



CITY OF MIDDLETOWN

Street/Sidewalk/Right-of-Way Encroachment
Permit Application

All work must comply with Middletown City Ordinance 07-09-20-A
Certificate of insurance and/or bond must be provided at time of application

Revised: 07.30.2025

Applicant Information

Applicant: _____ Company: _____

Address: _____

Phone: _____ E-mail: _____

Subcontractor: _____

Address: _____

Phone: _____ E-mail: _____

Project Information

Project address and location on property: _____

Type of Encroachment <i>Check all that apply</i>	Encroachment Description
Entrance/Curb Cut: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Business <input type="checkbox"/> New Connection <input type="checkbox"/> Altered Connection	
Utility: <input type="checkbox"/> New Overhead <input type="checkbox"/> New Underground <input type="checkbox"/> Repair/Maintenance	
Building/Grade Work: <input type="checkbox"/> Fill <input type="checkbox"/> Landscape on ROW/Easement <input type="checkbox"/> Structure in ROW/Easement <input type="checkbox"/> Other	
Pavement Cut: <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Driveway Proposed Start Date: _____ Restoration Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Plan Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No Bond Required: <input type="checkbox"/> Yes <input type="checkbox"/> No (20% of project cost with \$10,000 minimum)	Proposed Completion Date: _____ Traffic Control Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Complies with Ord 07-09-20-A: <input type="checkbox"/> Yes <input type="checkbox"/> No

You must be in compliance with all City of Middletown Ordinances, including property tax, business license and OCC tax, in order to obtain an Encroachment Permit.

Traffic Control Plan (TCP) Requirements

A TCP is required for any work that impacts streets, sidewalks, or public access. The plan must meet the Manual on Uniform Traffic Control Devices (MUTCD) and Kentucky Transportation Cabinet (KYTC) standards.

Your TCP must include:

1. A scaled drawing showing:
 - Work zone area
 - Street names and directions
 - Placement of all signs, cones, barrels, barricades, etc.
 - Flaggers (if required. Flaggers must be certified and wear ANSI Class II or higher high-visibility clothing.)
2. Type and size of all traffic control devices
3. Proposed lane closures or detours
4. Advance warning signage
5. Pedestrian routing if sidewalks are obstructed
6. Schedule of work with specific dates and hours
7. Contact info for the person responsible for work zone safety

The City of Middletown reserves the right to request revisions or reject the TCP if not compliant or adequate.

Applicant Certification

I/we hereby certify that all the information contained in this application is true and complete to the best of my knowledge and I/We will comply with the terms and conditions under which the encroachment permit is issued. Furthermore, I/We agree to indemnify and hold harmless the city and its representatives from any claims arising from the work.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner Signature: _____ Date: _____

Printed Name: _____

For Office Use Only

Permit is granted to perform such work. A copy of the permit, the application, and the specification shall be available at the jobsite at all times.

Bond Amount: \$ _____

Permit Number : _____

Example Permit Numbers:

- ROW-2025-001 = First right-of-way permit of 2025
- BLDG-2025-014 = 14th building permit of 2025
- SIGN-2025-003 = 3rd sign permit of 2025

Permit Approved By: _____ Date: _____

Permit Expires On: _____

Final Inspection Approved By: _____ Date: _____

Bond Refund Date: _____

Mail or submit to:

City of Middletown
11803 Old Shelbyville Road
Middletown, Kentucky 40243

Additional Review:

Requires Inspection ☐

Requires Bond ☐

Additional Plans ☐

Traffic Control Plan Approved: ☐ Yes ☐ No

Approved By: _____ **Date:** _____