a case-by-case basis
 - d. The steel plate located within a right-of-way must not deviate more than $\frac{1}{4}$ inch when measured with a 10 foot straight edge along the edge of the plate
- III. Steel Plate Installation
 - a. Steel Plate must extend 12" beyond edge of opening
 - b. 12" wide cold patch asphalt ramp place between road and steel plate
 - c. Upon approval of overnight street opening by Public Works, steel plates shall be pinned at each corner with smooth head pin; must extend 3" into street surface or by other suitable method approved by Lexington County
 - d. **See detail for Steel Plate installation.**

Details



LEXINGTON COUNTY ENCROACHMENT PERMIT CHECKLIST

ALL PERMIT'S MUST INCLUDE

1. NAME OF ROAD
2. WIDTH OF RIGHT OF WAY
3. WIDTH OF PAVEMENT
4. DISTANCE TO CENTERLINE OF NEAREST INTERSECTION
5. NORTH ARROW
6. LOCATION MAP
7. PERMIT SIGNED AND DATED
8. WRITTEN DESCRIPTION OF WORK BEING PERFORMED

UTILITIES PERMITS MUST ALSO INCLUDE

1. TRAFFIC CONTROL
2. BORING AND TRENCHING DETAILS
3. DETAILS OF PIPES AND SIZES
4. UTILITIES SHOWN AT MINIMUM DEPTH (3 FEET)
5. UTILITIES SHOWN AT MINIMUM DISTANCE FROM E.O.P (5 FEET)
6. EXISTING EASEMENTS SHOWN
7. CURB DETAIL (IF ANY CURBING IS DISTURBED)
8. SIDEWALK LOCATION AND DETAIL (IF IT EXIST)

ROAD TIE-IN'S MUST ALSO INCLUDE

1. SPEED LIIMIT
2. SIGHT DISTANCE
3. SIGHT TRIANGLE
4. ROAD OR DRIVEWAY PROFILE
5. TYPICAL PAVEMENT SECTION
6. ANGLE OF INTERSECTION (MINIMUM 90°)
7. DRAINAGE FLOW DIRECTION
8. DISTANCE BETWEEN DRIVEWAYS
9. MEETS PROPERTY LINE OFFSET
10. CATCH BASIN DETAILS
11. DITCH SECTION DETAILS
12. WIDTH OF MEDIAN AND DISTANCE FROM THE E.O.P
13. ADJACENT DRIVES AND ROADS ON EITHER SIDE OF ROAD SHOWN