



Larry Solomon
MAYOR

TO: APPLICANTS, ALL UTILITIES AND/OR CONTRACTORS
SUBJECT: WORK WITHIN THE PUBLIC RIGHT-OF-WAY (Terms & Conditions)
DATE: _____ / _____ / _____

In accord with City Ordinance No. 98-007, in approving this application, the applicant, utility or contractor shall be held responsible for the following:

- 1.) Compaction within the right-of-way is required. Refer to the Boone County Subdivision regulations, Appendix A, Item 1.0, Paragraph 1.4 (BACKFILL). Interpretations or clarifications will be provided by the City Engineer.
- 2.) All excavations, i.e., bore pits, road cuts, service taps, or repairs, shall be backfilled at the end of each working day, or other arrangements should be made with the inspector.
- 3.) Pre-Construction meetings are encouraged.
- 4.) No fixed structures shall be allowed within four (4) feet of the edge of any pavement, or which will hamper maintenance of drainage systems.
- 5.) The applicant agrees to save the City of Union harmless from any action for damages arising out of its prosecution of the work described herein.
- 6.) All restoration of the roadway or right-of-way shall be in accord with the Boone County Subdivision Regulations and the City Engineer.
- 7.) Work zone traffic control, roadway signs, and markings must be utilized, and in conformance with the current Manual Uniform Traffic Control Devices.
- 8.) Kentucky Labor Cabinet, Occupational Safety and Health (OSHA) standards 803 KAR 2.415 and 803 KAR 2.309 (Trenching / Shoring, confined spaces) will be observed by the inspector. Any unsafe conditions, in the opinion of the inspector, will be brought to the applicant's attention. If the situation is not immediately rectified, the OSHA Division of Compliance and Utility Company/Owner will be notified in writing.
- 9.) At least a twelve (12) hour (12 hours) notice of inspection is required for any work performed within the city right-of-way.
- 10.) Bond in the amount of \$5,000.00 cash, or from a surety company registered in the Commonwealth of Kentucky, where applicable to major roadways under the City's jurisdiction.
- 11.) Plans should cover all work in the right-of-way.
- 12.) If you have any questions, please call the City Clerk for recommendations from the City Engineer.

1843 Bristow Drive, Union, Kentucky 41091

mayorlarry@cityofunionky.org • www.cityofunionky.org • PH. 859.384.1511



Encroachment Permit Application

Applicant

Contact Person: _____ Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Office Phone: (____)____-____ Cell Phone: (____)____-____ Fax: (____)____-____
 Email: _____

Property Owner

Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Office Phone: (____)____-____ Cell Phone: (____)____-____ Fax: (____)____-____
 Email: _____

Project Location

Address: _____ City: _____ State: _____ Zip: _____
 Location on Property: _____

Type of Encroachment

(Check all that Apply)

Entrance/Curb Cut

- Residential
- Commercial/Business

Utility

- New Overhead
- New Underground
- Repair/Maintenance

Building/Grade Work

- Fill
- Landscape on Right of Way/Easement
- Structure in Right of Way/Easement
- Other _____

Encroachment Description:

*******NOTE*******

Please attach a descriptive drawing that shows the encroachment and its relation to any nearby existing utilities and/or structures. Application will not be approved without a drawing.

Restoration Plan Attached

Traffic Control Plan Attached

Proposed Start Date: _____

Proposed Completion Date: _____

(I/We) hereby certify that all the information contained in this application is true and complete to the best of my knowledge and (I/We) will comply with the terms and conditions under which the encroachment permit hereby applied for is issued. Furthermore, (I/We) agree to fully indemnify and hold harmless the City and all of its employees, officials and representatives from any claim, damage or injury to a person or property arising or alleged to arise from any work related to the approved encroachment or work thereof.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Permit is hereby granted to perform such work. A copy of the permit, the application and the specification shall be available at the jobsite at all times.

Permit Approved By: _____ Date: _____

Final Inspection Approved By: _____ Date: _____

(Office Use Only) Requires Inspection ___ Requires *Bond/Deposit ___ Requires Additional Plans (Traffic Control or Restoration) ___

*Amount of Bond/Deposit Required (Payable upon application) \$5,000.00 \$ _____ Refund/File Close Date: _____

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