



Encroachment Permit Application

Campbell County Planning & Zoning Department
1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|-------------------------------------|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor | <input type="checkbox"/> Silver Grove |
| <input type="checkbox"/> Southgate | <input type="checkbox"/> Woodlawn | | | |

2. Project Address: _____

3. PIDN: 999-99-____-____-____-____

4. Property Owner's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

5. Contractor's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

6. Applicant's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. Type of Encroachment:

- Residential Commercial Industrial
 Farm Other: _____

8. Floodplain: Is any portion of this project located in the Floodplain? Yes No

9. Steep Slopes: Is any portion of this project located on a Hillside Slope of 20% or Greater? Yes No

10. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

Print Name

Applicant's Signature

Date

The following documents are **required for all** construction projects and must be submitted with the application.

- Two (2) sets of building plans indicating the materials used for creation of the driveway (concrete or asphalt; depth of material; information on subbase; etc.).
- Two (2) copies of site plan showing the shape and dimensions of the lot; the location and dimensions of all existing and proposed buildings or additions to existing buildings; and the location and names of all existing roads; and any right-of-ways and access easements of record.
- Affidavit of Assurance and Contractor's Occupational Tax License Number
- Liability Insurance Certificate / Workers Compensation and Unemployment Insurance
- OR**
- Homeowner's Insurance Certificate when self-construction
- Permit Fees

Section B: To be completed by the Road Department/Public Works Supervisor.

Pipe Size Required (12" Minimum): _____ Pipe Material: _____
 Projected Date of Installation: _____
 Special Instructions to Applicant: _____

Plan Reviewed By: _____
 Road Department/Public Works Supervisor Date

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:
 Building: _____
 Encroachment: _____
 Current Zone: _____

FEE	DESCRIPTION	CODE
\$	Building Permit	BPNEWC1
\$	Encroachment Permit	ENCRPMT
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____
 Approved
 Approved With Conditions
 Denied

Reviewed By: _____

Cash Check #: _____ Name: _____