



## Encroachment Permit or Request for Address

Campbell County Planning Zoning and Building Inspection  
1098 Monmouth Street, Suite 343  
Newport, Kentucky 41071

Phone: (859) 292-3880  
Fax: (859) 547-1868  
Email: pzadmin@campbellcountky.gov

[www.campbellcountky.gov](http://www.campbellcountky.gov)

1. Project Located In:  

<input type="checkbox"/> Unincorporated Campbell County	<input type="checkbox"/> Cold Spring	<input type="checkbox"/> Highland Heights	<input type="checkbox"/> Southgate
<input type="checkbox"/> Alexandria	<input type="checkbox"/> Crestview	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Wilder
<input type="checkbox"/> Bellevue	<input type="checkbox"/> Dayton	<input type="checkbox"/> Silver Grove	<input type="checkbox"/> Woodlawn
<input type="checkbox"/> California			
2. Project Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. PIDN: 999-99-\_\_\_\_ - \_\_\_\_ . \_\_\_\_
4. Applicant: ☐ Contractor ☐ Property Owner  
Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Occupational Tax License number: \_\_\_\_\_  

CountyCity

  
Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Type of Encroachment:  

<input type="checkbox"/> Residential	<input type="checkbox"/> State Route	<input type="checkbox"/> Private Street
<input type="checkbox"/> Commercial	<input type="checkbox"/> County Route	<input type="checkbox"/> Address Only
<input type="checkbox"/> Industrial	<input type="checkbox"/> City Street	<input type="checkbox"/> Request
6. Materials: ☐ Concrete ☐ Asphalt ☐ Other: \_\_\_\_\_ Depth: \_\_\_\_\_  
Description of Subbase: \_\_\_\_\_  
Driveway slope: ☐ Toward structure ☐ Toward roadway  
Estimated Cost: \$ \_\_\_\_\_
7. Is this the driveway, ditch and/or culvert marked in the field? ☐ Yes ☐ No
8. Is this project located in the Floodplain? ☐ Yes ☐ No

Is this project located on a Hillside Slope of 20% or greater? ☐ Yes ☐ No

9. Acknowledgement:

I hereby certify that I am requesting this review on behalf of all owners of this property. All fees are due at the time of application and are not refundable, regardless of the decision of the Roadway Department, Building Inspections, Planning Commission, Board of Adjustment and/or their authorized agent.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

- ☐ Encroachment: Two copies of construction plans depicting driveway location, pavement type, culvert details and relevant design details.  
☐ Address only: Site plan depicting proposed driveway location  
☐ Permit fee (\$50)

-----INFORMATION BELOW TO BE COMPLETED BY STAFF-----

BP	-	\$ _____ Encroach. Permit	Date Recd. _____
		\$ _____ Other	<input type="checkbox"/> Credit Card
		\$ _____ Total	<input type="checkbox"/> Cash
			<input type="checkbox"/> Check (#) _____

Roadside Pre-permit Inspection Date: \_\_/\_\_/\_\_ Reviewed by: \_\_\_\_\_

Ditch Required: ☐ Yes, Size \_\_\_\_\_ ☐ No

Culvert Required: ☐ Yes, Size \_\_\_\_\_ Material: \_\_\_\_\_ ☐ No

Connecting bands or gasketed bell required: ☐ Yes ☐ No

Driveway crowning required: ☐ Yes ☐ No

Paved apron required: ☐ Yes, Minimum Length: \_\_\_\_\_ ☐ No

Paved driveway required: ☐ Yes, Minimum Length: \_\_\_\_\_ ☐ No

Additional notes for permit:

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Inspections required by Roadway Department: ☐ Pre-fill/install ☐ Final ☐ None