# Instructions to Complete Town of Briarcliffe Acres

**Encroachment Permit Application**

**An approved Encroachment Permit, is necessary when work or placement of materials is within the Town's right­ of-way. To file for an Encroachment Permit, follow the steps listed below to complete the application. *Incomplete applications will slow the approval process. Each action will require a separate permit.***

## Page I Applicant Box

***Print clearly*** your Name, Address, Zip Code, Telephone Number and the Road Name in

the box located at the top of the form.

*(Include Subdivision Name if applicable).*

## Description Area

***Print clearly*** a complete description of all the proposed improvements, including all measurements and quantities of materials to be used.

## General Provisions

***Review*** all the information located in this area.

## Applicant Signature

***Sign and Date*** in the Applicant section of the box located at the bottom left comer of the form.

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**Applicant Box**

***Print*** *clearly* your Name, Address, Zip Code and the Road Name in the box located at the top of the form.

## Special Provisions

***Review*** all the information located in this area.

## Applicant Signature

***Sign and Date*** in the Applicant section of the box located at the bottom left comer of the form.

## Applicant Box

*Print clearly* your Name, Address, Zip Code and the Road Name in the box located at the top of the form.

Plan *Use the area provided* to draw or sketch all *details* of the proposed work to

be performed, including what exists. Be sure to include typical sections for depth of improvement, backfill procedures and asphalt repair, if needed.

## Applicant Signature

***Sign and Date*** in the Applicant section of the box located at the bottom left comer of the form.

## Applicant Box

*Print clearly* your Name, Address, Zip Code and the Road Name in the box located at the top of the form.

## Location Map

*Use title area provided* to draw or sketch a simple map of the improvement from a main roadway/highway to the site location.

## Applicant Signature

***Sign and Date*** in the Applicant section of the box located at the bottom left comer of the form.

Payment information may be viewed at www.townofbriarcliffe.us under building applications. When the application is complete, you may email or submit with the Town Clerk with $275.00 application fee (credit card or check) tofba29572@gmail.com, 121 North Gate Road, Myrtle Beach, SC 29572 . The application and all documents, including sketches and location maps, will be reviewed. Upon approval, the application will be numbered, signed and dated. The encroachment permit is valid for **six (6) months** from date of issuance at the discretion of the department. **The Town requires that** no **materials shall be placed or work performed in the Town right-of-way prior** to **receiving a copy** of **the signed** and **numbered Encroachment Permit. Upon completion of all construction, please notify the Town Clerk** at **843.272.8863** to **complete** the **final inspection. It is essential to provide your name, permit number and road name.**