

North Carolina Department of Transportation Standard Encroachment Plan Checklist

Intent
<p>This checklist is not all inclusive of the requirement for other agencies. The Applicant shall comply with all applicable local, state, and federal environmental regulations, and shall obtain all necessary local, state, and federal environmental permits associated with this installation. This checklist aids in promoting consistency in submittals and reviews and in expediting the process by understanding the requirements and providing sufficient information.</p> <p>The highlighted items on the checklist are provided for Utility Encroachments only. Please complete the full checklist for Utility Encroachments and disregard the highlighted items for Non-Utility Encroachments.</p>
General
<p>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. Large encroachments which span multiple Districts shall be separated by County and by Encroachment Agreement Type.</p>
Professional Engineer Seals and Other Information
<p>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 Policies and Procedures for Accommodating Utilities on Highway Rights of Way and the NCDOT Utility Policy Manual. For more information on Utility Encroachment Plan requirements, click here</p> <p>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.</p>
Cover Letter
<input type="checkbox"/> Contact Person / Engineering Firm
<input type="checkbox"/> Phone Number with Area Code
<input type="checkbox"/> Email Address
<input type="checkbox"/> Applicant Project Name / Information / Number
<input type="checkbox"/> County
<input type="checkbox"/> Proposed Schedule
<input type="checkbox"/> 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)
Plan Format
<input type="checkbox"/> Plans should be legible
<input type="checkbox"/> Plans should show the entire project limits
<input type="checkbox"/> Plan sheet size to engineering scale of 11"x17" or 8.5"x11" is preferred. Submit full size plan sheets only if requested
<input type="checkbox"/> Submit only applicable plan and detail sheets. Remove plan sheets and details for work outside of NCDOT right of way, including work on city and non-NCDOT maintained roadways from the submittal

Plan Title Sheet	
<input type="checkbox"/>	Location / Vicinity Map: Include a vicinity map in the submittal to provide a quick and easy reference to the location of the proposed work. Include the following aspects in the vicinity map:
	<ul style="list-style-type: none"> ▪ North arrow ▪ Label roads ▪ Label proposed work area
<input type="checkbox"/>	County name
<input type="checkbox"/>	Contact information: This information should consist of names, telephone numbers, and email addresses of key people involved in encroachment plan development and encroachment construction and should, whenever possible, include a 24-hour contact to address issues during construction
<input type="checkbox"/>	Utility owner project number (optional)
<input type="checkbox"/>	Engineering firm information
General Notes	
If applicable, general notes should reflect NCDOT requirements.	
Legend / Symbology	
All features shown within the plan set should have a corresponding symbol. The legend should include all applicable symbols and line styles.	
Detail Sheets	
Include NCDOT standard details, if applicable. If no standard details are applicable, provide site- specific details.	
<input type="checkbox"/>	Aerial detail with minimum vertical clearance: Include this aerial detail even if the proposed work is an overlash of an existing crossing. Horizontal distance from NCDOT bridge if distance from bridge is less than 30 feet.
<input type="checkbox"/>	Minimum bury depth
<input type="checkbox"/>	Road crossing detail for controlled access and/or non-controlled access roadways, depending on which is applicable
<input type="checkbox"/>	Culvert crossing detail
<input type="checkbox"/>	Utility Structures:
	<ul style="list-style-type: none"> ▪ 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
<input type="checkbox"/>	Bore pit detail: This detail should note the standard size and depth of proposed bore pits
<input type="checkbox"/>	Bore detail: This detail should show maximum proposed bore diameter
<input type="checkbox"/>	Other utility details as applicable

General Plan View	
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	State routes labeled
<input type="checkbox"/>	Scale / Dimension. All plans should either be to engineering scale or properly and accurately dimensioned:
	<ul style="list-style-type: none"> ▪ Scale should be shown ▪ Scale should be no greater than 1" = 100'
<input type="checkbox"/>	Facility details: <ul style="list-style-type: none"> ▪ Length, size, material, type of encroachment ▪ Installation method ▪ Utility structures with dimensions, if applicable ▪ Bore diameter ▪ Bore pit locations, including dimensions of bore pit and offsets from all roadway features
<input type="checkbox"/>	Existing Roadway Details with proposed facility offsets (provide dimensions): <ul style="list-style-type: none"> ▪ Edge of pavement and/or back of curb, with roadway width <ul style="list-style-type: none"> ▪ Right of way line and/or control of access line, with right of way width ▪ Guardrail ▪ Storm drainage features (e.g. drainage pipes and structures), with culvert diameters ▪ Ditch line and/or toe of fill ▪ Structure
<input type="checkbox"/>	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 near NCDOT structure or other asset (bridge, culvert, pipe, or other DOT owned facility).	
<input type="checkbox"/>	Installation method
<input type="checkbox"/>	Prominent features
<input type="checkbox"/>	Roadway
<input type="checkbox"/>	Right of way limits
<input type="checkbox"/>	The entire crossing section through the right of way
<input type="checkbox"/>	Minimum vertical dimensions
<input type="checkbox"/>	Bore pit locations
<input type="checkbox"/>	Elevations, sizes and materials for potential utility conflicts
<input type="checkbox"/>	Grade and/or cover on proposed utilities
<input type="checkbox"/>	Scale of profile view
<input type="checkbox"/>	Rim and invert elevations for proposed utility structures
<input type="checkbox"/>	1:1 slope from the edge of pavement
<input type="checkbox"/>	Maximum bore diameter
Submittal Acknowledgement	
<input type="checkbox"/>	I have reviewed all policies and guidelines and this submittal package is in compliance