



**CITY OF BEAUFORT  
PUBLIC WORKS DEPARTMENT  
16 Burton Hill Road  
Mailing Address: 1911 Boundary Street  
Beaufort, South Carolina 29902  
FAX (843) 525-7095**

**Scott Marshall**  
City Manager  
843-525-7070

**Nathan Farrow**  
Director of Public Works  
843-525-7054

**Encroachment Permit Application**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell : \_\_\_\_\_ Home: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_

Street Name: \_\_\_\_\_

Nearest intersecting street: \_\_\_\_\_ Start date: \_\_\_\_\_

Road surface:     Paved,                       Dirt,                      ROW width: \_\_\_\_\_

Duration of modification:                       Permanent,                       Temporary

Plans/Drawings submitted:                       Yes                       No

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of permit requested

- Road Opening
- Road Crossing
- Driveway
- Driveway culvert
- Drainage ditch
- Emergency opening
- Above ground utility  
Infrastructure
- Blanket utility permit
- OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of permit requested

- 30 days
- 60 days
- 90 days
- 6 months
- 1 year
- Other: \_\_\_\_\_

Location of work

- Left travel lane
- Right travel lane
- Center line of road  
(+/- 3 feet)
- Road shoulder
- Bottom of ditch
- Back slope of ditch
- Other: \_\_\_\_\_

**I HAVE READ THE STANDARD PERMIT CONDITIONS ON THE REVERSE SIDE AND AGREE TO COMPLY WITH AND IMPLEMENT THEM ALONG WITH ANY ADDITIONAL TERMS AND CONDITIONS WHICH MAY BE IMPOSED.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF BEAUFORT

Encroachment Permit

Project location/application number: \_\_\_\_\_

The applicant for this permit agrees to adhere to all of the terms and conditions listed herein regarding the related scope of work described in the application. This permit shall grant limited access to the described right-of-way for the time frame indicated on the application. This permit shall not be construed to grant permanent right of access to the right-of-way unless that is specifically indicated herein. A building permit may be required in conjunction with the proposed activity. Please be sure to contact the City of Beaufort Public Works Department at 525 7054, ext 2, for more information.

Status of Permit:       Approved                                                       To be issued pending revised documentation  
                                  Denied                                                                               Additional information/plans needed

The following conditions are attached to all permits unless otherwise stated:

- 1) The applicant shall undertake all work pursuant to this permit entirely at his own expense. He shall notify the Public Works Department in writing, by telephone, or by facsimile at least twenty-four (24) hours prior to the commencement of the permitted work. The applicant shall furnish an accurate set of as-built drawing to the City upon completion of the project if there is any approved modification from drawings already submitted.
- 2) All excavation for placement of water mains and service lines, telephone cable and conduit, TV cable and conduit, sanitary sewer mains and laterals, and all other installations which require excavation shall be installed to a minimum depth of thirty-six (36) inches. Extension of existing mains, lines, cable or services shall also be installed to this minimum depth.
- 3) All other applicable City, State, and Federal permits and other required permits and approvals related to the work must be obtained and in full effect without burdensome conditions, prior to the issuance of this permit. This permit is issued based upon the facts, figures and representations asserted on the *City of Beaufort Encroachment Permit Application*. Any proposed deviation from the specifications in this permit requires the prior written approval of the City of Beaufort Director of Public Works.
- 4) The applicant shall expeditiously relocate or modify his work during or after completion of the activity if in the future it is determined that the project conflicts in any manner with any planned or proposed improvement to be undertaken by the City. The applicant shall undertake this relocation or modification at his own expense.
- 5) Failure to comply with any requirements, conditions, or procedures related to this permit will be considered grounds for revocation of this permit and will require the removal of all work which is not in compliance, the cost of which will be borne entirely by the applicant. Work undertaken without a valid permit may be subject to legal action by the City under the City's applicable ordinances. The person whose signature appears on the application shall be held responsible for any and all violations of this permit.
- 6) Adequate provisions shall be made to avoid conflicts with roadway at all times. Necessary detours, barricades, warning signs, and flagmen shall be established by and at the expense of the permittee and shall be in accordance with the South Carolina Manual on Uniform Traffic Control Devices unless otherwise approved. The work shall be planned and carried out in order to minimize inconvenience to users of the roadway. The permittee shall take all other precautions as circumstances warrant.
- 7) Other terms and conditions: Prior to and after installation of proposed driveway, applicant and/or agent is  
responsible for ensuring positive drainage with proposed driveways. The new driveway installation  
WILL NOT adversely effect adjacent and/or downstream properties.

Escrow/letter of credit required for restoration                               Yes                               No                              Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Public Works