

Encroachment Permit Checklist

Submit this checklist with the plans to the City of Kings Mountain Codes Enforcement Department. The following information should be included on the drawings:

Encroachment drawings prepared by:

Name: _____

Company: _____

Phone Number: _____

Plan Sheet

- ___ Location shown from some identifiable reference point in feet.
- ___ Show R/W width or label maintenance limits.
- ___ Show current pavement width and label Edge of Pavement (EOP)/ Back of Curb (BOC).
- ___ Show centerline of road and dimension to work side of roadway.
- ___ Label with street name.
- ___ Provide a legend showing existing and proposed utilities.
- ___ Indicate centerline of utility with distances from (EOP/BOC) and right of way.

Vicinity Map

- ___ Show site of encroachment.
- ___ Show surrounding roadways.
- ___ Show North Arrow.

Trench Detail Sheet

- ___ Should reflect dimensions shown on plan sheet.
- ___ Show depth of the proposed and existing utilities and the centerline distance from the EOP.
- ___ Should be specific to your site.

Overhead Detail Sheet

- ___ Plan should indicate route to be taken.
- ___ Plan should indicate pole ID numbers/letters and pole ownership.
- ___ Plan should indicate location of any additional guy wiring.
- ___ Plan should indicate lashing to existing cable or adding new separate cable run.
- ___ Plan should indicate if make ready is required.

Traffic Control Plan

- ___ If personnel or equipment is within (5) ft. of travel lane or within (10) ft. on a divided roadway a TCP shall be included.
- ___ All traffic shall be outside of the 1:1 slope for any excavation.
- ___ Show lane widths. For lane closure a minimum 10 ft. lane shall be maintained.
- ___ Include posted speed limit on TCP for verification of taper length, sign spacing, etc.
- ___ TCP shall be site specific.

Bore Pits/Open excavation

- ___ Show dimensions (LxWxD) on plan and detail sheet.
- ___ Give distance from EOP / BOC to roadside edge of excavation.
- ___ Is excavation outside of the roadway 1:1 slope?
- ___ If not explain why and provide active shoring detail.
- ___ Include a NOTE "**No excavation within the Clear Recovery Zone shall be left open overnight**".
- ___ Plan should indicate conduit sizes and amount of conduits.

Bores

- ___ Is this a Directional Bore?
- ___ Directional Bore-Furnish soil type and map for your location. Can be obtained at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- ___ Has a subsurface investigation for rock been completed at bore locations?
- ___ Bores shall be labeled on plan and detail sheet giving distance from surface elevation to top of carrier pipe, conduct or utility.

Pipelines

- ___ Materials not currently approved by COKM and / or operating above the maximum allowed PSIG shall provide a letter (PE Sealed) specifying the material being used meets or exceeds OPSI guidelines to operate at requested PSIG.

Verification of Compliance with NCDENHR

- ___ Submit NCDENHR Soil Erosion Permit if aggregate area disturbed is more than one (1) acre

Communication Cabinets w / power

- ___ Provide a letter (PE Sealed) with drawings and computations determining the location is outside of sight distance and clear recovery areas in accordance with AASHTO requirements.