

## ATTACHMENT 2.7

### Appendix/Attachment Title

Non-SCDOT Owned Bridge Inventory List and Status

### 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 correspondences. However, given the importance of the program, the DBE should sign the letter after it is prepared by the BITL.

This letter should be used to provide counties or municipalities a list of current bridges in the Bridge Management System which are coded as being owned by the local agency - (a bridge list shall be attached to the signed letter).

This letter shall be sent at least once every five years to all local agency bridge owners.

The BMO shall be copied on the letter release 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 command buttons at the bottom of the letter to send to various entities as needed. The command buttons will not show when the document is printed.

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

The checkbox (acknowledgement of receipt) must be completed by the bridge owner. The form may be returned via email to SCDOT.

If the form is not returned, the DBE shall follow up with the owner.