

**CHECKLIST FOR NCDOT ENCROACHMENTS
MECKLENBURG COUNTY**

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
 - _____ Utility Encroachments (RW 16.1, 16.6)
 - _____ 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.