

Engineering Department



Encroachment Permit Application

The undersigned hereby makes application for a permit to disturb or otherwise do work within the public Right-of-Way, or public utility easement. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Right-of-Way Usage Regulation Chapter 102 of The City of Madisonville Code of ordinances and with all other applicable local, state, and federal regulations.

Owners Name: _____ Builders Name: _____
 Address: _____ Address: _____
 Telephone: _____ Telephone: _____
 Email: _____ Email: _____

Type of Development	
New Construction	Maintenance to Existing Structure
Type of Work (Check all that apply)	
Gas	Electric
Water	Sewer
Data (telecommunication)	Stormwater
Driveway connection	Sidewalk/ trail connection
Other:	
Location of work Lat Lon (decimal degrees) or Street Address:	
Size of Work (length or area)	
General Description of the work:	
Is the work part of an active franchise agreement with the City of Madisonville? (Application fee and bond requirements are waived)	Yes No
For non-franchise work \$25 application fee and a performance bond are required.	

The undersigned applicant agrees to indemnify and hold harmless the City against all claims arising out of the acts of the applicant or agents of the applicant in connection with this work in accordance with Section 102.25 of the Code of Ordinances.

Signature of Applicant _____ Date _____

Phone _____ email _____

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Below to be completed by a City Construction Inspector

Permit Fee: \$ _____ Date Paid: _____

Bond Amount (if required) \$ _____ Bond ID# _____

BUD Ticket Number _____

Plan and Profile of the work approved by: _____

Site Inspected by: _____ Inspection Date: _____

Permit Issued Date: _____ Permit Number: _____

Close Out Inspected by: _____ Date: _____

Date of Bond Released: _____

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Instructions:

1. Applications must be completed and signed by the applicant.
2. Person conducting the work has marked (white paint) the location of the work and makes a BUD request in compliance with the KY 811 program.
3. Once the work and all applicable utilities are marked the applicant will contact the Engineering Department for the construction inspector and applicable city utility departments to make a site visit prior to construction.
4. If necessary, adjustments are made to the drawings as required. Bond amount and insurance requirements are determined. Drawings should include:
 - Plan view showing: alignment, proposed structures (shape, dimensions, and locations), and offsets.
 - Profile view showing proposed depth and any known structures
 - Known utilities including stormwater conveyance structures
 - North arrow and reference streets or land marks.
5. Applicant submits any necessary bonds and/or insurance certificates as applicable for non-franchised utilities.
6. **Encroachment Permit Issued** by City Engineering Department with applicable conditions.

-- Work Starts --
7. Applicant contacts the city for a backfill and close out inspection. Including:
 - As built construction with planned construction. Notes variations on the plans.
 - Inspects back fill operations are in compliance with applicable standard detail or approved alternative for trenching under roads and sidewalk surfaces.
 - Checks final site stabilization (vegetative cover is growing, drainage paths are functional.)
8. Bond is released and Permit closed out.