

# **South Carolina Infrastructure Investment Program (SCIIP) Encroachment Application Help Guide**



**South Carolina Department of Transportation**

## **What is the SC Infrastructure Investment Program (SCIIP) Encroachment Permit?**

The **SCIIP** encroachment permit is an option available to applicants performing infrastructure improvement work within SCDOT Rights-Of-Way that is awarded by the Rural Infrastructure Authority's (RIA) South Carolina Infrastructure Investment Program.

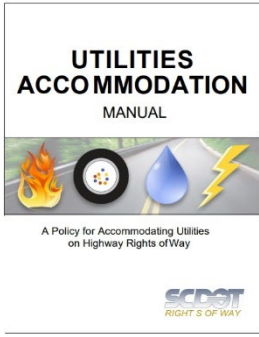
Infrastructure work includes improvements for clean drinking water, sanitary sewer, and stormwater resilience.

## **When should I choose the SCIIP permit over SCDOT's standard Utility Permits?**

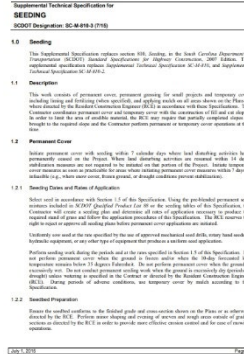
The SCIIP permit is specifically designated for infrastructure improvement work that has already been awarded by the South Carolina Infrastructure Investment Program.

All other utility work or infrastructure improvement that is not funded by the South Carolina Infrastructure Investment Program should continue to use SCDOT's standard utility encroachment permit options.

# What information should I reference when preparing my application?



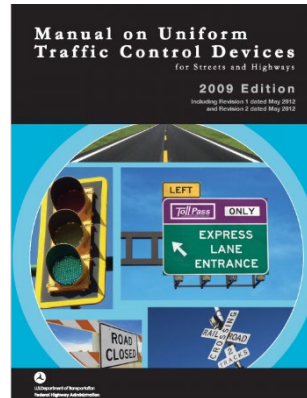
Utility Accommodations Manual, Chapters 6 & 13



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 recommended.

By arranging a preliminary meeting, the DPE will identify any potential issues along the planned work route, offer valuable guidance for your application submission, and outline relevant local ordinances that must be followed.

For contact information of each District, please refer to the Appendix section of this document.

## 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. Under the heading "How is an encroachment permit obtained?", follow the prompts in the "**New Customers**" section.

Once you've obtained an EPPS account, click the "**Login**" button.

# Application preparation.

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


## “Project Location”

In the **Primary County** field, under **Contact Information**, select the county location of the intended work.

Click the **Select Road** button and follow the prompts to add the location of the project. If needed, click the **Add Location** button to add additional location fields.

NOTE: You will not be able to add locations from other Counties. If the project limits encroach into another County or District, separate permits will be needed.

### EXAMPLE:



### Contact Information

**Applicant:**

**Street:**

**City:**

**State:**  **Zip Code:**

**Phone:**  **Fax:**

**Email:**

**Contact:**

### Project Location

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

County	Road Name		
<input type="text" value="Richland"/>	<input type="text" value="Huger St (US 21)"/>	<input type="button" value="Delete"/>	<input type="button" value="Select Road"/>

## “Type of Encroachment”

In the **Type of Encroachment** field, provide detailed information. Include the type of work (excavation, placement of, etc.), the approximate distance in feet of the utility to be placed, the utility type (water main, sewer main, etc.), and the method of placement (jack and bore, trench, etc.).

If any work will continue into a neighboring County or District, a separate permit will be needed. In addition, include a brief description of the methods used to perform the work.

### Example:

#### 1. Type of Encroachment: SC Infrastructure Investment Program (SCIIP)

Excavation and installation of a new 150-foot, 12-inch diameter water main using jack and bore steel casing to cross Main Street (US-999). Installation of a 300-foot, 2-inch diameter PVC force main sewer connection to an existing manhole.

## “Description of Location”

In the **Description of Location** field, describe the location of the work to be performed. Include all State routes, their designations, and distances from the nearest intersection.

### EXAMPLE:

#### 2. Description of Location:

This site is located along Main Street (US-999), North of I-555 and on the East side of US-000. It is +/- 1800ft North from the intersection of Bottom Street and US-999.

(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 before you submit your application or plan sheets in EPPS.

Provide detailed information for all encroachments ***located 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. Pipe sizes and encasement types.
5. Refer to the Utility Accommodations Manual for acceptable depths.
6. Underground method of installation.
7. Distances between any bridge piles and footings.
8. Distance from utilities to the edge of existing pavement.
9. Replacement plan for any vegetation removed (refer to SCDOT Supplemental Technical Specification for Seeding, SC-M-810-3).

## Additional notes.

1. Any bridge attachments will need to be coordinated with the District Bridge Office.
2. Once the work has been completed, provide red-lined, as-built drawings to the DPE.
3. All drainage structures must be indicated on the plan and profile sheets. Dimension all minimum horizontal and vertical separation requirements.

## Useful Information.

## Appendix items.

1. District Permit Engineer map (page 8)
2. Supplemental Technical Specification for Seeding, SC-M-810-3 (pages 9 – 11)
3. Checklist for Underground Encroachment Plan Details (page 12)
4. Creating an Application (page 13 – 20)

## 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**  
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## DISTRICT 4

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

**David Gamble**  
GambleDD@scdot.org

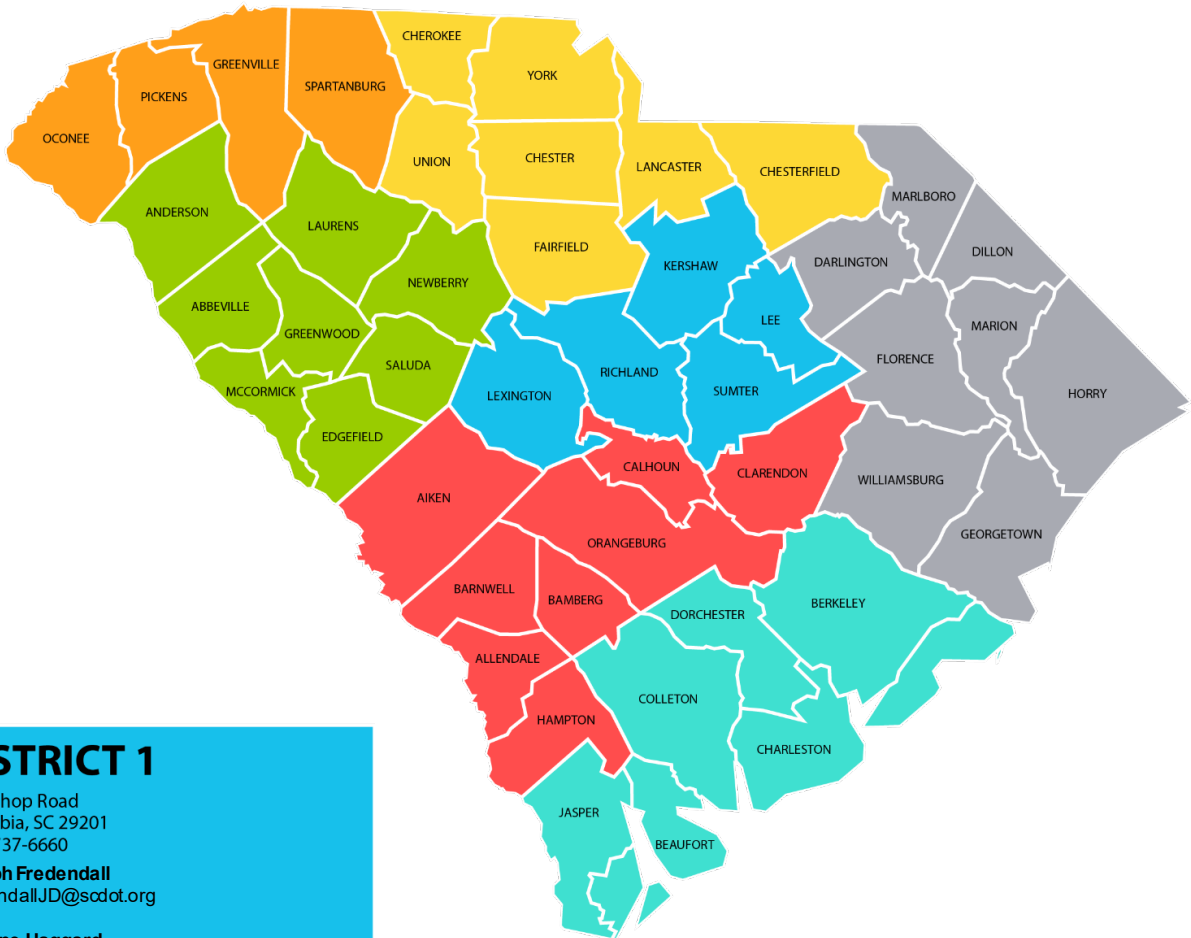
**Allison Love**  
LoveAC@scdot.org

## DISTRICT 5

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

**Angela Hicks**  
HicksAW@scdot.org

**Woody Powell**  
PowellWA@scdot.org



## DISTRICT 1

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

**Joseph Fredendall**  
FredendallJD@scdot.org

**Caroline Haggard**  
HaggardCO@scdot.org

## DISTRICT 2

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

**Ryan Balentine**  
BalentineDR@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

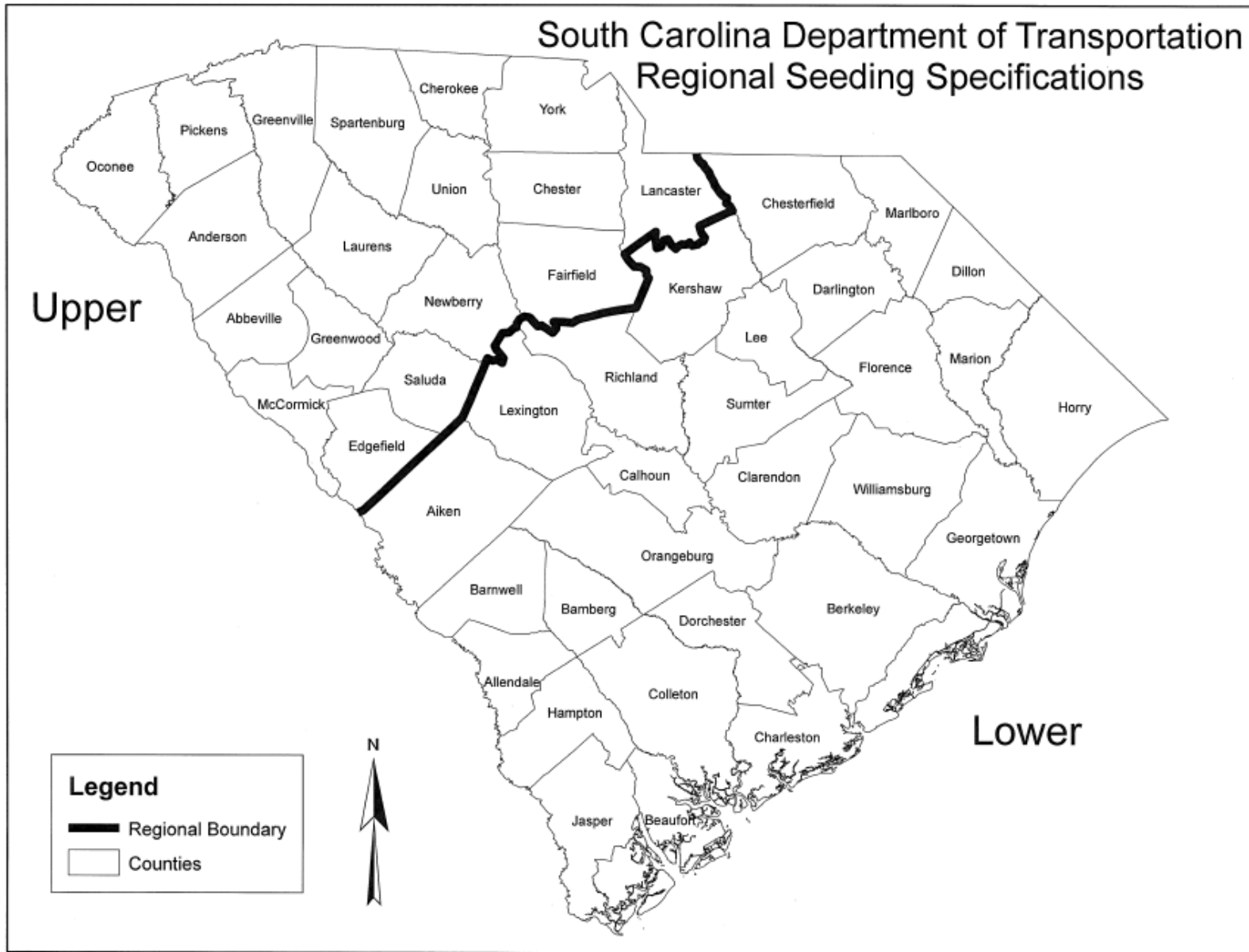
**JuLeigh Fleming**  
FlemingJB@scdot.org

**Wade Grooms**  
GroomsRW@scdot.org

## State Encroachment Permit Engineer

**Glen Bramlitt**  
BramlittGA@scdot.org  
(803)737-0554

FIGURE 1: UPPER AND LOWER STATE MAP



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

COMMON NAME <sup>6</sup>	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
<b>TURF-TYPE GRASSES (SELECT ONE)</b>																
Bahia <sup>1</sup>	Paspalum notatum	Shoulders, Slopes, or Medians	30	Upper State												
				Lower State												
Common Bermudagrass <sup>2</sup> (hulled = hull absent)	Cynodon dactylon	Shoulders, Slopes, or Medians	50	Upper State												
				Lower State												
Common Bermudagrass <sup>2</sup> (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) <sup>3</sup>	Festuca arundinacea	Shoulders, Slopes, or Medians	75	Upper State												
				Lower State												
<b>GRASSES</b>																
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 <sup>4</sup>	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												
<b>LEGUMES<sup>4</sup></b>																
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												

<sup>1</sup>Bahia<sup>1</sup>: Use at discretion of RCE based on project location.

<sup>2</sup>Common Bermudagrass: *Do not use Giant Bermudagrass (NK-37).*

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

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

\* Months shaded in gray represent applicable planting dates.

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

<sup>6</sup>If 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 <sup>5</sup>	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 <sup>1</sup>	Trifolium incarnatum	Shoulders, Slopes, or Medians	20	20	Upper State												
					Lower State												
Lespedeza <sup>1</sup> Kobe / Korean	Lespedeza striata / stipulacea	Shoulders, Slopes	15	60	Upper State												
					Lower State												
Browntop Millet <sup>2</sup>	Panicum ramosum	Shoulders, Slopes, or Medians	10	40	Upper State												
					Lower State												
German Millet <sup>2</sup> (Foxtail Millet)	Setaria italica	Shoulders, Slopes, or Medians	10	40	Upper State												
					Lower State												
Japanese Millet <sup>2</sup>	Echinochloa crusgalli	Slopes	10	50	Upper State												
					Lower State												
Oats	Avena sativa	Slopes	40	110	Upper State												
					Lower State												
Hairy Vetch <sup>1</sup>	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 <sup>4</sup>	Triticum spp.	Slopes, Buffers	35	110	Upper State												
					Lower State												
Rye Grain <sup>3,4</sup>	Secale cereale	Shoulders, Slopes, or Medians	40	110	Upper State												
					Lower State												

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

\* Months shaded in gray represent applicable planting dates.

<sup>2</sup> 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.

<sup>3</sup> Rye Grain: Do not use Annual Italian Rye Grass (Lolium multiflorum).

<sup>4</sup> 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.

<sup>5</sup> 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 (if applicable).
- All applicable MUTCD plan sheets for traffic control and closures. Only MUTCD and SCDOT standards may be used for traffic control.
- Pipe dimensions and encasement types.
- Refer to the SC Utility Accommodations Manual for acceptable depths.
- Underground method of installation.
- Distances between any bridge piles and footings.
- Replacement plan for any vegetation removed (refer to SCDOT Supplemental Technical Specification for Seeding, SC-M-810-3).

# 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, showing the following options: 'Customers', 'Create Blanket Permit', 'Create New Application', 'Active Applications', 'Completed Projects', 'Expired Permits', and 'Canceled Applications'. The main content area shows 'Public Announcements' with three entries. The footer includes 'SC.GOV' and a disclaimer.

BROWSE PAGE Bramlitt, Glen A. ?

## Encroachment Permits

HomePage

- Anonymous Submissions
- District Permit Engineer Functions
- Staff Functions
- Reference Library
- "How To" Instructional Videos
- Customers
- Admin Functions
- Reports
- test
- Reviewers
- Recent
- Recycle Bin
- Permit Documents 2015 JAN

Home

### Public Announcements

Report EPPS issues to IT Services Help Desk 8/19/2013 4:32 PM  
by Valdivieso, Jose' L.  
Please report all problems with the Encroachment Permit Processing System (EPPS) through the IT Services Help Desk. All internal staff should create a Help Desk ticket using the Category name **EPPS (Encroachment Permit)**. When a ticket is created and the...

EPPS Internal Staff Interim Instructions 8/1/2013 11:08 AM  
by Comalander, Holly H.

8/1/2013 10:49 AM

## Customers

- Create Blanket Permit
- Create New Application
- Active Applications
- Completed Projects
- Expired Permits
- Canceled Applications

Contact Us | DOT Resource Center | Home | Getting Around South Carolina

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SC.GOV

Internet Disclaimer for proper usage of this site.

# Creating An Application

1. From the **Select Applicant Type** dropdown, select the **Business or Citizen** option.
2. From the **Encroachment Types** dropdown, select the **SC Infrastructure Investment Program (SCIIP)** 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
	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 be performed* as the **Primary County**.

## Contact Information



Applicant:

Street:

City:

State:  Zip Code:

Phone:  Fax:

Email:

Contact:

## Project Location

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



# Creating An Application

1. List each road name for this application that your project limits will encompass. 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 within your project limits.

NOTE: You will not be able to add routes from a different Counties. If the project limits encroach into another County or District, separate permits will be needed.

## 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:  
Include the type of work (excavation, placement of, etc.), the approximate distance in feet of the utility to be placed, the utility type (water main, sewer main, etc.), and the method of placement (jack and bore, trench, etc.). In addition, include a brief description of the methods used to perform the work.
2. Fill in the Description of Location field:  
Describe the location of the work to be performed. Include all State routes, their designations, and distances from the nearest intersection.

## 1. Type of Encroachment: SC Infrastructure Investment Program (SCIIP)

Excavation and installation of a new 150-foot, 12-inch diameter water main using jack and bore steel casing to cross Main Street (US-999). Installation of a 300-foot, 2-inch diameter PVC force main sewer connection to an existing manhole.

## 2. Description of Location:

This site is located along Main Street (US-999), North of I-555 and on the East side of US-000. It is +/- 1800ft North from the intersection of Bottom Street and US-999.

(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.)

# 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