

ATTACHMENT 2.8

Appendix/Attachment Title

Non-SCDOT Owned Bridge Retired from Bridge Inventory_Letter

Appendix/Attachment Revision and Year:

Version 1.0, 2024

Appendix/Attachment Introduction and Discussion

SCDOT Bridge Maintenance inspectors and/or consultants perform inspection of all municipality/county-owned bridges which have spans of at least 20 feet.

The BITL (Bridge Inspection Team Lead) is responsible for transmitting bridge inspection reports to the counties and municipalities, and shall prepare all letters & correspondences. However, given the importance of the program, the DBE should sign the letter after it is prepared by the BITL.

This letter shall be sent to a bridge owner when their bridge is removed from the inventory after at least five years of closed bridge inspections.

The letter must be placed in the Bridge File.

BMO shall be included on letter released to the Bridge Owner

Appendix/Attachment Description

This sample letter may be updated as needed. The letter is included in this BIGD as a PDF, but a word document will also be provided to the various authors. The fillable fields in highlighted boxes shall be completed.

Once the DBE electronically signs the form, the PDF will be saved and the fillable fields will be turned off.

Use the command buttons at the bottom of the letter to distribute to various entities as needed. Command buttons will not show when the document is printed.

- BITL (preparer of the letter): Use the **[Send to DBE]** button to send the letter to DBE for signature.
- DBE (signer of letter): Use the **[Complete Form]** button to save the letter as one page. Then return the final file via email to the BITL for release.