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	Electric		
Water	Sewer	Sewer		
Data (telecommunication)	Stormwater			
Driveway connection	Sidewalk/ trail connection			
Other:	•			
Location of work Lat Lon (decimal degrees) or S	treet Address:			
Size of Work (length or area)				
General Description of the work:				
Is the work part of an active franchise agreement	t with the City of Madisonville?	Yes	No	
(Application fee and bond requirements are waive		1 03	110	
For non-franchise work \$25 application fee an	d a performance bond are require	d.	·	
**	*			
The undersigned applicant agrees to indemnify	y and hold harmless the City again	nst all cl	aims	
arising out of the acts of the applicant or agent	•			
accordance with Section 102.25 of the Code of	f Ordinances.			
Signature of Applicant	Date			
Phone email				

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Below to be completed by a City Construction Ins	spector	
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.

