

Multi-County, Same-District, Fiber Optic Broadband Encroachment Application Help Guide

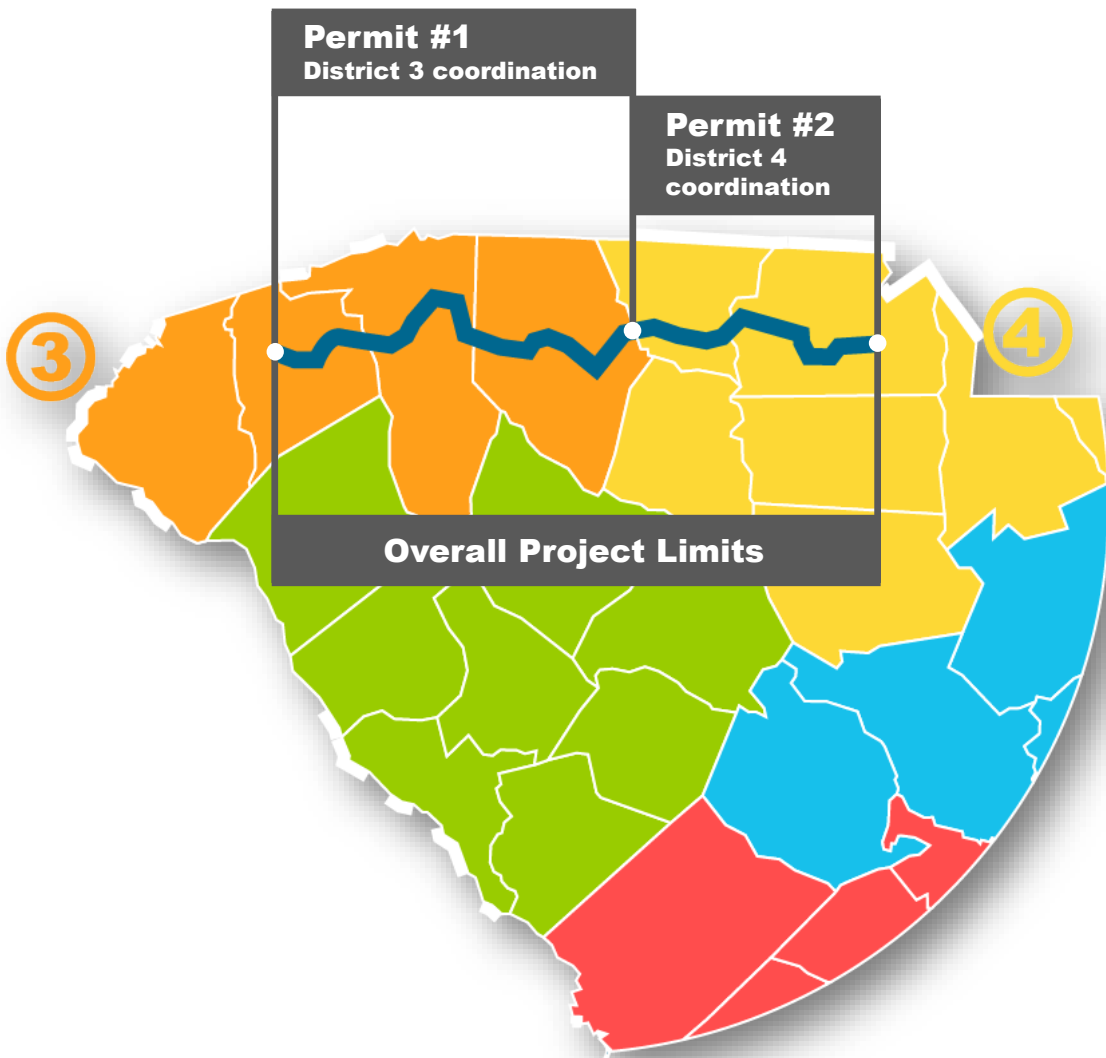


South Carolina Department of Transportation

What is the Multi-County, Same-District, Fiber Optic Broadband Encroachment Permit?

The Multi-County, Same-District, Fiber Optic Broadband (FOB) encroachment permit is available as an option for applicants wishing to construct longer segments of fiber optic broadband cable that spans multiple Counties within the same District along SCDOT's Right-Of-Way, without the need for multiple permits.

The FOB permit is restricted to one District, regardless of the total project distance. If the project limits continue into neighboring Districts, the applicant will be responsible for obtaining FOB permits for each District. For the purposes of permitting, the project limits for each permit should end and begin at the District line along the route.

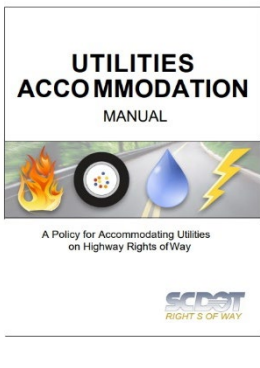


When should I choose the FOB permit over SCDOT's standard Utility Permits?

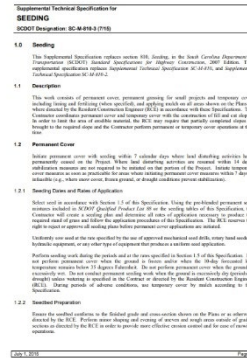
The FOB permit is intended only for the purposes of running **Fiber Optic Broadband** cable; and only for distances that span **multiple Counties** within the **same District**.

Standard cable television, telephone, and other types of communications, should continue to use SCDOT's "Communications (Cable TV, Telephone, & Other)" utility encroachment permit. **The FOB permit is not intended for standard communications utilities wishing to install multiple utility poles or installation locations in multiple Counties.** These utility types should continue to obtain permits for each individual location.

What information should I reference when preparing my application?



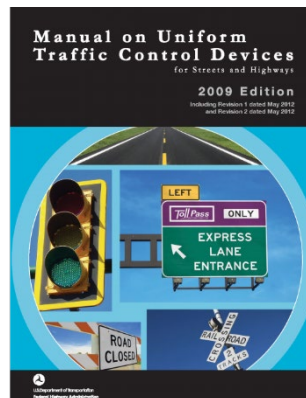
Utility Accommodations Manual, Chapters 6 & 13



Supplemental Technical Specification for Seeding, SC-M-810-3



Access and Roadside Management Standards



Manual on Uniform Traffic Control Devices

Before you apply.

Coordination with the District Permit Engineer (DPE) **before** the application is submitted is strongly encouraged. If the project will continue into neighboring Districts, coordination with all DPE's will be necessary.

By setting up a preliminary meeting, the DPE's will be able to communicate any problematic areas along the projected work route, provide you with useful information when submitting your application, and outline any local ordinances that you'll be required to adhere to.

Refer to the Appendix section of this document for a contact map of each District.

Encroachment Permit Processing System (EPPS)

Application submission, review, and final permitting will be facilitated through the Department's Encroachment Permit Processing System (EPPS).

To obtain an EPPS account:

1. Navigate to:
<https://www.scdot.org/business/permits.aspx>
2. Near the bottom of the page, click the "**Request an Account**" button.

Once you've obtained an EPPS account, navigate to the above website and click the "**Login**" button.

Besides an Encroachment Permit, does SCDOT require anything else to perform work?

Yes. In order to perform any utility work within SCDOT Rights-Of-Way, you will need to be able to provide proof of either:

- **Federal Communications Commission (FCC) license, or**
- **Certificate of Public Convenience from the South Carolina Public Service Commission**

Application preparation.

After you have met with the DPE and are ready to submit your application within EPPS, please ensure that you provide as much detail and information as possible in the “Type of Encroachment” and “Description of Location” fields of the application.

“Type of Encroachment”

On the application, in the **Type of Encroachment** field, provide the approximate distance in feet and miles of the work to be covered in this permit. If work will continue into a neighboring District, an additional overall plan should be included that will show work covered under this permit as well as the overall project distance. Also include a brief description of the methods used to perform the work. Where the work begins, select this as your **Primary County**.

The description should be formatted as such:

Permit application for construction and maintenance of Fiber Optic line along state roads in [COUNTY NAME], [COUNTY NAME], and [COUNTY NAME] within District [###]. Total underground [and/or] aerial to be placed under this permit is [###] feet or [##.##] miles. Proposed boring method includes: [BRIEF DESCRIPTION OF BORING METHOD INCLUDING TYPE AND DEPTH]. Trench via hand-dig [IF APPLICABLE]. Aerial construction will maintain an 18-foot height minimum to top of asphalt [IF APPLICABLE].

EXAMPLE:

Primary County:

Pickens

[SCDOT Street Finder Map](#)

1. Type of Encroachment:

Multi-County, Same-District, Fiber Optic Broadband

Permit application for construction and maintenance of Fiber Optic line along state roads in Pickens County, Greenville County, and Spartanburg County within District 3. Total underground and aerial to be placed is 283,536 feet or 53.7 miles. Proposed boring method includes: HDD bore using a 2-inch HDPE conduit casing at a minimum of 4-foot depth. Trench via hand-dig. Aerial construction will maintain an 18-foot height minimum to top of asphalt.

“Description of Location”

On the application, in the **Description of Location** field, describe the beginning work point of the planned distance for that District, and then continue to list the road names and route numbers of the planned route. The description should also include the distance covered under this permit. If work will continue into a neighboring District, an additional overall plan should be included that will show work covered under this permit as well as the overall project distance.

The description should be formatted as such:

Beginning work location is approximately [INTERSECTION OR LOCATION FROM NEAREST INTERSECTION]; and working along [LIST OF ROADS TO BE ENCROACHED UPON]; ending at approximately [INTERSECTION OR LOCATION FROM NEAREST INTERSECTION].

Note: if the work continues into a neighboring District, provide the ending location as the point at the County/District line where this permit ends and the accompanying permit would begin.

EXAMPLE:

2. Description of Location:

Beginning work location is approximately the NE corner of Jewell St (SC-8) and Farris Bridge Rd (SC-183) in Pickens County; and working along Farris Bridge Rd (SC-183) through Pickens County, into Greenville County, N onto Pete Hollis Blvd (SC-183) in Greenville County, E onto Rutherford St (S-24-200) in Greenville County, onto W Stone Ave (US-276) in Greenville County, E onto E Stone Ave (US-276) in Greenville County, N onto Wade Hampton Blvd (US 29) in Greenville County, ending at the intersection of Warren H Abernathy Hwy (US 29) and S Blackstock Rd (S-24-41) in Spartanburg County.

(Attach sketch indicating roadway features such as: pavement width, shoulder width, sidewalk and curb and gutter location, significant drainage structure, north arrow, right of way width, and location of the proposed encroachment with respect to the roadway centerlines and the nearest intersecting road on the State system.)

Before you submit.

Be sure to communicate with the DPE and agree on an overall work route before you submit your application or plan sheets in EPPS.

Provide detailed information for both Underground and Overhead encroachments at ***all locations within the Right-Of-Way.***

Refer to the Appendix for helpful checklists.

Underground Encroachment Plan Details to include.

1. Right-Of-Way and Controlled Access areas.
2. Size of each Bore Pit.
3. All applicable MUTCD plan sheets for traffic control and closures. Only MUTCD and SCDOT standards may be used for traffic control.
4. Cable size, type of cable, and encasement type.
5. Refer to Chapter 6 of the Utility Accommodations Manual and ensure the depth for the chosen cable type is acceptable.
6. Underground method of installation.
7. Distances between any bridge piles and footings.
8. Properly color coded telecom and fiber technology lines.
9. Distance from the Fiber Optic line to the edge of existing pavement.
10. Overlash details, where applicable.
11. Replacement plan for any vegetation removed (refer to SCDOT Supplemental Technical Specification for Seeding, SC-M-810-3).

Overhead Encroachment Plan Details to include.

1. Cross-sectional view of the aerial line showing the 18-foot minimum height over the roadway section has been met.
2. Right-Of-Way and Controlled Access areas.
3. Explanation of the method by which the line will be strung (rolling road block, time of day, equipment to be used, etc).
4. All applicable MUTCD plan sheets for traffic control and closures. Only MUTCD and SCDOT standards may be used for traffic control.

Pole Attachments.

If the Fiber Optic lines are being attached to an existing overhead power pole, please provide documentation that a pole attachment is allowed via:

- **Pole attachment agreement or a letter/ email from the owner of the poles, or**
- **Proof that the applicant is the owner of the power pole and permission is not needed.**

This should be done for each pole attachment along your planned work route

Additional notes.

1. Bridge Attachments will need to be coordinated with the District Bridge Office; and will need to be attached via new conduit or pulled through existing conduit.
2. Communicate all work progress, before and after start, with each county permit manager/RME.
3. Per the provisions of the Encroachment Permit, provide monthly progress reports to the District Permit office.
4. Once the work has been completed, provide red-lined, as-built drawings to the DPE.
5. All drainage structures must be indicated on the plan and profile sheets. Dimension all minimum horizontal and vertical separation requirements.
6. **Cables/conduits shall not be placed above any drainage structure.**

Useful Information.

Appendix items.

1. District Permit Engineer map (page 9)
2. Supplemental Technical Specification for Seeding, SC-M-810-3 (pages 10 – 12)
3. Checklist for Underground Encroachment Plan Details (page 13)
4. Checklist for Overhead Encroachment Plan Details (page 14)
5. Creating an Application (page 15)

Resource links.

Utility Accommodations Manual

<https://www.scdot.org/business/pdf/rightofway/Utility-Accommodation-Manua-2020a.pdf>

Supplemental Technical Specification for Seeding, SC-M-810-3 (full document)

<https://www.scdot.org/business/technicalPDFs/supTechSpecs/SC-M-810-3-Prev.pdf>

Access and Roadside Management Standards

<https://www.scdot.org/business/access-management.aspx>

Manual on Uniform Traffic Control Devices

<https://www.scdot.org/business/traffic-control-devices.aspx>

DISTRICT 3

252 South Pleasantburg Drive
Greenville, SC 29607
(864)241-1010

Ben Olson OlsonBG@scdot.org
Jason Cisson CissonJS@scdot.org

DISTRICT 4

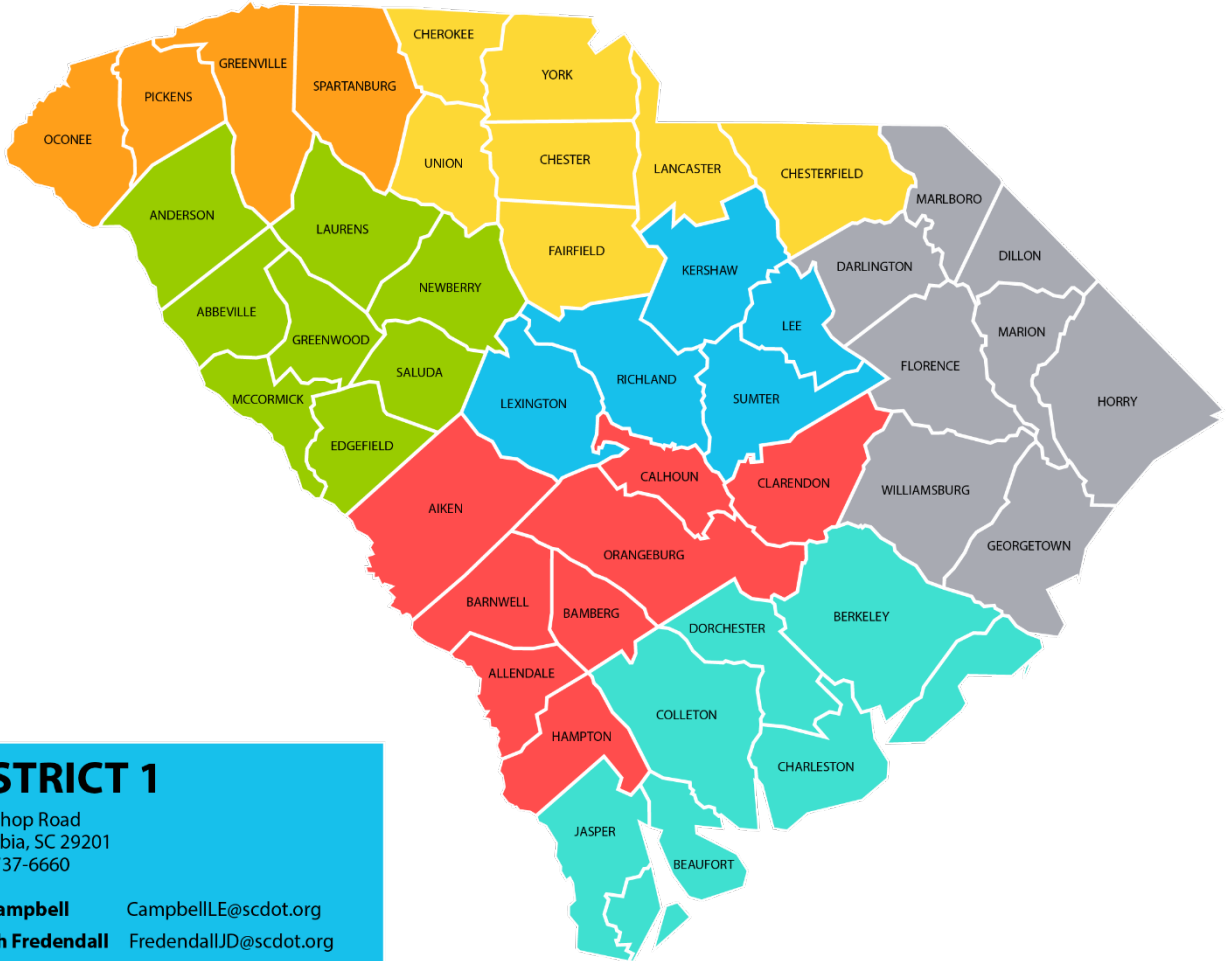
1232 J.A. Cochran Bypass
Chester, SC 29706
(803) 377-4155

David Gamble GambleDD@scdot.org
Allison Love LoveAC@scdot.org

DISTRICT 5

3018 E. Palmetto Street
Florence, SC 29501
(843) 661-4710

Raleigh Ward WardRO@scdot.org



DISTRICT 1

1400 Shop Road
Columbia, SC 29201
(803) 737-6660

Lori Campbell CampbellLE@scdot.org
Joseph Fredendall FredendallJD@scdot.org
Caroline Haggard HaggardCO@scdot.org

DISTRICT 2

510 W. Alexander Avenue
Greenwood, SC 29646
(864) 227-6971

Billy Lybrand LybrandJW@scdot.org
Ryan Balentine BalentinDR@scdot.org

DISTRICT 7

1724 Charleston Hwy
Orangeburg, SC 29115
(803) 531-6850

Kevin Webber WebberKL@scdot.org
David Brandyburg BrandybuDA@scdot.org

DISTRICT 6

6355 Fain Boulevard
Building A
North Charleston, SC 29406
(843) 740-1665

JuLeigh Fleming FlemingJB@scdot.org
Wade Grooms GroomsRW@scdot.org

FIGURE 1: UPPER AND LOWER STATE MAP

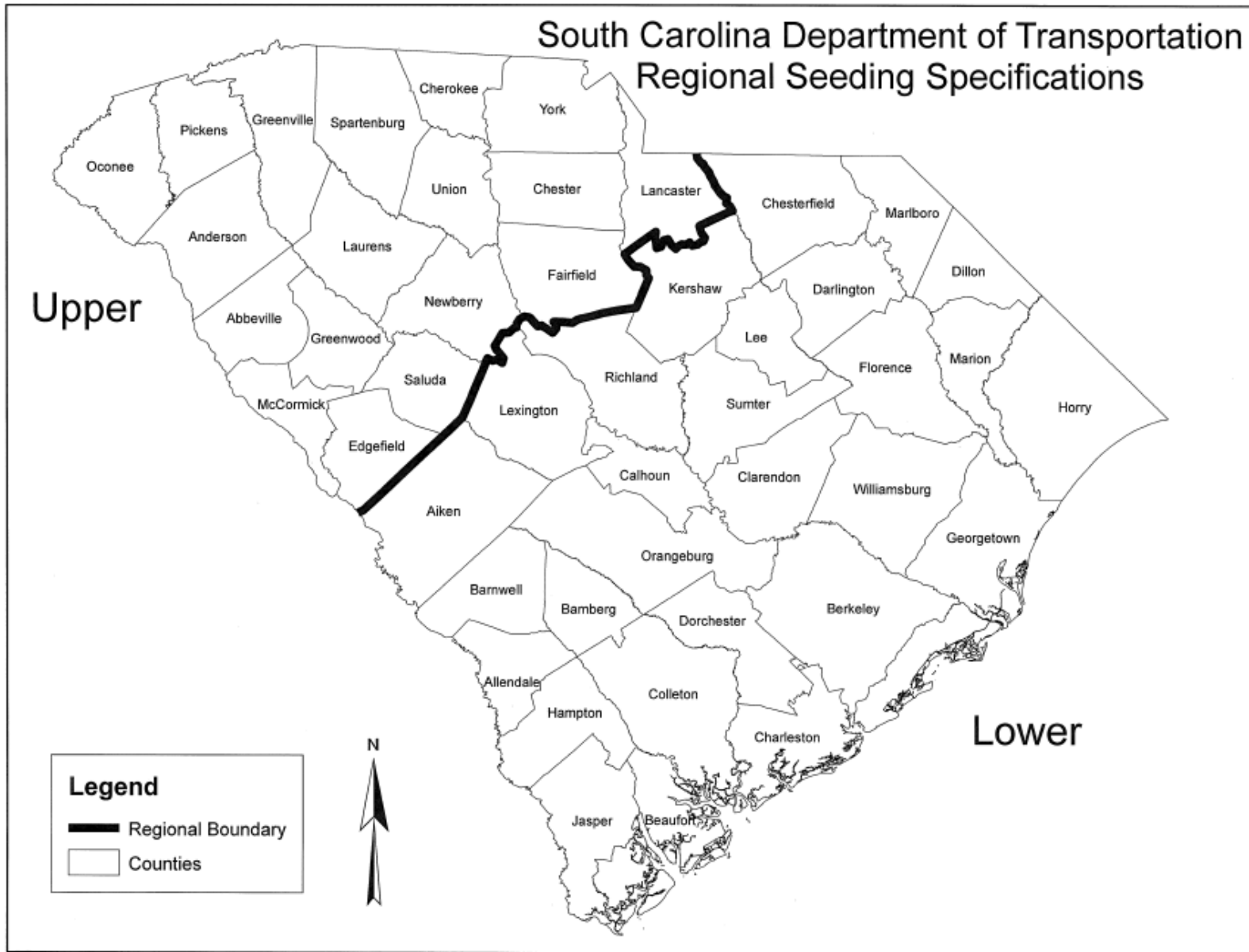


TABLE 1: PERRENIALS * Months shaded in gray represent applicable planting dates.

COMMON NAME ⁶	BOTANICAL NAME	APPROVED SITE(S)	PLANTING RATE (lbs/acre)	PLANTING LOCATION	Planting Dates*											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TURF-TYPE GRASSES (SELECT ONE)																
Bahia ¹	Paspalum notatum	Shoulders, Slopes, or Medians	30	Upper State												
				Lower State												
Common Bermudagrass ² (hulled = hull absent)	Cynodon dactylon	Shoulders, Slopes, or Medians	50	Upper State												
				Lower State												
Common Bermudagrass ² (unhulled = hull present)	Cynodon dactylon	Shoulders, Slopes, or Medians	60	Upper State												
				Lower State												
Carpet Grass / Centipedegrass Combo	Axonopus affinis Eremochloa ophiuroides	Shoulders, Slopes or Medians	15	Upper State												
			10	Lower State												
Tall Fescue (KY-31) ³	Festuca arundinacea	Shoulders, Slopes, or Medians	75	Upper State												
				Lower State												
GRASSES																
Weeping Lovegrass	Erograstis curvula	Slopes	10	Upper State												
				Lower State												
Indiangrass	Sorghastrum nutans	Slopes	10	Upper State												
				Lower State												
Little Bluestem	Andropogon scoparius	Slopes	10	Upper State												
				Lower State												
Coastal Panicgrass	Panicum amarum	Slopes	20	Upper State												
				Lower State												
Switchgrass	Panicum virgatum	Slopes	10	Upper State												
				Lower State												
Perennial Rye Grass ⁴	Lolium perrene	Shoulders, Slopes, or Medians	15	Upper State												
				Lower State												
Virginia Wild Rye	Elymus virginicus	Shoulders, Slopes, or Medians	6	Upper State												
				Lower State												
LEGUMES⁴																
White Clover	Trifolium repens	Shoulders, Slopes, or Medians	5	Upper State												
				Lower State												
Crownvetch	Coronilla varia	Slopes	25	Upper State												
				Lower State												
Sericea Lespedeza (Scarified seed)	Lespedeza cuneata	Slopes	50	Upper State												
				Lower State												
Sericea Lespedeza (Unscarified seed)	Lespedeza cuneata	Slopes	80	Upper State												
				Lower State												

¹Bahia¹: Use at discretion of RCE based on project location.

²Common Bermudagrass: *Do not use Giant Bermudagrass (NK-37).*

³Tall Fescue (KY-31): *Do not use Tall Fescue (Lolium arundinacea).*

⁴Perennial Rye Grass: *Do not use Annual Italian Rye grass (Lolium multiflorum).*

* Months shaded in gray represent applicable planting dates.

⁵Only use pre-inoculated legumes or use an appropriate inoculant with the seed at plant

⁶If Common Name of seed is not available, use seed with the listed Botanical Name.

TABLE 2: ANNUALS

* Months shaded in gray represent applicable planting dates.

COMMON NAME ⁵	BOTANICAL NAME	APPROVED SITE(S)	NURSE CROP RATE (lbs/acre)	TEMP COVER RATE (lbs/acre)	PLANTING LOCATION	Planting Dates*											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Crimson Clover ¹	Trifolium incarnatum	Shoulders, Slopes, or Medians	20	20	Upper State												
					Lower State												
Lespedeza ¹ Kobe / Korean	Lespedeza striata / stipulacea	Shoulders, Slopes	15	60	Upper State												
					Lower State												
Browntop Millet ²	Panicum ramosum	Shoulders, Slopes, or Medians	10	40	Upper State												
					Lower State												
German Millet ² (Foxtail Millet)	Setaria italica	Shoulders, Slopes, or Medians	10	40	Upper State												
					Lower State												
Japanese Millet ²	Echinochloa crusgalli	Slopes	10	50	Upper State												
					Lower State												
Oats	Avena sativa	Slopes	40	110	Upper State												
					Lower State												
Hairy Vetch ¹	Vicia villosa	Slopes	15	50	Upper State												
					Lower State												
Pearl Millet	Pennisetum glaucum	Slopes	15	50	Upper State												
					Lower State												
Sudangrass	Sorghum bicolor	Slopes, Buffers	20	60	Upper State												
					Lower State												
Barley	Hordeum vulgare	Slopes	55	110	Upper State												
					Lower State												
Wheat ⁴	Triticum spp.	Slopes, Buffers	35	110	Upper State												
					Lower State												
Rye Grain ^{3,4}	Secale cereale	Shoulders, Slopes, or Medians	40	110	Upper State												
					Lower State												

¹ Only use pre-inoculated legumes or an appropriate inoculant with the seed at planting.

* Months shaded in gray represent applicable planting dates.

² Mow Millet (no lower than 3 inches) once it reaches a height of 18 - 24 inches or at the discretion of the RCE to reduce competitiveness with permanent vegetation.

³ Rye Grain: Do not use Annual Italian Rye Grass (Lolium multiflorum).

⁴ Mow Wheat and Rye Grain (no lower than 3 inches) once they reach a height of 18 - 24 inches or at the discretion of the RCE to reduce competitiveness with permanent vegetation.

⁵ If the Common Name of the seed listed is not available, use seed with the listed Botanical Name. Do not use Wild Bird, Wild Animal, or Domestic Feed Seed.

Underground Encroachments

- Right-Of-Way and Controlled Access areas.
- Size of each Bore Pit.
- All applicable MUTCD plan sheets for traffic control and closures. Only MUTCD and SCDOT standards may be used for traffic control.
- Cable size, type of cable, and encasement type.
- Refer to Chapter 6 of the Utility Accommodations Manual and ensure the depth for the chosen cable type is acceptable.
- Underground method of installation.
- Distances between any bridge piles and footings.
- Properly color coded telecom and fiber technology lines.
- Distance from the Fiber Optic line to the edge of existing pavement.
- Overlash details, where applicable.
- Replacement plan for any vegetation removed (refer to SCDOT Supplemental Technical Specification for Seeding, SC-M-810-3).

Overhead Encroachments

- Cross-sectional view of the aerial line showing the 18-foot minimum height over the roadway section has been met.
- Right-Of-Way and Controlled Access areas.
- Explanation of the method by which the line will be strung (rolling road block, time of day, equipment to be used, etc).
- All applicable MUTCD plan sheets for traffic control and closures. Only MUTCD and SCDOT standards may be used for traffic control.

Creating An Application

1. Navigate to: <https://www.scdot.org/business/permits.aspx>
2. Click the "Login" link
3. Enter your **Username** and **Password**
4. Using the navigation pane on the left of the screen, click the **Customers** link.
5. Under the Customers dropdown, click the **Create New Application** link.

The screenshot displays the 'Encroachment Permits' website interface. On the left, a navigation pane lists various options, with 'Customers' highlighted. A red-bordered dropdown menu is open over the 'Customers' link, showing the following options: 'Customers', 'Create Blanket Permit', 'Create New Application', 'Active Applications', 'Completed Projects', 'Expired Permits', and 'Canceled Applications'. The 'Create New Application' option is the target of the instruction. The background shows the main content area with 'Public Announcements' and a list of recent announcements.

Creating An Application

1. From the **Select Applicant Type** dropdown, select the **Business or Citizen** option.
2. From the **Encroachment Types** dropdown, select the **MULTICOUNTY_SAME DISTRICT_FIBER OPTIC BROADBAND** type.
3. Click the “I understand that the documents...” disclaimer radio button.
4. Click Continue.

Application for Encroachment Permit

S.C. Department of Transportation
Form 637 (Rev 09/2015)

[Form Use Instructions](#)

Select Applicant Type:

Business or Citizen
Government Entity

Encroachment Type Selection

Encroachment Types:

Please select Encroachment Type
BUS SHELTER
COMMUNICATIONS (Cable TV, Telephone & Other)
DRAINAGE
DRIVEWAY - COMMERCIAL
DRIVEWAY - MULTIPLE RESIDENTIAL / SUBDIVISION
DRIVEWAY - SINGLE RESIDENTIAL
ELECTRIC
ENVIRONMENTAL
GAS
LANDSCAPING
MULTICOUNTY_SAME DISTRICT_FIBER OPTIC BROADBAND
MUNICIPALITY / LOCAL FUNDED PROJECT
OTHER
RAILROAD CROSSING
RESURFACING
ROAD CONNECTION (NON DRIVEWAY)
SCHOOLS
SEWER
SIGNS

Required Documents:

Document Types	
<input checked="" type="checkbox"/>	Site Plan

I understand that the documents listed above are required in order to submit this application (upload in the final section). Additional supporting files can also be uploaded.

Continue

Creating An Application

1. Completely fill in the **Contact Information** section of the application.
2. In the **Project Location** section, choose the *county in which your permit work will begin* as the **Primary County**.

Contact Information



Applicant:	<input type="text"/>		
Street:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="Please select State"/>	Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Contact:	<input type="text"/>		

Project Location

Primary County: [SCDOT Street Finder Map](#)

Creating An Application

1. List each road name in each county for this application that your project will cover. Click the **Select Road** button.
2. Select the **County** from the dropdown, and then **Street Name or Route Number** from the next dropdown.
3. Click the **Add Selected Road** button.
4. Repeat these steps for each route in your project.

Project Location

Primary County:

Please select county



[SCDOT Street Finder Map](#)

County

Road Name

Delete

Select Road

Add Location

Select Road

Creating An Application

1. Fill in the Type of Encroachment description field.
 - i. Use this format:
Permit application for construction and maintenance of Fiber Optic line along state roads in [COUNTY NAME], [COUNTY NAME], and [COUNTY NAME] within District [###]. Total underground [and/or] aerial to be placed under this permit is [###] feet or [##.##] miles. Proposed boring method includes: [BRIEF DESCRIPTION OF BORING METHOD INCLUDING TYPE AND DEPTH]. Trench via hand-dig [IF APPLICABLE]. Aerial construction will maintain an 18-foot height minimum to top of asphalt [IF APPLICABLE].
2. Fill in the Description of Location field.
 - i. Use this format:
Beginning work location is approximately [INTERSECTION OR LOCATION FROM NEAREST INTERSECTION]; and working along [LIST OF ROADS TO BE ENCROACHED UPON]; ending at approximately [INTERSECTION OR LOCATION FROM NEAREST INTERSECTION].

1. Type of Encroachment: MULTICOUNTY_SAME DISTRICT_FIBER OPTIC BROADBAND

2. Description of Location:

(Attach sketch indicating roadway features such as: pavement width, shoulder width, sidewalk and curb and gutter location, significant drainage structure, north arrow, right of way width, and location of the proposed encroachment with respect to the roadway centerline and the nearest intersecting road on the State system.)

Creating An Application

1. Review the **Customer Agreement** and **General Provisions** portion of the application.
2. Enter the **Applicant's Name, Date, and Title**.
3. Click the **Print this form for signature and upload** button.

For Office Use Only



For Office Use Only

In accordance with your request and subject to all the provisions, terms, conditions, and restrictions stated in the application and the general and special provisions attached hereto, the SCDOT hereby approves your application for an encroachment permit. This permit shall become null and void unless the work contemplated herein shall have been completed prior to:

See Attached Special Provision and/or Permit Requirements

NPDES Permit
Nbr:

(Date received by res. Maint. Engr.)

(SCDOT Approval)

(Date)

Print this form for signature and upload.

Creating An Application

1. Print your application, sign it, and upload it at the Upload Documents screen.
2. Upload all of your necessary plans and profile sheets.
3. Click the Upload Required Documents button.

Upload Documents

File Upload Suggestions:

- File uploads work best when uploading from a drive local to your computer. Move large files from a network location to a local drive.
- Beware of special characters such as "&, @, #, etc. in file names.
- Try a modern browser such as Chrome, or Microsoft Edge.
- Ensure you have a good internet connection and speed. Large files can take some time to upload.

Attach your scanned completed Encroachment form:

*Encroachment Application (Signed):

Choose File No file chosen

Check this box to submit the Signed Application Form later.

Document Type	
Site Plan	Choose File No file chosen

(Note: Additional Documentation can be uploaded once the *required documents have submitted.)

Upload Required Documents

Submit Encroachment Permit Application

Creating An Application

1. Click the Submit Encroachment Permit Application Button.
2. Your application has been submitted successfully.

Upload Documents

File Upload Suggestions:

- File uploads work best when uploading from a drive local to your computer. Move large files from a network location to a local drive.
- Beware of special characters such as “&, @, #, etc. in file names.
- Try a modern browser such as Chrome, or Microsoft Edge.
- Ensure you have a good internet connection and speed. Large files can take some time to upload.

All Submitted *required Documents

File Name	DocType
Typical sections.pdf	Site Plan

Additional Documentation

Check this box to Submit the Form.

Submit Encroachment Permit Application

testsp2.scdot.org says

Your Encroachment Application has been submitted successfully

OK