



Town of Carthage

Encroachment Permit Application

For Work In or Use Of the Public Right of Way (PROW)

In Accordance With Carthage, NC Code of Ordinances—Title V: Public Works/Chapter 52:
WORK WITHIN TOWN RIGHTS-OF-WAY; UTILITIES; ENCROACHMENT PERMITS

Date of Application: _____

Location of Work Site: _____

APPLICANT INFORMATION

Applicant's/Company Name	Applicant's Mailing Address	City, State, Zip
Applicant's Email	Applicant's Phone	Primary Contact Name

CONTRACTOR INFORMATION

Contractor's Name	Contractor Address	City, State, Zip
Contractor's Email	Contractor's Phone	License Held/License Number
License Held/License Number	License Held/License Number	License Held/License Number
Contractor's Name	Contractor Address	City, State, Zip
Contractor's Email	Contractor's Phone	License Held/License Number
License Held/License Number	License Held/License Number	License Held/License Number

PROVIDE THE FOLLOWING WITH THIS APPLICATION:

(See attached Standard Encroachment Plan Checklist for more details on each item.)

- Proposed work schedule/timeframe.
- Detailed description of work to be done. Include description of all existing infrastructure within the proposed work area and any proposed modification, improvement, or movement of infrastructure.
- Construction drawings/site plan demonstrating compliance with the Town of Carthage Engineering Specifications and Standard Details, the NCDOT Subdivision Road Manual, and the latest edition of the Manual on Uniform Traffic Control Devices and Chapter 100 Development Ordinance.
- Location/Vicinity Map that provides a quick and easy reference to the location of the proposed work.
- Evidence that the owners of other utilities or encroachers near the new work have been notified.
- Erosion Control Plan approved by NC DEQ (if 1 acre or more is disturbed) OR Letter of Intent to install proper erosion control measures (if less than 1 acre is disturbed).



Town of Carthage

Checklist for Completing the Encroachment Permit Application

NON-UTILITY REQUESTS

Intent

This checklist is to aid in promoting consistency in submittals and reviews and in expediting the process by understanding the requirements and providing sufficient information.

General

Submit only properly formatted, complete drawings with sufficient, applicable information with encroachment requests. If proper plans are not submitted, encroachment requests may be returned to the Applicant and encroachment review will not begin until proper plans are resubmitted.

Professional Engineer Seals

Certain non-utility encroachment requests require plans to be sealed by a licensed North Carolina Professional Engineer. Specific instances include when a retaining wall is associated with sidewalk installation as well as a Gateway Sign standard practice that requires an encroachment agreement and may require PE Seal for a traffic safety analysis.

General Plan View

Plan Format

- Plans should be legible
- Plans should show the entire project limits Plan sheet size of 11" x 17" or 8.5" x 11" is preferred. Submit full size plan sheets only if requested
- Submit only applicable plan and detail sheets. Remove plan sheets and details for work outside of Town of Carthage right of way
- All features shown within the plan set should have a corresponding symbol. The legend should include all applicable symbols and line styles
- Include North arrow
- Any state routes labeled
- Scale and/or accurate dimensions should be shown. Scale should be no greater than 1" = 100'

Facility Details

- Show length, size, material, and type of encroachment
- Installation method
- Bore pit detail: This detail should note the standard size and depth of proposed bore pits

Existing Roadway Details with proposed facility offsets (provide dimensions)

- Edge of pavement and/or back of curb, with roadway width
- Guardrail
- Storm drainage features (e.g. drainage pipes and structures), with culvert diameters
- Ditch line and/or toe of fill
- Structure

Existing Utilities—Show and dimension all existing utility features near to or impacted by the proposed encroachment.



Town of Carthage

Checklist for Completing the Encroachment Permit Application

UTILITY REQUESTS

Intent

This checklist is to aid in promoting consistency in submittals and reviews and in expediting the process by understanding the requirements and providing sufficient information.

General

Submit only properly formatted, complete drawings with sufficient, applicable information with encroachment requests. If proper plans are not submitted, encroachment requests may be returned to the Applicant and encroachment review will not begin until proper plans are resubmitted.

Professional Engineer Seals

Certain utility encroachment requests require plans to be sealed by a licensed North Carolina Professional Engineer. Guidance on what requests have this requirement can be found in the NCDOT Utilities Accommodations Manual found at <https://connect.ncdot.gov/municipalities/Utilities/Pages/UtilitiesManuals.aspx>.

General Plan View

Plan Format

- Plans should be legible and include the Engineering Firm contact information and the Utility owner project number.
- Plans should show the entire project limits Plan sheet size of 11" x 17" or 8.5" x 11" is preferred. Submit full size plan sheets only if requested
- Submit only applicable plan and detail sheets. Remove plan sheets and details for work outside of Town of Carthage right of way
- All features shown within the plan set should have a corresponding symbol. The legend should include all applicable symbols and line styles
- Include North arrow
- Any state routes labeled
- Scale and/or accurate dimensions should be shown. Scale should be no greater than 1" = 100'

Detail Sheets

- Show length, size, material, and type of encroachment
- Installation method
- Bore pit detail: This detail should show maximum proposed bore diameter and bore pit locations, including dimensions of bore pit and offsets from all roadway features
- Aerial detail with minimum vertical clearance: Include this aerial detail even if the proposed work is an over-lash of an existing crossing
- Minimum bury depth
- Road crossing detail for controlled access and/or non-controlled access roadways, depending on which is applicable
- Culvert crossing detail
- Utility structures with dimensions, if applicable
 - Provide applicable details for handholes, vaults, manholes and other utility structures proposed
 - If utility structures are proposed to be installed within the sidewalk, include an installation/sidewalk repair detail

Existing Roadway Details with proposed facility offsets (provide dimensions)

- Edge of pavement and/or back of curb, with roadway width
- Guardrail

- Storm drainage features (e.g. drainage pipes and structures), with culvert diameters
- Ditch line and/or toe of fill
- Structure

Existing Utilities—Show and dimension all existing utility features near to or impacted by the proposed encroachment.

General Profile View—A profile view is required when crossing a roadway or other structure

- Installation method
- Prominent features
- Roadway
- Right of way limits
- The entire crossing section through the right of way
- Minimum vertical dimensions
- Bore pit locations
- Elevations sizes and materials for potential utility conflicts
- Grade and/or cover on proposed utilities
- Scale of profile view
- Rim and invert elevations for proposed utility structures
- 1:1 slope from the edge of pavement
- Maximum bore diameter