



Road Encroachment Permit Application for Excavations and Utility Construction

Oldham County Engineer's Office

NOTE: Any person desiring to conduct excavations or utility construction within the county's right-of-way shall obtain a permit from the Oldham County Engineer's Office using this permit application. The county right-of-way is an area that encompasses the road and portions of land on both sides of the road, which may include curbs, drainage ditches, sidewalks, street signs, and utilities. The width of the county right-of-way varies based on the type and age of the road and can be found by checking your subdivision plat, survey plat, or consulting the Oldham County Engineer's Office.

For Staff Use Only			
Date Received: _____	Permit Number: _____		
\$100 Fee Paid: Yes No	Permit Approved: Yes No		
Cash or Check #: _____	Date Issued: _____		
Remarks: _____ _____			
This permit is issued to: _____ to excavate or conduct utility work within the right-of-way in Oldham County, Kentucky.			

APPLICANT INFORMATION			
Name:	_____		
Company:	_____		
Mailing Address:	_____		
City:	State:	Zip Code:	_____
Phone:	Fax:	_____	
Email:	_____		

TYPE / LOCATION OF ENCROACHMENT				
Utility Type (circle one):	Underground Electrical	Water	Gas	Sanitary Sewer
	Overhead Electrical	Telephone	Cable	Other:
Location Description:	_____			
Scope of Work:	_____			
Encroachment (Property) Address:	_____			City: _____
Property Owner:	_____			
Property Owner Phone Number:	_____			
Property Owner Email:	_____			Lot #: _____
Estimated Start Date:	_____			
Estimated Completion Date:	_____			

APPLICANT CERTIFICATION	
<p>Applicant Certification: "I understand that I am responsible for satisfying all of the conditions of approval outlined on pages 2 and 3 of this permit application. Lastly, I understand that this permit shall expire within ninety (90) days, or as otherwise stated in the permit, unless extended by the County prior to expiration."</p>	
<p>_____ Printed Name of Applicant</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>



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ENCROACHMENT REQUIREMENTS CONDITIONS OF APPROVAL

1. The permit holder agrees to install and maintain all Erosion Prevention and Sediment Control (EPSC) Best Management Practices (BMPs) (i.e., stabilized construction entrance, silt fence, rock check dams, and sediment traps) in operational condition throughout the duration of the project until final soil stabilization is complete.
2. The permit holder agrees to comply with the engineering and design requirements adopted by Oldham County Fiscal Court (Ordinance # 19-620-24 and associated resolutions) for excavations and utility construction including, but not limited to, the following:
 - a. New or relocated utilities installed longitudinally shall be located at the back of the ditch line and toe of slope as near to the edge of the right-of-way as practical or in designated utility strips.
 - b. Utilities are permitted to cross county roads. Where practical, they shall cross perpendicular to the road alignment and, preferably, under the road.
 - c. New facilities shall not be installed longitudinally under proposed pavement and shoulder areas.
 - d. Utility poles or towers installed longitudinally shall be located outside the clear zone.
 - e. If crossroads or entrances adjacent to the mainline road are paved with concrete or bituminous surface, they shall be bored.
 - f. Construction methods or materials that allow voids in the roadway foundation shall not be permitted. No bell and spigot pipe nor other pipe that does not have a uniform outside diameter shall be permitted in bored or augured installations unless they are encased.
 - g. Overhead Requirements: The vertical clearance of an overhead utility crossing a county road shall be a minimum of eighteen (18) feet but in no case will the clearance be less than the requirements of the National Electrical Safety Code.
 - h. Depth requirements: The minimum depth for underground utilities is forty two (42) inches under roadways and ditch lines and thirty (30) inches in all other areas within the county right-of-way, or as specified by the utility owner, whichever is greater.
 - i. Open Trenching: Pavements and shoulders shall be not excavated by the open trench method unless approved by the County Engineer.



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- j. Pipe crossings two (2) inches or less in diameter do not require encasement provided they are buried at least forty two (42) inches below the bottom of the ditches, shoulders, and roadway surfaces.
 - k. Pipe crossings greater than two (2) inches in diameter must be encased.
3. The permit holder agrees to accept responsibility for any material deposited upon the county road or in the county right-of-way due to construction and shall remove the material (i.e., dirt, mud, and debris) daily.
 4. The permit holder agrees to promptly repair the county right-of-way including, but not limited to, the pavement, pavement markings, ditches, shoulders, sidewalks, and storm sewers, resulting from the permit holder's actions or those actions of his agents and/or operators.
 5. The permit holder agrees to notify the Oldham County Engineering Department and Oldham County Road Department three (3) days prior to commencing activities approved within the permit.
 6. The permit holder agrees to notify Oldham County Dispatch twenty four (24) hours prior to the permitted closing of a lane or road within the county and notify Oldham County Dispatch immediately upon re-opening a lane or road within the county.
 7. At any time during the construction on said encroachment property, failure to comply with the terms of this permit may result in a notice of violation, citation, civil penalty, and stop work order, which may include any construction on said property.

Printed Name of Applicant

Signature of Applicant

Date