

SCDOT Encroachment Permits Process

Glen Bramlitt – State Encroachment Permit Engineer

Goal:

Give you, the applicant, a basic understanding of the encroachment permit process, what your role is in the process, what SCDOT's role is in the process, and what we should expect from each other.

THE ENCROACHMENT PERMIT PROCESS

ENCROACHMENT PERMIT SUBMISSION

THE REVIEW PROCESS

PLEASE REMEMBER THIS...

**The Encroachment Permit
process is a lot more
complicated than you
think it is.**

**Get Permit
before
you**

You own a business.

**You want customers to get
access to your business.**

**You need access to the DOT
roadway system.**

**You need an Encroachment
Permit.**

Permits reviewers are awesome.

Permit Review.

**Phone call.
e-mail.**

Preliminary meeting.

Inform the DOT

Construction.

you wish to apply

You

**Corrections
and**

for a permit.

maintain.

modifications

Permit Submission.

Site design.

**Approved
Permit.**

**Even though the process
might *seem* complicated,
It's actually quite streamlined.**

**So we need your help to keep
the *review process* streamlined.**

**If you think you don't need
an encroachment permit, you
probably do.**

**t need
mit, you**

**If you need access to do
anything in the SCDOT
rights-of-way, you need
an encroachment
permit.**

ess to do
SCDOT
you need
nt

Single residential driveways
Multiple residential driveways
Commercial driveways
Outdoor advertising
Realignments
Landscaping
Utilities
Signals

THE ENCROACHMENT PERMIT PROCESS
ENCROACHMENT PERMIT SUBMISSION
THE REVIEW PROCESS
PLEASE REMEMBER THIS...

Permits reviewers are awesome.

**If you think you don't
need a preliminary
meeting with SCDOT,
you probably do.**

u don't
nary
CDOT,
lo.

DOT personnel know which areas are planned project areas, where there is scheduled maintenance, or if your projected site might be in conflict with another permittee.

**Access should not be
the last thing you
design.**

not be
you

**Design your site from
the **outside in...****

**Not from the **inside
out.****

**A waiver is not a
trump card.**

is not a
rd.

**SCDOT will allow
“reasonable access to
abutting property.”**

ARMS manual (section 1A)

is not a
rd.

“Reasonable access means that a property owner **must have access to the public highway system, rather than** being guaranteed that potential patrons should have **convenient access** from a specific roadway to the owner’s property.”

ARMS manual (section 1A-1)

is not a
rd.

“A waiver will only be granted if it is determined that:

1. Denial of the waiver will result in loss of reasonable access to the site.
2. The waiver is reasonably necessary for the convenience and welfare of the public.
- 3. All reasonable alternatives that meet the access requirements have been evaluated and determined to be infeasible.**
4. Reasonable alternative access cannot be provided.
5. The waiver will not result in any violations of pedestrian accessibility in accordance with the ADAAG.”

ARMS manual (section 1E-2)

Permits reviewers are awesome.

**If you think your submission
is 100% complete,
it probably isn't.**

mission

Do **NOT** skip over the
encroachment permit
checklist.

THE ENCROACHMENT PERMIT PROCESS

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PLEASE REMEMBER THIS...

**Reviewing an Encroachment
Permit takes a lot longer
than you think it does.**

achment
nger
es.

Your submission must be checked for completeness.

A site visit must be made to verify plan information.

Your plans must be reviewed according to all standards and specifications.

Your permit must be categorized and assigned to other departments.

All review comments must be reviewed and determined to be acceptable.

achment
nger
es.

**The Department's
business plan goal is to
review all permits
within 30 days.**

achment
nger
es.

**In the last 365 days,
SCDOT has processed
encroachment permits
in an average of **11**
days.**

**A lot more people
review your permit
than you think.**

people
r permit
ink.

District Permit Engineer
Assistant District Permit Engineer
District Permit Technician
Resident Maintenance Engineer
County Permit Technician
Hydrology Design
Roadway Design
Geodetic Design
Structural Design
Utilities
Traffic Engineering
Regional Production Groups

Permits reviewers are awesome.

**SCDOT does not use a
secret bible when
reviewing your permit.**

se a
rmit.

When reviewing your permit, SCDOT uses the same references that you have access to.

se a

rmit.

Access and Roadside Management Standards

SCDOT Standards and Specifications

Engineering Directive Memorandum #17

THE ENCROACHMENT PERMIT PROCESS
ENCROACHMENT PERMIT SUBMISSION
THE REVIEW PROCESS
PLEASE REMEMBER THIS...

**A signed
encroachment permit
is not the final step in
the overall process.**

permit
step in
cess.

“The owner shall be responsible for the maintenance of driveways and other access points, including any drainage structures, for areas within the rights-of-way of State maintained facilities.”

ARMS manual (section 2D-5)

**Your encroachment permit is
not the only one being
reviewed by SCDOT.**

permit is
ng

**In the last 365 days, the
Department has
processed over **11,000**
permits.**

**“Help me...help
you.
Help *me*, help
you.”**

Jerry Maguire

elp

o

Maguire

You give us a **complete**
and **well prepared**
encroachment permit
submission...

And we'll give you a
timely approval.

Questions or comments?

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Permits reviewers are awesome.