

CITY OF MIDDLETOWN

Street/Sidewalk/Right-of-Way Encroachment
Permit Application
All work must comply with Middletown City Ordinance 07-09-20-A
Revised: 06.19.2025

Applicant Information

Applicant:	Company: _	
Address:		
Phone:	E-mail:	
Subcontractor:		
Address:		
Phone:	E-mail:	
Project Information Project address and location on property:		
Type of Encroachment Check all that apply		Encroachment Description
Entrance/Curb Cut:		
☐ Residential ☐ Commercial/Business		
☐ New Connection ☐ Altered Connection		
Utility:		
☐ New Overhead ☐ New Underground		
☐ Repair/Maintenance		
Building/Grade Work:		
☐ Fill ☐ Landscape on ROW/Easement		
☐ Structure in ROW/Easement ☐ Other		
Pavement Cut:		
☐ Street ☐ Sidewalk ☐ Driveway		
Proposed Start Date:		Proposed Completion Date:
Restoration Plan Attached: ☐ Yes _☐ No		Traffic Control Plan Attached: _□ Yes _□ No
Construction Plan Enclosed: _□ Yes □ No Bond Required: □ Yes □ No (20% of project cost with \$10	0,000 minimum)	Complies with Ord 07-09-20-A: ☐ Yes ☐ 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

Traffic Control Plan Approved: \square Yes \square No

Approved By: ______ Date: _____

Permit is granted to perform such work. A copy shall be available at the jobsite at all times.	of the permit, the application, and the specification
Bond Amount: \$	
Permit Number :	
Example Permit Numbers:	
• ROW-2025-001 = First right-of-way per	rmit of 2025
• BLDG-2025-014 = 14th building permit	t of 2025
• SIGN-2025-003 = 3rd sign permit of 20	25
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 \square	
Requires Bond □	
Additional Plans	