

Town of Port Royal
P.O. Drawer 9
Port Royal, SC 29935
(843) 986-2207
Email: lbridges@portroyal.org

RIGHT OF WAY ENCROACHMENT PERMIT APPLICATION

(To be completed by the Applicant)

Applicant: _____
Address: _____
Zip Code: _____

Project Name: _____
Contact Person: _____
Phone No. (____)____--____(Main Contact)
(____)____--____(Mobile)

Permit Type (check all that are applicable):

- Road Opening (spot cut)
- Drilled Road Crossing or Longitudinal Installation
- Open Cut Road Crossing
- Longitudinal Open Cut
- Drainage Ditch Repair/Maintenance/Connection
- Driveway Curb Cut/Installation
- Utility (water, sewer, gas or electric)
- Other: _____

Is this an Emergency Request? Yes No

If YES state type of emergency: _____
Anticipated Date of Start of Work: _____(month)_____(day) 20_____(year)

Requested Length of Permit applied for: _____calendar days

Contractor Performing the Work (if different from above): _____
Contractor Representative: _____Phone (office)_____(mobile)_____

Information on Encroachment Location:

Street Name: _____
Street Number(s): _____ Existing Road Surface: Paved Gravel Dirt
Nearest Intersecting Street/Road: _____

Brief Description of Work to be Performed in the Town's right-of-way: _____

Attach two copies of plans and specifications, traffic control plan (if applicable) and location map

Have Utility Locates been completed? Yes No, Are there any conflicting utilities Yes No

I have read the Permit Conditions and agree to comply with the terms and conditions set forth in this Encroachment Permit as issued by the Town including any such Special Conditions required by the Town.

Submitted by:

Signed: _____ Date _____/_____/_____
Print Name: _____

ENCROACHMENT PERMIT CONDITIONS

The applicant for this Permit agrees to abide by all the terms and conditions listed. This Permit shall grant limited access only for the described work site and only for the time frame indicated within the context of the Permit Application. It shall in no way be considered to grant permanent right of access to other Town owned right-of-way outside the work site.

Permit issued with the following conditions without exceptions:

1. The Department of Building Codes shall be notified in writing or by fax, no later than forty-eight (48) hours prior to the commencement of Permitted work. Failure to do so shall be grounds to revoke this Permit. Work undertaken without a valid Permit may be subject to legal action and stop work orders by The Town.
2. All excavations for placement of water mains and service mains and services, telephone cable and conduit, TV Cable and conduit, water and sanitary sewer laterals, gas mains and service lines and all other installations, any of which require excavation, shall be installed to a minimum depth of thirty-six (36) inches. Extension of existing main lines or service lines (as described above) shall be considered “new” and will be required to conform to the required “minimum cover”. Failure to comply shall require the removal of all non-conforming work at no cost or reimbursement to the applicant, from the Town of Port Royal.
 - The ditches and/or shoulders disturbed by this installation will be re-established to proper grade, original cross section and stabilized to match the pre-construction condition. All stormwater structures will be cleaned as needed during and upon completion of the work.
 - The applicant is responsible for maintenance of disturbed areas until a satisfactory stabilization has been established. Any erosion or lack of stabilization will be immediately repaired upon notification of the same by the Town to the Applicant.
 - There is to be a minimum of 36” of cover for all utilities crossing a ditch and stormwater pipe.
3. All other applicable State or Federal Permits related to the work shall be required to be obtained and in full effect prior to this Permit being issued and put into effect. However, this Permit in no way alleviates the Applicant from conformance with such state or federal Permit requirements.
4. To the fullest extent permitted by law, the Applicant shall indemnify and hold harmless the Town of Port Royal, SC its elected officials, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of the Applicant’s officers, directors, partners, employees, agents and/or consultants in the performance the work to be undertaken under this Permit.
5. Town employees or their respective agents, will not monitor the work, will not direct the work in any form or fashion nor will the Town employees or their respective agents be responsible for the Applicants employees, contractors or agents compliance with any State or Federal safety regulations or actions resulting from violation of the same or for any injury to the Applicant’s employees, contractors or agents.
6. The applicant agrees to abide by, and follow the terms and conditions of the Permit, which is issued, based upon the representations provided here within or as part of the “*Town of Port Royal Encroachment Permit Application*”. Any deviation from the information provided in this Permit must be reported in writing for approval of the Town of Port Royal Building Codes prior to any work modifications being put in place. If work is put in place that has not been approved in advance by the Town, the Town reserves the right to immediately revoke this Permit and to issue a stop work order. The signer of the application shall be held responsible for any and all violations of the Permit and any subsequent legal actions that may result there from.
7. The applicant, by signing and accepting this Permit agrees and acknowledges that in the future if the work installed under this Permit conflicts either horizontally or vertically with any future improvement undertaken by the Town within the Town’s right-of-way, that they will expediently and with no undo delay to the Town relocate their work, as needed to accommodate the Town’s work no charge or cost to the Town of Port Royal.

8. Within 30 calendar days of the completion of the work, the applicant shall provide accurate as-built drawings to the Town. One AutoCAD, one .pdf and two hard copies of the as-builts will be required. No additional Encroachment Permits applications will be accepted by the Town until this requirement is met.
9. The Town reserves the right to issue a Stop Work Order should the Applicant's employees, contractors or agents not perform the work as described in the Permit, Plans and Specifications submitted with the Permit or in compliance with the Permit Conditions or Special Conditions as may be applicable.
10. Other conditions of this Encroachment Permit are included as Special Conditions to the Permit as shown below and are made part of this Permit by reference.
11. **If required by the Town**, the Applicant will provide a one year maintenance bond to ensure the Town's right-of-way is restored to its pre-construction condition. No additional Encroachment Permits applications will be accepted by the Town until this requirement is met.

**STATUS OF PERMIT AND SPECIAL
CONDITIONS**

(To be completed by the Town)

Town Project #: _____
Status of Permit:

- Issued with Special Conditions (see below)
- Resubmit with additional documentation Revised Plans
- Additional
- Conditions
- Traffic
- Control Plan
- Other: _____
- Not Approved - Reason: _____

Special Conditions to the Permit

1. _____
2. _____
3. _____
4. _____

Will a one year Maintenance Bond be required?

Yes No

Signature: _____ Date: ____/____/____
Port Royal Building Codes