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|  | **BIGD Attachment 2.6**  DEC2024, V1  Page 1 of 1 |

XX/XX/XXXX

TO: City/Town/County/Municipality Maintenance or Highway Department

Mailing Address

City/Town, SC Zip Code

*Attn: Highway Superintendent*

BRIDGE OWNER EMAIL ADDRESS: email@email.email

SUBJECT: **NATIONAL BRIDGE INSPECTION STANDARDS (NBIS) -**

**Non-SCDOT Owned Bridge: Critical Finding - Action Performed By SCDOT**

City/Town/County/Municipality, South Carolina

FACILITY CARRIED/FEATURE INTERSECTED

LOCAL ROAD NAME/REFERENCE POINT

Asset ID Number: XXXXX

Dear [Mr./Mrs. Name]:

As part of the South Carolina Bridge Inspection Program, SCDOT Bridge Maintenance performs the inspection and load ratings of all county or municipality-owned bridges that have a clear span of 20 feet or greater in accordance with NBIS. These bridges are scheduled to be inspected every two years unless a shorter duration is recommended.

South Carolina is federally required to apply the NBIS to all structures defined as highway bridges located on all public roads. Bridge inspection requirements are codified into federal law by *23 CFR 650*. While the SCDOT performs inspections on all public bridges; the repair, rehabilitation or reconstruction of any bridges is the owner/custodian’s responsibility.

It has been at least 30 days since you were notified of critical findings discovered on the subject bridge following an inspection.

This letter is to notify you of actions taken by SCDOT maintenance. The following action(s) were taken as measures to safeguard the public:

**Bridge Closed**

**Lane(s) Closed**

**Weight Restriction/Load Posting Signs Installed**

**Vertical Clearance Signs Installed**

**One Lane Bridge/Narrow Bridge Signs Installed**

**Other Action Performed by SCDOT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\_*

While SCDOT performed the listed action(s), other critical findings may still require attention. See Critical Findings Form, Attachment 5.5.

The SCDOT Bridge Maintenance Office (BMO) in Columbia is responsible for informing the South Carolina Division of Federal Highway Administration of all Critical Findings (and resolutions) found on public bridges in the state.

Questions regarding this issue may be directed to the District Bridge Engineer (DBE):

DBE Contact: *(District Number) DBE Name <DBE Email Address>*

SCDOT is pleased to assist you in this matter of bridge safety to protect the citizens of South Carolina.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*First Name Last Name*

cc: DBE, DBIS, SCDOT BMO, Bridge File Position (DBE, etc.)

