

# Encroachment Application Submission Checklist

## NCDOT Rail Division

Please fill out the following checklist as a guide for your application. Once you have completed the checklist, please submit this checklist and the rest of your completed application documents.

### To Submit by E-mail:

E-mail to Facilities & Properties Manager, Rail Division, at:

[railcorridors@ncdot.gov](mailto:railcorridors@ncdot.gov)

Attach this form and all other applicable forms as PDF attachments to the E-mail.

### To Submit by Mail:

Attn: Facilities & Properties Manager, Rail Division

1553 Mail Service Center

Raleigh, NC 27699-1553

### Checklist:

\_\_\_ Are you exempt from the Encroachment fee? Note that fees do not apply to government agencies, Not-for-Profit businesses, and single-family residences that are owned by private individuals.

\_\_\_ Is the proposed encroachment being made by a Government Agency?

\_\_\_ Is the proposed encroachment being made by a Not-for-Profit Business? If so, attach documentation showing the business's Not-for-Profit Status.

\_\_\_ Is the proposed encroachment being made by private individuals for a single-family residence?

\_\_\_ Complete the Encroachment Application Form.

\_\_\_ If your proposed encroachment is a pipe (Water, sewer, gas, etc.), complete the Pipe Specification Form.

\_\_\_ If your proposed encroachment is a Wire Line (Power, fiber optic, communications, etc.) complete the Wire Type Form.

\_\_\_ If your proposed encroachment is a trail connector, ensure that the design complies with the Trail Connector Specifications.

\_\_\_ Complete the Encroachment Plan Checklist.