

Encroachment Permit

**What Is an Encroachment Permit?**

Encroachment permits are required for all construction less than 50 linear feet within or affecting the right-of-way of any County maintained road.

**When Does It Apply?**

Encroachment permits are needed for projects occurring in the right-of-way of any County maintained road. Land disturbing activities in the right-of-way include, but are not limited to: installation of utilities, driveway connections involving a curb cut or pipe installation, curb cuts, utility taps, utility crossings and storm drainage installation.

**What Is Required In an Encroachment Submission?**

**Required Items**

- Encroachment Application (*with a narrative of proposed work to be conducted*)
- Site Exhibits (*8 ½"x11" or 11"x17"*) (.pdf)
- Traffic Management Method (*if applicable*) (*it proposing any lane closures on the road*)

**Must Show On Exhibits**

- |   |   |
|---|---|
| <input type="checkbox"/> Limits of Disturbance  | <input type="checkbox"/> Street Names   |
| <input type="checkbox"/> Contours ( <i>Existing &amp; Proposed</i> )  | <input type="checkbox"/> Proposed Sediment/Erosion BMPs & details   |
| <input type="checkbox"/> Lot Drainage Pattern ( <i>flow arrows</i> )  | <input type="checkbox"/> Proposed Stormwater Improvements ( <i>If Applicable</i> )                          |
| <input type="checkbox"/> Water Quality Buffers ( <i>If Applicable</i> )   | <input type="checkbox"/> Traffic Management Controls to be used.  |
| <input type="checkbox"/> Environmental Features ( <i>Wetlands, Flood Plain, Ditch, Creek, etc.</i> ) ( <i>If Applicable</i> ) | <input type="checkbox"/> Seeding Schedule and/or Stabilization Measures used to restore the disturbed area. |

**Resources:**

- Application for Encroachment Permit: [Richland County Encroachment Permit Application](#)
- Land Development Ordinance (Stormwater Pollution Prevention Plans)  
[http://rcgov.us/Portals/0/Departments/DevServices/ENGLandDevelopment/Docs/Stormwater%20Management%20and%20SWPPPs%2026\\_202.pdf](http://rcgov.us/Portals/0/Departments/DevServices/ENGLandDevelopment/Docs/Stormwater%20Management%20and%20SWPPPs%2026_202.pdf)
- SCDHEC BMP Handbook [DHEC BMP Manual](#)
- SC NPDES General Permit for Stormwater Discharges from Construction Activities (Section 2.2.3 (A) Utility Providers & Utility Contractors - Annual Blanket NOI). [Construction General Permit](#)

Note: DHEC Coverage may be required regardless of the amount of acres disturbed

## Details/Specifications: (Below is a list of most commonly used details)

- Silt Fence <http://www.scdhec.gov/Environment/docs/sedim-siltFence.pdf>
- Construction Entrance <http://www.scdhec.gov/Environment/docs/sedim-construction.pdf>
- Seeding Schedule <http://www.scdhec.gov/Environment/docs/eros-tSeeding.pdf>
- Inlet Protection <http://www.scdhec.gov/Environment/docs/sedim-inletprotect.pdf>
- Check dams & Sediment tubes [http://www.scdhec.gov/Environment/docs/Appendix\\_H.pdf](http://www.scdhec.gov/Environment/docs/Appendix_H.pdf)

## Special Conditions

- If project impacts private property, then written permission from the property owner is required.
- SCDOT encroachment permit is required for all encroachments in the SCDOT's right-of-way.
- A floodplain development permit will be required if any work is proposed in a Special Flood Hazard Area (SFHA). Contact Andrea Bolling, P.E. (803) 576-2150.

## Review Process

Step 1: Go to eTrakit (Link) Apply for a Permit and SELECT: **["ENCROACHMENT"]**

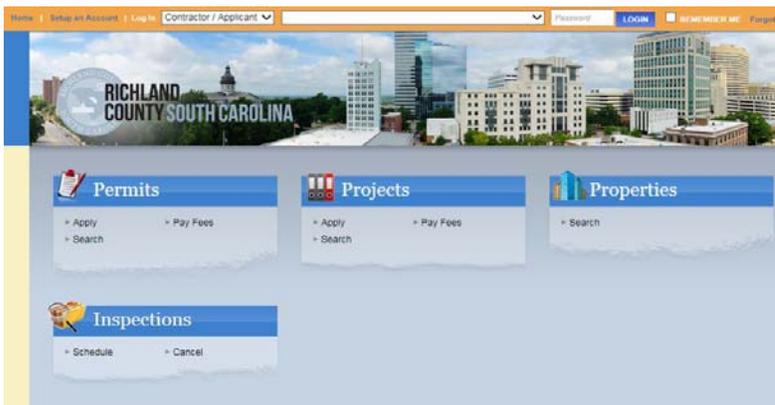
- Encroachment Permit Reviews are 'not' part of the 18-review process. Encroachments are reviewed within seven (7) days of completed submittal.

Step 2: Permit Application is reviewed by the Department within (5) Business days and an email notification will be sent with status.

- If Approved, the email notification will state this and the applicant can log in to their account to retrieve the approval notice and stamped (digital) plans.
- If Disapproved, the email notification will state this and the applicant can log in to their account to retrieve reasons for disapproval.

Step 3: Retrieve status and follow instructions of the status email.

<http://etrakit.rcgov.us/etrakit3/>



[www.richlandmaps.com](http://www.richlandmaps.com)



To SETUP a New Account: <http://etrakit.rcgov.us/etrakit3/publicUserAccount.aspx?action=npa>