



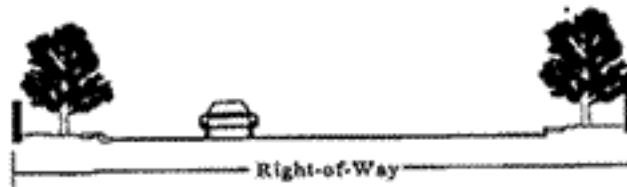
City of Crestview Hills, Kentucky Encroachment Permit Information

What is an encroachment permit?

An encroachment permit is written permission to excavate or otherwise encroach within the City of Crestview Hills' public road right-of-way. A permit may be granted to a public utility, contractor or an individual. Permits are issued by the City of Crestview Hills for any work within the City's boundaries.

What is the road right-of-way?

The road right-of-way is the full width of land owned or controlled by the City of Crestview Hills, upon which the traveled way is constructed, and which usually extends considerably beyond the edge of pavement (or traveled way) to the boundaries of the adjacent private properties.



When are encroachment permits needed?

In addition to excavations, permits must be obtained for tree planting and removal, utility work, driveway installations, placement of any structures, construction of street improvements and drainage facilities, or generally for any type of work conducted within the public road right-of-way.

What is the purpose of an encroachment permit?

Encroachment permits provide necessary regulation of the encroachment process to safeguard the public interest in the roadway facility, minimize street cuts, help ensure the roadway longevity, and to ensure continuing safety and convenience for the traveling public.

What is the authority for Encroachment Permits?

Encroachment permits are required pursuant to City of Crestview Hills Ordinance No. 2018-11-01, which establish regulations specifically pertaining to right-of-way and govern the placement and maintenance of certain facilities that are used to provide utility or similar services. The ordinance also establishes penalties for working without a permit and for a violation of any terms of the permit.

What is the process for obtaining an encroachment permit?

An application describing the proposed work must be completed, signed, and turned into the City of Crestview Hills for review and processing. One set of construction plans or drawings, if available, must be submitted along with the application. There is a small fee for reviewing and processing the application form. The fee amount depends on the type of work being performed with a maximum of \$50.00. Most permits are issued within 3 – 5 working days.

Where can permits be obtained?

Permits can be obtained at City of Crestview Hills' City Building, 50 Town Center Blvd., Crestview Hills, Kentucky, 41017, the City's website www.crestviewhills.com, or by calling 859-341-7373 during normal business hours.



RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION

50 Town Center Boulevard, Crestview Hills, KY 41017

Phone: 859-341-7373 | Fax: 859-341-6993 | Email: encroachmentpermits@crestviewhills.com

Name of Utility Company (if applicable): _____

Name of Entity Applying for Permit: _____

Contact Person: _____

Address: _____

Number Street Name City State ZIP

Phone Number(s): _____

Cell Work & Ext/Direct Line Fax

Email

Name of Entity doing the work at site: _____

(Please attach copy of the Occupational License for Entity doing work)

On Site Contact: _____

Name Phone Email

Location of Encroachment Activity: _____

Description of Proposed Work: _____

*Please attach any detailed plans and additional project descriptions

Duration of Excavation Start: _____ End: _____

Estimated Restoration Complete Date _____ (Notify Public Works Director once complete)

List Approximate Size of Each Type of Cut: _____

Billing Information: (If different than above)	Permit Fees (Complete ALL that apply):
Name: _____	Street Cut (\$50 x ___) \$ _____
Address: _____	Sod Cut (\$15 x ___) \$ _____
_____	Bore Cut (\$20 x ___) \$ _____
Direct Phone: _____	Sidewalk/Bike Path Cut (\$20 x ___) \$ _____
Email: _____	Blocking Street (\$15 x ___) \$ _____
	TOTAL (Note: Max Fee is \$50 per permit) \$ _____

OFFICIAL USE ONLY

Permit Number: _____

Approved as submitted: Yes No Approved with conditions: Yes No

Denied: Yes No

Is City Inspection of restoration required? Yes No

Fee Paid: Yes No If yes, Check Number: _____

City Official

Date