

KENTON COUNTY PUBLIC WORKS

DRIVEWAY ENCROACHMENT PREREQUISITES & REGULATIONS

Prior to applying for an Encroachment Permit the following must be done:

- Address for Proposed site established
- Proposed site for Driveway – marked with stakes

Applying for Encroachment Permit the following rules below the landowner must abide by;

Prior to Driveway Construction:

- Any prerequisites must be met – i.e.- any grade work or moving proposed driveway site (for sight distance) must be completed before permit is approved (a letter will be mailed to applicant regarding any concerns listed above)

Once Prerequisites are completed:

An Encroachment Permit and letter stating culvert regulations (if necessary) and any other material needed for the proposed driveway will be mailed to applicant and a copy will be faxed to Northern Kentucky Area and Planning's Permit Dept.

The following is a general rule for all Approved Encroachments that the applicant must follow:

During Construction:

- Must place No. 2 or No.4 stone on first 50 feet of driveway. Driveway must be wide enough to accommodate workers vehicles. They are **not** to be parked in the road or on the shoulder of road.
- Erosion control methods must be used to control run-off.
- Must maintain proper drainage during construction.
- Must keep road/street clean during construction.

You may apply in person for the Encroachment Permit at Kenton County Public Works at 420 Independence Station Road, Independence, KY 41051 or you may fax the completed Application to 859-392-1923, our office hours are Monday thru Friday from 7:30 a.m. – 4:00 p.m. Should you have further questions regarding the Encroachment Application process please contact, Kenton County Public Works at 859-392-1920.

Go to www.kentoncounty.org, click on County Services links (located on left side of screen), then click on the Public Works link to apply for Encroachment and click on download forms.

CERTIFICATE OF ENCROACHMENT APPLICATION
Private Entrance

----- *To Be Completed By Applicant* -----
(Please Type or Print)

1. Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

2. Address Of Proposed Encroachment: _____

3. N S E W side of _____

approximately _____ feet N S E W of _____

4. Is Location Of Encroachment On A: County Road State Road

5. Additional Information: _____

----- *For Official Use Only* -----

Approved: Yes No

Conditions: _____

Inspected By: _____ Date: _____

Approved By: _____ Date: _____