



### Road Cut/Utility/Right of Way Permit Application Directions

1. Read and follow all directions in the enclosed documents.
2. Completely fill out final two pages of application.
3. All documents pertaining to application to be returned to;

Campbell County Road Department  
C/o Permitting  
1175 Race Track Road  
Alexandria, KY 41075

4. Application will not be accepted unless all documents are correctly and completely filled out and submitted at the same time. A second permit fee will accompany second application. List of supporting documents in Section 2 of Application.
5. Application submission does not constitute permission to proceed with project. Permission will be lined out with the return of the application to the applicant.
6. Once permit has been returned, a copy of the entire document must be onsite.

This is not an encroachment permit. Encroachment permit applications are available from Campbell County Planning and Zoning. – 859.292.3880

Questions?

859.635.9100 – Campbell County Road Department

[roadpermit@campbellcountky.gov](mailto:roadpermit@campbellcountky.gov)

**CAMPBELL COUNTY FISCAL COURT  
CAMPBELL COUNTY, KENTUCKY**

**ORDINANCE O-04-25**

**AN ORDINANCE OF THE CAMPBELL COUNTY FISCAL COURT AMENDING CHAPTER 95  
OF THE CODE OF ORDINANCES FOR EXCAVATIONS OF STREETS AND SIDEWALKS**

**NOW, THEREFORE, BE IT ORDAINED BY THE CAMPBELL COUNTY FISCAL COURT,  
CAMPBELL COUNTY, KENTUCKY:**

**Section I**

That Campbell County Ordinance O-05-25 and Chapter 95 of the Code of Ordinances for the County of Campbell is amended as follows:

...

**§ 95.10. DEFINITIONS**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

***PERMITTEE.*** Includes and applies to any person or entity on behalf of whom the work being done under the permit is to be performed, and the application for such permit shall be signed by such person or entity in addition to the person or entity actually doing the work.

***UTILITY.*** Includes, but is not limited to, any electric, fiberoptic, gas, internet, sewer, telephone, or water line or asset.

**§ 95.11. PERMIT REQUIRED; EMERGENCIES**

No person or entity shall cut, excavate, damage, or in any way alter any street, sidewalk, utility line, or utility asset in the unincorporated area of the county, without first obtaining a permit for such action from the County Judge/Executive or his agent. Nor shall any person cause such action to be done or suffer or permit any person acting on his behalf or under his control to do such action without first obtaining such permit. This subchapter shall apply to utility asset mains and services (laterals) which run under county-maintained roads. Private utilities are not allowed to be installed in the county right of way unless a utility service is needed and is installed perpendicular to the road to run from the main to the opposite side of the right of way.

...

**§ 95.14. PERFORMANCE BOND.**

The County Judge/Executive or his agent shall, as a condition precedent to granting a permit under this subchapter, require said permittee to post a performance bond in an amount, specified by the County Judge/Executive or his agent, sufficient to defray the cost of performing the repair and restoration work that will arise out of the work to be done pursuant to that permit. Said performance bond shall be included with the permit application.

## **§ 95.15. VIOLATIONS.**

Any person or entity violating this subchapter shall be punished as provided in § 95.99. Each road, sidewalk, utility line cut, excavated, or altered shall be deemed a separate offense. Further, the County Judge/Executive may, if he deems it necessary, to protect the public ways and public utilities of the county, may revoke a previously issued permit or decline to issue other permits to any person who has violated this chapter.

### **Section II**

That Chapter 95, Appendix B of the Code of Ordinances for the County of Campbell is repealed and replaced with the attached Appendix B which is attached hereto and incorporated herein.

### **Section III**

This Ordinance shall take effect upon its passage, approval and publications as required by law.

First Reading: May 7, 2025

Second Reading: May 21, 2025

## **APPENDIX B: PAVING RESTORATION STANDARDS**

### **Sections**

- 1. Overview**
- 2. Interference with vehicular traffic**
- 3. Boring, excavation, backfilling**
- 4. Asphalt roads**
- 5. Concrete roads**
- 6. Ditch line and / or Right of Way**
- 7. Restoration and Revegetation**
- 8. Responsibility for dust, dirt, and appearance**
- 9. New roads or resurfacing**

### **Section 1. Overview**

- (A) The following rules and regulations have been prepared by the County Fiscal Court for the county of Campbell, Kentucky, in accordance with County Ordinances. In case of any dispute as to the interpretation of any or all of these rules and regulations, the decision of the County Judge/Executive or his agent shall be final. In performing work under these specifications, the permittee is fully responsible that his operations conform to all applicable statutes, rules, and regulations of the Campbell County Fiscal Court, Kentucky Transportation Cabinet (KYTC) and the Manual for Uniform Traffic Control Devices (MUTCD).
- (B) Sub-surface structures and overhead utilities shall be accompanied by a plan and typical cross section showing, as nearly as possible from records available, the location of the existing underground structures and the location of the proposed structure(s). Two prints of plans shall be submitted. The issuance of a permit will be based on the approved plans. No work which deviates from an approved plan shall be performed unless and until an approval of the change of plan has been secured.
- (C) Wherever possible, the County requires boring underneath hard pavements or in right of way (ROW). All borings will be perpendicular to the road. Permission to cut hard pavements will be granted only in cases of real necessity. For emergency purposes, the agency or party making an emergency opening shall call the County Road Department and inform them of all pertinent particulars such as name of party responsible for cut, where the cut will be, and the rest of the essential information requested above. When applying for the permit after the emergency project is completed, COMPLETED shall be written in large letters so the County will know the job has been completed.
- (D) Any part of the project that falls on non-county maintained property will be the responsibility of the permittee. It will be the permittee's responsibility to determine property lines in and around project with a survey. Private property owners will be contacted by the permittee and made aware of the project and any impact or potential impact. Permittee is responsible for all correspondence with private property owner. This document does not give permittee permission to perform any work on private property. All arrangements need to be made with private property owner by the permittee. The County is not responsible for determining the right of way. Where adjacent to the road, a survey and/or proof of easement(s) will accompany

the application. Public utilities may be installed in the right of way. Private utilities are not allowed in the right of way unless a utility service is needed. In this case, the service line must be installed perpendicular to the road to run from the main to the opposite side of the right of way. Private easement will be needed if right of way is not available. A private utility needs a private easement even if a public right of way is available. Private borings under the road will be the responsibility of the private owner to maintain.

- (E) A copy of the entire permit (which includes the Ordinance, Appendix B, returned application) will be present at the work site location.
- (F) Any road signs or posts in the project area that are damaged as a result of the project must be replaced in accordance with the MUTCD.
- (G) Plates will be used only when needed. If needed, plates will be secured in one of two ways with proper warning signage installed:
  - a. Pinned with asphalt installed around plate to facilitate a smooth as possible transition.
  - b. In asphalt road, area of plate plus 2" on all four sides will be milled to thickness of plate. Plate is then installed into milled section with asphalt installed to fill all gaps.
- (H) Video of entire project area/location will be made prior to any work being performed. Video will be made available to the County upon request.
- (I) All untraceable utilities revealed as a part of this project will have markers installed at beginning and terminus of the project.
- (J) All new utilities installed as part of this project must be traceable.

## **Section 2. INTERFERENCE WITH VEHICULAR TRAFFIC**

- (A) Road and/or lane closures are strongly discouraged.
- (B) Detailed description, including drawings, of temporary traffic control plan will be submitted with the application.
- (C) The permittee shall carry on the work in such manner as to cause a minimum of interference with traffic. Permittee shall use adequate warning signs and devices to warn and guide traffic, and shall place the signs and warning devices per MUTCD.
- (D) If Campbell County deems it necessary to have flaggers because of hazardous conditions created by the project, the permittee shall furnish flaggers at their own expense.
- (E) In case of an emergency occurring in any important thoroughfare the permittee must notify the County Police and the appropriate Fire Department immediately.

## **Section 3. BORING, EXCAVATION, BACKFILLING,**

- (A) Boring

- (1) Any boring under the road will be 60" minimum depth.
- (2) Any boring underneath the ditch line, ditch line includes sidewalls and bottom of ditch, will be 42" minimum depth.
- (3) Any boring behind the ditch line will be a minimum of 42" depth.
- (4) All Gas Lines to be 60" deep no matter of location in right of way.

(B) Excavation

- (1) Whenever culverts, sewers, manholes, valve chambers, catch basin connections, water mains, gas pipe, electric conduits, services or house connections thereto, or any type of subsurface facilities are exposed in excavating, the permittee shall, at their own expense, protect them from damage.
- (2) The permittee shall use all necessary precautions to protect persons and/or property from injury and/or damage. Barricades and sufficient warning lights shall be placed along the opening per MUTCD. Flaggers shall be provided by the permittee if necessary per MUTCD.
- (3) Every precaution shall be taken to safeguard the work, and to inconvenience the public as little as possible.
- (4) The permittee shall carefully remove the paving and base course materials and store them in piles separated from the excavated earth. Excavated material shall be placed so as not to obstruct gutters or drains/catch basins and in such manner as will cause minimum inconvenience to the public. If necessary, temporary silt covers for gutters, drains/catch basins shall be installed to ensure storm system preservation. It may be necessary to haul part or all of the excavated material from the project area.
- (5) Excavations shall be properly sheeted and braced where necessary, to prevent caving, slipping, or cracking of sides. Sheeting and bracing used to support the sides of the opening shall be carefully removed as the backfilling of the trench progresses. If pavement along the sides of the openings is, or becomes undermined and unsupported, the permittee shall, at their own cost and expense, break down and remove such undermined pavement and the foundation thereof, and shall also remove all loose earth.

(C) Backfilling

- (1) Utility assets to be backfilled with 95% compacted sand or backrun gravel. When possible, at low point of excavation a daylighted drain will be installed to 3' off the road edge in order to give groundwater a way to escape the excavation. 95% compacted sand or back run gravel will be installed in the bottom of the trench to a minimum depth of 3" to 6" depending on stability of sub-grade. 95% compacted sand or back run gravel will be installed as stability of sub-grade decreases. 95% compacted sand or back run gravel will be installed around the asset and to a minimum of 1' over the asset. The top of the asset will have a minimum cover of 36" to the finish grade, 42" if under the shoulder or bottom of ditch line. Control density fill (CDF)/low strength mortar used to fill entire excavation to elevation that meets restoration specification. Any and all spoils to be hauled away.
- (2) This process will be used when asset is under the roadway or installed within 3' of the edge of the roadway. When installed within 3' of the edge of the road or under a ditch the concrete or asphalt will not be installed and rock free soil to be used. Final grading of ditch line or shoulder to be restored to original or improved.

- (3) All soils must be compacted.

#### **Section 4. ASPHALT ROADS – See Section 3. C for backfilling**

- (A) All excavations begin with saw cut.
- (B) 36” minimum cover to utility asset.
- (C) Control Density Fill (CDF) to within nine and one half (9.5) inches of the road surface after settling.
- (D) Joints to be cut a minimum of 12” on either side of excavation. Installation of asphalt to be over the excavation and the additional 12” either side of the excavation.
- (E) Tack applied to all cut/milled surfaces.
- (F) Two (2), Four (4) inch lifts of base asphalt hot mix, one foot from all sides of saw cut milled to a depth of one and a half inches (1.5) and one and a half (1.5) inches asphalt surface hot mix compacted evenly, without ripples or dips, to match road surface elevation.
  - a. If asphalt plants are not open then concrete can be used to finished grade. 6” minimum depth concrete to be installed and finished. Asphalt roads to be finished with asphalt whenever possible.
- (G) Proper drainage restored in project area.
- (H) All joints sealed.
- (I) Underdrains installed as needed. One foot by one foot excavation along project area, wrapped in soil filter fabric, four inch perforated PVC, backfilled in stone (#57), capped with soil, run to catch basin or day lighted where outflow will not cause erosion or be a nuisance.
- (J) Seed and straw all disturbed areas. Netting installed as needed.
- (K) Any settling or failure, in or around project area will be repaired at utilities/permittee’s expense for a period of twelve months.
- (L) Any cut or damaged sidewalks to be cleanly saw cut and replaced as an entire block and meet current ADA specifications. Expansion joints installed as needed.
- (M) All spoils hauled off from project area daily.
- (N) If utility to be installed in the road then entire lane to be milled and asphalt installed. This will be done to reduce the number of seems in the road. From utilities nearest road edge, to the center line, will be milled, 1” minimum depth, and replaced with hot mix asphalt.

#### **Section 5. CONCRETE ROADS – See Section 3. C. for backfilling**

- (A) If slab is cut for excavation then entire slab must be replaced.
- (B) 36" minimum cover to utility asset.
- (C) Control Density Fill (CDF) to within eight (8) inches of road surface after settling.
- (D) Pinned eighteen inch on center, eighteen inch length, drilled nine inches, clean 5/8" rebar.
- (E) 4000 psi, 8" thick.
- (F) Proper drainage restored in project area. Replace curbs as needed.
- (G) All joints sealed.
- (H) Proper drainage restored in project area.
- (I) Blocked off per MUTCD for sufficient curing. No Road Closures.
- (J) Seed and straw all disturbed areas. Netting installed as needed.
- (K) Underdrains installed as needed. One foot by one foot excavation along project area, wrapped in soil filter fabric, four inch perforated PVC, backfilled in stone (#57), capped with soil, run to catch basin or day lighted where outflow will not cause erosion or be a nuisance.
- (L) Any settling or failure, in or around project area will be repaired at utilities/permittee's expense for a period of twelve months.
- (M) Any cut or damaged sidewalks to be cleanly saw cut and replaced as an entire block and meet current ADA specifications. Expansion joints installed as needed.
- (N) All spoils hauled off from project area daily.

**Section 6. DITCH LINE AND / OR RIGHT OF WAY – See Section 3. C. for backfilling**

- (A) All utility assets to be buried no less than 42" below bottom of ditch line, and two feet off edge of road so that future ditch line maintenance can proceed without fear of utility service interruption.
- (B) Ditch line to remain open then restored with flow towards intended outfall.
- (C) Nearest slope of ditch line to be at least two feet off edge of road. Additional excavation may need to be taken in order to obtain proper ditch line. All slopes to be restored at a minimum of 3-1. If otherwise intended contact Road Department prior to project start.
- (D) It will be up to Utility/permittee to contact property owner(s) if scope of project will interfere with any property outside of County maintained right of way. It will be up to Utility/permittee to determine property lines versus right of way.



- (E) This document does not give permission for utility/permittee to perform work outside of right of way.
- (F) Any fencing, gates, mailboxes or other property disturbed will be responsibility of utility to replace if damaged.
- (G) Any cross road culvert/ bridge to be avoided. If culvert damaged or plugged, Utility owner/permittee will have to replace culvert with materials and techniques to be specified by Road Department. Same for driveway culverts. If culvert(s) cannot be avoided then arrangements will be made prior to project for replacement.
- (H) Drainage to/from inlet and/or outlet of culverts, gutters or catch basins will be restored and/or improved as a result of project.
- (I) Underdrains installed as needed. One foot by one foot excavation along project area, wrapped in soil filter fabric, four inch perforated PVC, backfilled in stone (#57), capped with soil, run to catch basin or day lighted where outflow will not cause erosion or be a nuisance.
- (J) Seed and straw all disturbed areas. Netting installed as needed.
- (K) Any settling or failure, in or around project area will be repaired at utilities/permittee's expense for a period of twelve months.

## **Section 7. RESTORATION and REVEGETATION**

- (A) Grading will be completed prior to revegetation. Finished grading will match or improve pre-project grading. Proper drainage will be restored to the area.
- (B) Seed and straw to be installed in all disturbed areas.
- (C) Netting installed as needed.
- (D) Other forms of vegetation damaged will be replaced with in kind plant material.
- (E) Revegetation by the permittee will not be considered complete until all areas have sprouted and all maintenance necessary (such as watering, etc.) shall be the responsibility of the permittee and shall be considered a part of the restoration.

## **Section 8. RESPONSIBILITY FOR DUST, DIRT, AND APPEARANCE.**

All project areas will be kept clean, swept and/or washed daily. Every action will be taken to keep debris out of storm water systems, including ditch lines. Any disturbances will be remedied.

## **Section 9. NEW ROADS OR RESURFACING**

New roads or resurfaced roads shall be cut only in emergency cases, such as a broken sewer line, water line, etc. This shall be for a period of twelve months. The permittee may be required, if the County

sees fit, to resurface the entire street with a one inch course, with length of paving up to the discretion of the County.



## Campbell County Road Department

1175 Race Track Road  
Alexandria, Kentucky 41001

Phone: (859) 635-9100

Fax: (859) 635-2059

www.campbellcountyky.org

### Utility Installation And/Or Utility Improvements And/Or Emergency Repair – Road Cut, Under Road or In Right of Way Application

ALL PROPER PERMITS AND DOCUMENTS TO BE FILLED OUT AND RETURNED PRIOR TO START OF PROJECT UNLESS IN EMERGENCY SITUATION. ENTIRE COPY OF APPROVED PERMIT (APPLICATION, ORDINANCE, APPENDIX B) MUST BE ONSITE.

EMERGENCY SITUATION – UTILITY'S/PERMITTEE'S RESPONSIBILITY TO INFORM CAMPBELL COUNTY ROAD DEPARTMENT OF REPAIRS. PERMIT TO BE SUBMITTED AS SOON AS POSSIBLE.

ALL PROJECTS REQUIRED TO FOLLOW ALL MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) STANDARDS. TRAFFIC TO NOT BE INHIBITED UNLESS ABSOLUTELY NECESSARY. FLAGGERS PROVIDED AT UTILITY OWNERS/PERMITTEES EXPENSE.

ANY ROAD SIGNS/POSTS IN PROJECT AREA TO BE MAINTAINED BY UTILITY OWNER/PERMITTEE DURING PROJECT AND REPLACED IF DAMAGED PER MUTCD.

NEWLY BUILT OR RESURFACED ROADS WILL NOT BE CUT UNLESS IN AN EMERGENCY FOR A PERIOD OF 12 MONTHS.

APPLICANT TO VIDEO ALL AREAS TO BE DISTURBED PRIOR TO STARTING PROJECT. COPY TO BE MADE AVAILABLE IF REQUESTED.

ALL BORINGS UNDER ROAD MUST BE PERPENDICULAR TO ROAD.

COUNTY NOT RESPONSIBLE FOR DETERMINING RIGHT OF WAY. WHERE ADJACENT TO ROAD, SURVEY AND/OR PROOF OF EASEMENT(S) MUST ACCOMPANY THIS APPLICATION. ONE OF THE FOLLOWING NEEDS TO OCCUR:

- 1) PUBLIC UTILITY INSTALLED IN PUBLIC RIGHT OF WAY
- 2) IF PUBLIC RIGHT OF WAY NOT AVAILABLE PUBLIC UTILITY NEEDS PRIVATE EASEMENT
- 3) PRIVATE UTILITY NEEDS PRIVATE EASEMENT EVEN IF PUBLIC RIGHT OF WAY IS AVAILABLE. PRIVATE BORINGS UNDER ROAD WILL BE THE RESPONSIBILITY OF THE PRIVATE OWNER TO MAINTAIN

### SECTION 1. GENERAL INFORMATION.

Location/Length of Project: \_\_\_\_\_

Responsible Utility/Owner Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Campbell County Occupational Tax License Account #: \_\_\_\_\_

*\*For additional information on Occupational Tax Licenses, please call (859) 292-3884.*

Construction Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Materials to be installed: \_\_\_\_\_

## SECTION 2. SUPPORTING DOCUMENTS.

With your completed Permit Application, please include the following materials:

1. Permit Fee of \$200.00 made payable, by check, to the Campbell County Fiscal Court.
2. Full Set of Plans, Survey and/or proof of Easement(s)
3. Copy of Temporary Traffic Control plan.
4. Performance Bond as required by Campbell County Ordinance 95.14.

## SECTION 3. AFFIDAVIT & SIGNATURE.

State of Kentucky :  
 :SS  
County of Campbell :

I, \_\_\_\_\_, do hereby solemnly swear or affirm that all statements made and information given in the application, accompanying documents and other materials are true and correct to the best of my knowledge, information and belief.

I understand that any misrepresentations or misstatements of fact shall be grounds for denial or revocation of the permit.

I have read and agree to comply with the requirements of Campbell County Code of Ordinance Chapter 95, Appendix B: Paving Restoration Standards. I further understand that failure to comply could result in revocation of this permit and criminal prosecution of a Class A Misdemeanor.

I further understand, acknowledge and affirm to comply that all contractors and sub-contractors employed or that will be employed on any activity related to this permit shall be in compliance with the requirements of the Commonwealth of Kentucky for Workers' Compensation Insurance (KRS Chapter 342) and Unemployment Insurance (KRS Chapter 341).

I have read and agree to the statements above.

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, Kentucky At Large  
Notary ID Number: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## FOR OFFICIAL USE ONLY:

Date Submitted to Road Department/initials: \_\_\_\_\_/\_\_\_\_\_

Approvals: \_\_\_\_\_  
ROAD DEPARTMENT SUPERVISOR JUDGE/EXECUTIVE