



**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:** \_\_\_\_\_