



**Encroachment
Permit Application**

Provide the following information for the construction of facilities in the right-of-way:

Owner/Operator of Proposed Line: _____

Contact Representative & Position: _____

Address: _____

Phone: _____ Email: _____

Contractor of Proposed Line: _____

Address: _____

Phone: _____ Email: _____

Representative & Position: _____

Sub-Contractor of Proposed Line: _____

Address: _____

Phone: _____ Email: _____

Representative & Position: _____

List Additional Sub-Contractors and Their Information on Back of Page.

List All Road Rights-of-Way and/or City Easements Where Installation/Construction is Proposed:

Type of Utility/Extension Service: _____

Diameters	Materials	Length of Pipe	Depth

The following requirements and conditions apply to entities requesting installation/construction within rights-of-way/easements within Statesville city limits and where Statesville utilities are located (this includes NCDOT roadways/rights-of-way and Statesville roadways/rights-of-way):

1. The contractor shall contact the City of Statesville Engineering Department, prior to beginning work within the city limits. Contractor shall provide plans and drawings (in accordance to Attachment A) to be reviewed and approved by the City prior to beginning work.
2. A preconstruction conference for each project is required between the contractor and all sub-contractors with the City's Engineering Department.
3. The Owner, Operator and/or Contractor shall be responsible for any repairs necessitated by damage that is caused to roadways, sidewalks, landscaping, utilities and all areas within the City of Statesville and/or NCDOT rights-of-way or property to the satisfaction and at the direction of the Director of Engineering.
4. The City of Statesville Land Development Standards Manual (LDSM) shall be followed.
5. Directional boring under roadway intersections shall be a five (5) foot minimum depth. Also, directional boring shall be at a four (4) foot minimum depth below ground surface.
6. All other boring procedures shall be at a four (4) foot minimum depth under roadways and below ground surface.
7. The following clearance from the outside wall of any structure, footing or pipe culvert (including tunnels, water lines, sanitary sewer lines, and storm lines) is required:
 - a five (5) foot horizontal clearance from the outside wall; or
 - a five (5) foot vertical clearance with a two (2) foot horizontal clearance from the outside wall
8. Provide videos of the installation areas (rights-of-way and easements) before and after construction to the City's Engineering Department, to determine damage to areas impacted during construction.
9. Any sidewalk damaged during construction of the lines shall have the entire panel removed and replaced as part of the repair. Partial repairs of panels shall not be permitted.
10. Any Roadway damage to include coring shall be patched with a hot mix asphalt and tested for proper compaction.
11. The City of Statesville Standard Drawing, "Public Works: Open Cut Construction and Backfill" #139 shall be used for pavement patching.
12. A pre-pour and/or pre-paving meeting and subgrade check with the City's Inspector will be required prior to any concrete pours and/or asphalt placement.
13. The use of City water to perform construction activities shall be coordinated and metered by the Public Utilities Department.
14. As-built drawing, CAD file, shape files, and/or boring logs shall be submitted to City within thirty (30) days upon completion of project or as requested.
15. Work hours are between 7am to 5pm on weekdays. Work shall not be performed on weekends (Saturday-Sunday) or on City observed holidays.
16. Lane Closures are the responsibility of the applicant. All closures shall be permitted through the City Public Works Department.
17. No more the one (1) mile of easement shall be issued per submission. Projects larger than 1 mile of installation shall be phased and phases shall be submitted one week apart to allot review time.

The Director of Engineering may impose additional and reasonable conditions upon the granting of any permit. In the case of noncompliance with these conditions, City reserves the right to stop all work until the facility has been brought into compliance or removed from the right-of-way/easement at no cost to City. The review process does not begin till a complete application with all requirements set forth in Appendix A is submitted and accepted by the City Engineering Department.

Applicant Authorized Representative Acknowledgement:

I have read and understand this Encroachment permit and the requirements placed upon the Owner/Operator/Contractor/Sub-Contractor. I agree to the conditions listed above to the best of my ability and will fulfill the requirements placed upon this permit application.

I certify that all the information presented in this permit application is accurate to the best of my knowledge.

That the undersigned is to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said right-of-way, nor obstruct nor interfere with the proper maintenance thereof, to reimburse The City of Statesville (City) for any cost incurred for any repairs or maintenance to its roadways and structures necessary due to the installation and existence of the facilities of the undersigned, and if at any time the city shall require the removal of or changes in the location of the said facilities, that the undersigned binds themselves and their successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the city.

That the undersigned agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Engineering or Public Works Department of the city.

That the undersigned hereby agrees to indemnify and save harmless the city of all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the undersigned agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the City Engineer. The undersigned agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances City and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the City Engineer.

That the undersigned to assume the actual cost of any inspection of the work considered to be necessary by the City Engineer.

Printed Name, Title

Signature

Date

City of Statesville Use Only

Date complete application received: _____

This Right-of-Way Extension/Service Request is:

- Approved** (A copy of this permit showing evidence of approval by City shall be made available at all construction sites for this project. City reserves the right to stop all work unless evidence of approval can be shown.)
 - With the following conditions: _____
- Revise and Resubmit**
 - Provide the following: _____
- Rejected**
 - For the following: _____

Printed Name, Title

Signature

Date

Attachment A

PLAN OR DRAWING REQUIREMENTS:

1. All roadways and ramps.
2. Right of way lines (including dimension) and where applicable, the control of access lines.
3. Location of the existing and/or proposed encroachment.
4. Length, size and type of encroachment.
5. Method of installation.
6. Dimensions showing the distance from the encroachment to edge of pavement, shoulders, etc.
7. Utility Locations
8. Drainage structures or bridges if affected by encroachment (show vertical and horizontal dimensions from encroachment to nearest part of structure).
9. Method of attachment to drainage structures or bridges.
10. Manhole design.
11. All underground utilities shown and crossings highlighted; call outs for depth of bury under all traveled lanes, shoulders, ditches, sidewalks, etc.
12. Length, size and type of encasement where required.
13. On underground crossings, notation as to method of crossing - boring and jacking, open cut, etc. If applicable show location of boring pit.
14. All applicable city details to include but not limited to: Utility Cut, Sidewalk, Typical Roadway Section etc.
15. Mark all planned cores.

* Note: The information provided by the city to include but not limited to right-of-way and utility locations are to the best of the City's knowledge and should be confirmed by the applicant prior to encroachment. *

SPECIAL PROVISIONS:

Communication Requirements

1. Notification signs have been installed at all neighborhood entrances prior to construction.
2. The applicant will provide customer service contact information to direct resident concerns.
3. The project has been posted to the City's website with the following information: Service provider, Sub-contractor, Material, when work is to be done, service to be provided.
4. Homeowners Associations (HOAs) have been contacted directly.
5. Door hanger notifications must be distributed 24–48 hours in advance of any ground-disturbing activity.
6. All locate tickets provided to City Engineering Department.
7. City Engineering Department notified before construction begins on each map, and again after restoration is completed.

Construction Standards **MUST CONTACT 811**

1. A general construction schedule must be provided to the City Engineering Department and updated weekly.
2. All utility locates must be completed prior to any ground disturbance. (provide ticket #'s)
3. All vehicles and personnel associated with the project must display visible provider identification, including a customer service phone number or email.
4. Overnight parking of construction vehicles on public streets is not allowed

Restoration & Resident Impact

The City of Statesville Encroachment Agreement does not grant authority to enter private property. Permission must be obtained directly from the property owner.

1. All disturbed areas must be restored with like-kind grass (e.g., Bermuda must be replaced with Bermuda). Other grass types must be replaced with the same or better
2. Any damage to private irrigation systems must be promptly repaired by the provider.

Non-Compliance

Failure to meet any of these requirements may result in a Stop Work Order being issued until full compliance is achieved. These updates aim to ensure transparency, minimize disruption to residents, and uphold the quality and appearance of public and private property throughout construction. Please ensure your crews and subcontractors are made aware of these expectations.

Contact List:

Dwayne Volckmann, COS Eng. Tech: dvolckmann@statesvillenc.net | 704-878-3563

Tish Matheson, COS Public Works Admin: TMatheson@statesvillenc.net | 704-832-3821

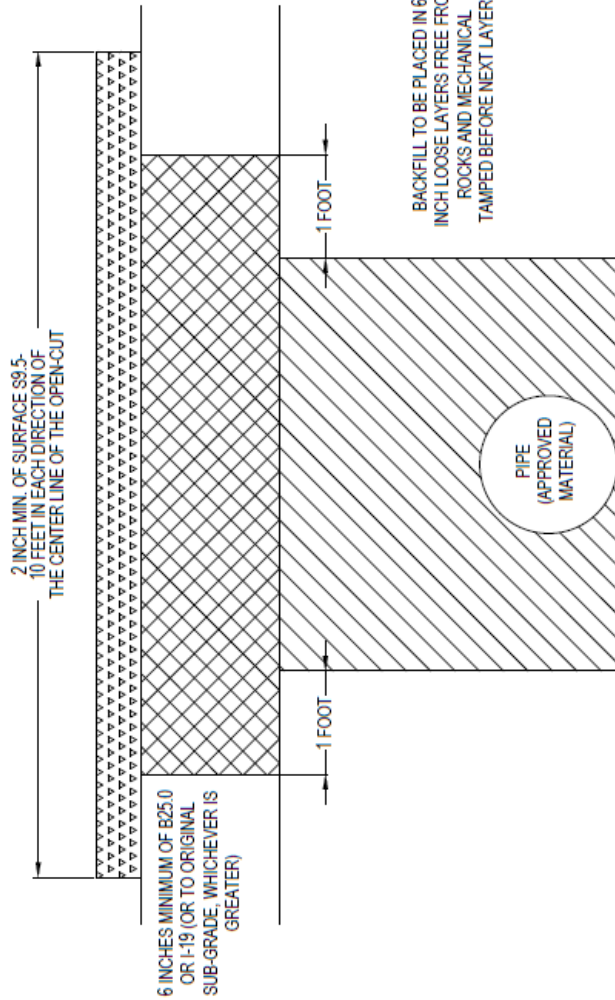
Myra Alspaugh, COS Engineering Office Manager: malspaugh@statesvillenc.net | 704-878-3562

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Attachment B:

1. THE BACKFILL AROUND AND UNDER PIPES AND OTHER UTILITY INSTALLATIONS ON ALL OPEN-CUT SECTIONS ACROSS OR PARALLEL TO HIGHWAYS WITHIN CONSTRUCTION LIMITS SHALL BE MADE OF APPROVED MATERIAL FREE FROM ROCKS IN 6 INCH LOOSE LAYERS, OR OTHER APPROVED METHODS, AND SHALL BE COMPACTED TO AT LEAST 95% OF STANDARD DENSITY AS DETERMINED BY AASHTO METHOD T-99. WHEN COMPACTING IN LAYERS, EACH LAYER MUST BE THOROUGHLY TAMPED BY A MECHANICAL TAMP BEFORE THE NEXT LAYER IS PLACED. A PNEUMATIC TAMP, A VIBRATORY RAMMER TAMP, OR A VIBRATING TAMP WILL BE REQUIRED TO MEET THE SPECIFICATIONS OF A "MECHANICAL TAMP".
2. WHERE IT IS NECESSARY TO OPEN-CUT ACROSS ROADS WITH SURFACES OTHER THAN CONCRETE, THE PAVEMENT REPAIR SHALL BE AS DIRECTED BY THE CITY WITH NO LESS THAN A MINIMUM OF 2 INCHES OF SURFACE COURSE AND A MINIMUM OF 6 INCHES OF INTERMEDIATE COURSE TYPE I-19 OR TO ORIGINAL SUB-GRADE, WHICHEVER IS GREATER. THE REPLACEMENT SURFACE AND/OR BASE SHALL EXTEND A MINIMUM OF 1 FOOT TO EACH SIDE OF THE EXCAVATION OPENING. THE THICKNESS OF THE REPLACEMENT MATERIAL SHALL BE SUFFICIENT TO PROVIDE A BASE AND SURFACE. ALL REPLACED SURFACING SHALL MEET THE REQUIREMENTS OF THE CITY AS TO MATERIAL AND PERFORMANCE OF WORK.
3. STONE BASE OR SUBGRADE SHALL BE PRIMED.
4. TACK COAT SHALL BE APPLIED BENEATH EACH LAYER OF BITUMINOUS PLANT MIX BASE OR PAVEMENT TO BE PLACED.
5. EMBEDMENT (SEE SPECIFICATIONS FOR TYPE, COMPACTION, AND BLOCKING IF NEEDED)

NOT TO SCALE



POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON ROADWAY PUBLIC RIGHT-OF-WAYS, OPEN-CUT CONSTRUCTION AND BACKFILL

**PUBLIC WORKS:
OPEN CUT CONSTRUCTION AND BACKFILL**



JUNE 2025

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