The following are guidelines to HELP expedite the Review Process within NCDOT

All Encroaching Utilities should be installed as close as practical to the Right of Way Line.

Please return ONE copy of this checklist with your Encroachment Application.

Maximum paper size is 8.5 x 14 inches or full plan sheet, as needed.

Cover Letter
   _____ Brief description of location and scope of work
   _____ Contact information for person to address comments (Phone and email)
   _____ Contact information for person to address approval (Phone and email)
   _____ Provide five (5) sets of all forms and supporting documentation, eight (8) sets for Controlled
     Access facilities
   _____ Any utility to be installed across a railroad will require an encroachment agreement from
     the railroad company. Include a copy of the approved encroachment

Encroachment Form If this is not a Blanket Encroachment, go to:
https://apps.dot.state.nc.us/quickfind/forms/ to find the necessary form
   _____ Search encroachment and select applicable form
   _____ Blanket Encroachments (RW 16.3, 16.3A, 16.4, 16.5, 16.5A)
   _____ Control Access Encroachments (RW 16.2, 16.6A)
   _____ (US, NC, SR) Route number and street name
   _____ Location with distance from nearest street in feet
   _____ Description of utility being placed (type, dimension, length)
   _____ Signatures, Titles, and Seals

Vicinity Map
   _____ Show site of encroachment
   _____ Show surrounding roadways
   _____ Show North Arrow

Verification of Compliance with Environmental Regulations Checklist
   _____ Form VCER-1 (Search at: https://apps.dot.state.nc.us/quickfind/forms)

Traffic Control Plan (TCP)
   _____ If personnel or equipment is within five (5) feet of travel lane or within ten (10) feet on a divided
     roadway, a TCP shall be included
   _____ All traffic shall be outside of the 1:1 slope for any excavation, measured from the bottom of the
     excavation to the EOP
   _____ Show lane widths. For lane closures, a minimum ten (10) foot lane shall be maintained
   _____ Include posted speed limit on TCP for verification of taper length, sign spacing, etc.
   Use the following link: https://connect.ncdot.gov/resources/Specifications/Pages/2012-Roadway-
   Drawings.aspx
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 EOP / BOC
_____ Show centerline of road and dimension to work side of roadway
_____ Label with Street Name and US, NC, SR route number
_____ Provide a legend showing existing and proposed utilities
_____ Indicate centerline of utility with distances from EOP / BOC and right of way

Detail Sheet
_____ Should reflect dimensions shown on plan sheet
_____ Show depth of the proposed and existing utilities and the centerline distance from the EOP
_____ Provide cross-sections

Bore Pits / Open Excavations
_____ Show dimensions (LxWxD) on plan and cross-section sheets
_____ Give distance from EOP / BOC to roadside edge of excavation
_____ Is excavation outside of the roadway 1:1 slope?
   _____ Yes – Show dimensions on plan sheet
   _____ No – Explain why and provide active shoring detail
_____ Include on plan sheet: “No excavation within the Clear Recovery Zone shall be left open
   overnight.”
_____ If excavation is greater than ten (10) feet in depth, provide a total of eight (8) sets of
   encroachments and supporting documentation. This will be forwarded to Raleigh for review

Bores
_____ Is this a Directional Bore?
   _____ Yes – Complete the Horizontal Directional Bore Criteria Sheet (furnished upon request
      from the NCDOT District Office). Must furnish soil type and map for your location.
      Can be obtained at: http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm
   _____ No – See Bore Pit / Open Excavation section
_____ Has 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, conduit, or utility

Communication Cabinets with 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

Pipelines
_____ Materials not currently approved by NCDOT and/or operating above the maximum allowed PSIG
   shall provide a letter (PE Sealed) that specifies the material being used meets or exceeds OPSI
   guidelines to operate at requested PSIG

Encroachee shall notify the District Office of when work will start per the attached sheet.

Upon completion, notify the District Office by letter for a final inspection.