



CITY OF CONWAY
PO Box 1075
Conway, SC 29528

ENCROACHMENT AGREEMENT REQUEST

Applicant: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____

Work Telephone: _____ Cell Telephone: _____

Contractor: _____ Contact/Number/Email: _____

DESCRIBE ENCROACHMENT

Description of encroachment: _____

Method for installing: _____

Property description and address where encroachment is requested to be placed: _____

- 1. Drawing/sketches: Please attach a one-sheet site plan illustrating the proposed encroachment

APPLICANT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

Note: Only complete applications will be accepted. All other applications will be returned. Any photocopies, facsimile, illegible, or incomplete applications and/or agreements will not be accepted.

Applicant will be notified after review by the Technical Review Committee and a decision has been made by the City Administrator with respect to the completed application.

CITY OF CONWAY APPROVED

DATE

SEE REVERSE SIDE FOR ENCROACHMENT PERMIT PROVISIONS

ENCROACHMENT PERMIT PROVISIONS

Conditions, requirements, and instructions in connection with permit to excavate, dig, construct, use, block, or install facilities within public streets or alleys.

- Before any person or company shall use, block, or do any work in, on or beneath the surface of any street, alley, sidewalk, or other public ways within the City, such person or company shall first request and obtain an encroachment approval from the City of Conway. The encroachment permit must be obtained no less than 48 hours prior to actual construction (except in case of bona fide emergencies).
- Notification is required a minimum of 48 hours in advance of beginning work. Phone the City's Public Works Director at 843-248-1760.
- The encroachment permit shall not be effective and work cannot proceed unless the Palmetto Utility Protection Service (PUPS) is notified not less than 72 hours, nor more than 10 working days, prior to construction. The notification requirements are waived when it is established that the excavation work is of an emergency nature. Call PUPS at 1-888-721-7877 or 1-800-922-0983.
- Failure or neglect on the part of the applicant to carry out all work in conformance with the approved application shall be grounds for revocation of the encroachment permit by the City of Conway.