

**CITY OF UNION**  
1843 Mt. Zion Road  
P.O. Box 53  
Union, KY 41094

**PH: (859) 384-1511**  
**FX: (859) 384-7760**  
**Email: cityclerk@fuse.net**

**TO: APPLICANTS, ALL UTILITIES AND/OR CONTRACTORS**  
**FROM: Kathy Porter, City Clerk**  
**DATE:**  
**SUBJECT: WORK WITHIN THE PUBLIC RIGHT-OF-WAY**

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. 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.

# ENCROACHMENT PERMIT APPLICATION

CITY OF UNION, KENTUCKY  
COUNTY OF BOONE  
COMMONWEALTH OF KENTUCKY

PERMIT NO. \_\_\_\_\_  
Date: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: A.C. ( ) \_\_\_\_\_

FAX Number: \_\_\_\_\_

## Project Identification

Access Control:

( ) By Permit ( ) Partial ( ) Full

County \_\_\_\_\_ Route No. \_\_\_\_\_

Milepoint: \_\_ ( ) Left ( ) Right ( ) X-ing

## PROJECT STATUS:

( ) Maintenance ( ) Const. ( ) Design

Project No. State \_\_\_\_\_

Project No. Federal \_\_\_\_\_

Road/Street Name \_\_\_\_\_

## Type of Encroachment:

( ) Commercial Entrance  
Business \_\_\_\_\_

( ) Private Entrance:  
( ) Single Family ( ) Multi Family

( ) Utility:  
( ) Overhead ( ) Underground

( ) Grade:  
( ) Fill ( ) Landscape on R/W

( ) Airspace:  
( ) Agreement ( ) Lease

( ) Other - Specify \_\_\_\_\_

## Attachments:

( ) Standard Drawings

( ) Applicant's Plans

( ) Highway Plan and Profile Sheets

( ) (Ponding Encroachment Specs  
and Conditions)

( ) (Rest Area Usage Specs and  
Conditions)

( ) (Tree Cutting/Trimming Specs  
and Conditions)

( ) Bond if Required (\$5,000. min.)

## Brief Description of Work:

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Approval by: City Engineer  
w/Conditions (See Attachments)