



# Enchroachment Permit or Request for Address

## CITY OF ALEXANDRIA

8236 West Main Street  
Alexandria, Kentucky 41001

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

1. Applicant:      Property Owner      Contractor      Permit #: \_\_\_\_\_
2. Project Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. PIDN: 999-99-\_\_\_\_ - \_\_\_\_ . \_\_\_\_
4. Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Occupational Tax License number: \_\_\_\_\_  
County City  
  
Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Type of Encroachment:  

Residential	Industrial	County Route	Private Street
Commercial	State Route	City Street	Address Only 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

\$ \_\_\_\_\_ Other

\$ \_\_\_\_\_ Total

Date Recd. \_\_\_\_\_

☐ Credit Card

☐ Cash

☐ 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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