



**CITY OF KINGS MOUNTAIN**  
NORTH CAROLINA

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City of Kings Mountain Codes Enforcement Department  
PO Box 429, 1013 N Piedmont Ave. Kings Mountain, North Carolina 28086  
Phone 704 734 4599 Fax 704 730 2106

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**Encroachment Permit Checklist**

Submit encroachment permit applications to the City of Kings Mountain Codes Enforcement Department. The following information should be included with the application.

**The following are guidelines to HELP expedite the Review Process within COKM :  
Maximum paper size 8.5 x 14 inches or full Plan Sheet, as needed.  
All Encroaching Utilities should be installed as determined by the DRC review of this application and plans.**

**Please Return a Copy of this Checklist with Your Encroachment Application.**

**Encroachment drawings prepared by:**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Primary Field Contact Name and Phone Number:** \_\_\_\_\_

**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 Edge of Pavement (EOP)/ Back of Curb (BOC).
- \_\_\_ Show Centerline of road and dimension to work side of roadway.
- \_\_\_ Label with Street name.
- \_\_\_ Provide a legend showing existing and proposed utilities.
- \_\_\_ Indicate centerline of utility with distances from (EOP/BOC) and right of way.

**Vicinity Map**

- \_\_\_ Show site of encroachment.
- \_\_\_ Show surrounding roadways.
- \_\_\_ Show North Arrow.

**Trench Detail Sheet**

- \_\_\_ Should reflect dimensions shown on plan sheet.
- \_\_\_ Show depth of the proposed and existing utilities and the centerline distance from the EOP.
- \_\_\_ Should be specific to your site.

**Overhead Detail Sheet**

- \_\_\_ Plan should indicate route to be taken.
- \_\_\_ Plan should indicate pole ID numbers/letters and pole ownership.
- \_\_\_ Plan should indicate location of any additional guy wiring.
- \_\_\_ Plan should indicate lashing to existing cable or adding new separate cable run.
- \_\_\_ Plan should indicate if make ready is required.

**Traffic Control Plan**

- \_\_\_ If personnel or equipment is within (5) ft. of travel lane or within (10) ft. on a divided roadway a TCP shall be included.
- \_\_\_ All traffic shall be outside of the 1:1 slope for any excavation.
- \_\_\_ Show lane widths. For lane closure a minimum 10 ft. lane shall be maintained.
- \_\_\_ Include posted speed limit on TCP for verification of taper length, sign spacing, etc.
- \_\_\_ TCP shall be Site Specific.

**Bore Pits/Open excavation**

- \_\_\_ Show dimensions (LxWxD) on plan and detail sheet.
- \_\_\_ Give distance from EOP / BOC to roadside edge of excavation.
- \_\_\_ Is excavation outside of the roadway 1:1 slope?
- \_\_\_ If not explain why and provide active shoring detail.
- \_\_\_ Include as NOTE **“No excavation within the Clear Recovery Zone shall be left open overnight”**.
- \_\_\_ Plan should indicate conduit sizes and amount of conduits.

**Bores**

- \_\_\_ Is this a Directional Bore?
- \_\_\_ Directional Bore-Furnish soil type and map for your location. Can be obtained at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- \_\_\_ Has a 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, conduct or utility.

**Pipelines**

- \_\_\_ Materials not currently approved by COKM and / or operating above the maximum allowed PSIG shall provide a letter (PE Sealed) specifying the material being used meets or exceeds OPSI guidelines to operate at requested PSIG.

**Verification of Compliance with NCDENHR**

- \_\_\_ Submit NCDENHR Soil Erosion Permit if aggregate area disturbed is more than one (1) acre

**Communication Cabinets w / 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.

**\*\*\*PLEASE NOTE THIS CHECKLIST IS FOR CITY MAINTAINED STREETS AND RIGHT OF WAYS ONLY. PLEASE CONTACT NCDOT FOR NCDOT ENCROACHMENT REQUIREMENTS.**

*Office Use ONLY*

<b>APPROVED FOR CONSTRUCTION:</b>	
WATER RESOURCES signature: _____	date: _____
PUBLIC WORKS/STORM WATER signature: _____	date: _____
ELECTRICAL DIVISION signature: _____	date: _____
NATURAL GAS DIVISION signature: _____	date: _____