

Right of Way Encroachment Guidelines

The Camden County Road Department sees an increasing need to get more information out to the Public, and also a need for more Code Enforcement concerning our Right of Ways. With the increasing growth in the county we have witnessed more infringements on safety in this area. We would like to set a guideline to be followed by staff that would help control these issues.

1. **Notification from Planning and Building.** (Planning and Building Staff is working toward notifying Road Dept. of Building Permits for R.O.W. Encroachments.)
2. **Information to Public and Contractors.** We will prepare a short packet of County Ordinances and State D.O.T. policies to get info out to Public. This info should help establish right of ways, give correct information on signage and mailboxes.
3. **Road Department Inspection.** Staff will inspect construction sites to insure policies and ordinances are followed. If everything is in order we will sign off on permit. If not we will inform responsible party on what is to be corrected. At this point we start recording a chain of events. We will give 5 days for correction. In 5 days we will return for inspection, if the problem has not been corrected we will notify Code Enforcement with permit # (if one on file), location, and infraction.
4. **Approval.** Upon all problems corrected we will then sign off on permit. We have an agreement with Planning and Building that they will not issue a certificate of occupancy without our Right of Way permit being approved.

Harvey Amerson
Director
Camden County Road Department



Board of County Commissioners

Office of Public Works

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RIGHT-OF-WAY ENCROACHMENT PERMIT

THIS PERMIT TO: CUT ___ REMOVE & REPLACE ___ INSTALL ___
 TRANSVERSE PAVING ___ LONGITUDINAL PAVING ___ COMMERCIAL DRIVE ___
 CURB & GUTTER ___ CONCRETE SIDEWALK ___ ROAD SHOULDER ___
 OTHER _____

LOCATION

WIDTH _____ DEPTH _____ LENGTH _____

TO INSTALL: PIPE ___ BURIED CABLE ___ OVERHEAD CABLE ___ GAS ___

BOND REQUIRED: YES ___ NO ___ AMOUNT \$ _____ JOB ORDER NO. _____

ESTIMATED STARTING DATE _____

ESTIMATED COMPLETION DATE _____

REMARKS _____

OWNER/CONTRACTOR

ADDRESS

PHONE

IF ABOVE PERMIT IS GRANTED, I AGREE TO CONFORM TO ALL REQUIREMENTS CAMDEN COUNTY UNIFIED DEVELOPMENT CODE AS IS PERTAINS TO DRIVEWAYS AND RIGHT OF WAY ENCROACHMENT AS ADOPTED AND AMENDED.

APPROVED

OWNER OR AUTHORIZED AGENT

PUBLIC WORKS DIRECTOR OR HIS AGENT

Fee Amount: \$10.00 - Make checks payable to Camden County Board of Commissioners

NO. _____ PAID \$ _____ DATE _____

THIS PERMIT SHALL BECOME INVALID UNLESS THE WORK AUTHORIZED BY IT SHALL HAVE BEEN COMMENCED WITHIN SIX (6) MONTHS AFTER ITS ISSUANCE.