


**GEORGETOWN COUNTY,  
SOUTH CAROLINA**  
**ENCROACHMENT PERMIT**  
**Not in a County Permitted Subdivision**



Permit No. \_\_\_\_\_ Area \_\_\_\_\_ PUPS# \_\_\_\_\_

**Permission is hereby granted to:**

\_\_\_\_\_  
(Name of entity requesting permit)

\_\_\_\_\_  
(Mailing address, telephone & fax number of entity requesting permit)

\_\_\_\_\_  
(Email address)

**To encroach upon County property/right-of-way located at:** \_\_\_\_\_

\_\_\_\_\_  
(Legal description and location of encroachment)

**For the purpose of:** \_\_\_\_\_  
(Justification for the encroachment)

Work under the permit must be done in accordance with all laws, ordinances, regulations of the County of Georgetown and State of South Carolina. **The work is to be completed 180 days from the issuance of this permit.**

- **Permittee agrees to make all necessary repairs and/or improvements necessary to restore property to original condition after completion of work and a 1 year warranty period.**
- **Permittee must contact the Palmetto Utility Protection Service (PUPS) 1-888-721-7877 to locate utilities before starting work.**
- **Permittee agrees to the requirements in the Georgetown County Encroachment Guidelines and County Ordinance No. 2007-35 as stated in said ordinance, this permit may be revoked at any time by the County Administrator or Designee.**
- **Permittee must call the Georgetown County Department of Public Services Stormwater Division (DPS-SW) Office at (843) 545-3524 at least 24 hours prior to commencing work and provide the PUPS authorization #.**

**By signing below the permittee certifies there will be no adverse impacts to adjacent properties due to unmanaged runoff created by this project.**

**Date:** \_\_\_\_\_

**Print Permittee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Attachments (Required):**

One Sheet site plan illustrating proposed encroachment (include pipe sizes, flow direction, elevations, flow arrows, etc.)

\$100.00 non-refundable application fee, check payable to "Georgetown County"  
Return completed application and fee to the Stormwater Division at 129 Screven St. Georgetown, SC 29440 or send electronic copies of the application and site plan to [encroachpermits@gtcounty.org](mailto:encroachpermits@gtcounty.org). All fees must be paid before a review can begin.

**Approval**    Yes     No

\_\_\_\_\_  
GCDPS-SW Reviewer

\_\_\_\_\_  
**Signature:** Georgetown County Administrator/Designee:

**Date:** \_\_\_\_\_

**Date Warranty Period Begins:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Cash/Check/Credit Card Receipt Form:**  
Georgetown County Department of Public Services:

Cash: \$ \_\_\_\_\_

Encroachment Permit \_\_\_\_\_

Check (# \_\_\_\_\_) \$ \_\_\_\_\_

Credit Card (**Attach Credit Card Form**)

## Table 1. Georgetown County Minimum Design Standards for Right of Way Encroachments

### Driveway Specifications:

1. **Minimum Driveway Width:** Private = 10' w/2' shoulders; Common = 16' w/2' shoulders; Commercial or Common shared by 16 or more = 18' (paved) w/3' shoulders.
2. **Minimum Driveway Radius:** Private = 10' Common or Commercial = 15'
3. **Acceptable Surface Material:** 6" of slag, gravel or FLBC or 2" asphalt w/ 6" FLBC base
4. **Minimum Pipe Size:** 15"
5. **Minimum Pipe Grade:** 0.25%
6. **Allowable Pipe Material:** RCP (concrete) or smooth walled HDPE (plastic) w/proper cover.
7. **Minimum Pipe Length:** Pipe shall extend a minimum of 5' beyond edge of drive on each side. Bank stabilization may be required at pipe ends.
8. **Setback:** End of pipe and driveway radii must be a minimum of 5' from property line unless written permission from adjoining property owner is provided.

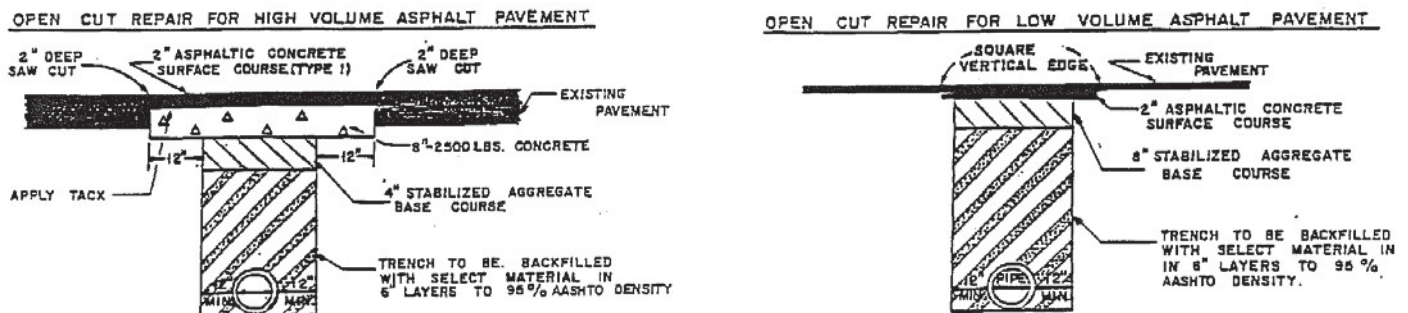
### Piping Ditches Parallel to Roadways:

1. **Allowable Pipe Material:** RCP (concrete) or smooth walled HDPE (plastic) w/proper cover.
2. **Catch Basins:** There shall be 1 catch basin per 100' of continuous pipe installed with a minimum of 1 catch basin per project.
3. **Grate Elevation:** The top of elevation shall be at least 4" lower than roadway.

### Road Crossings:

1. **Alignment:** Crossing are to be perpendicular to roadways
2. **Allowable crossings:** Boring. Open Cut shall only be allowed on dirt roads or in paved areas only when absolutely necessary.
3. **Boring:** Dry boring with utility placed in an encasement, and placed a minimum of 30" below the roadway surface.
4. **Open Cut:** Cuts must be straight and neat, utilizing a pavement saw or breaker. Utilities shall be installed 36" below roadway surface. Repair in dirt roads shall be with compacted backfill and in paved areas repairs shall be as shown in Figure 1.

**Figure 1: Repair Details**



For full details of design requirements see "Georgetown County Roadway Design and Construction Manual".