The following information needs to be somewhere in the application. :

- Name and phone number of contact for the application process
- A project-specific site plan showing the following:
  (Can be hand drawn, but we prefer an aerial photo
  - Work area limits (show within pavement, shoulder, sidewalk all areas impacted)
  - Estimated size/location of excavation?
  - Paving Limits
  - IF a full closure is warranted we need all detour signage shown on this sheet providing information at each turn required to navigate the extent of the detour.
- Maintenance of traffic/signs
  - Should have drawing/copy of maintenance of traffic plans similar to or exact copy from Guidelines for Traffic Control in Work Zones
- Duration of the work
  - Start date/end date (estimated) Working hours? \
    NOTE – ANY EMERGENCY WORK HAS TO BE JUSTIFIED AS DIRECT IMPACT TO PUBLIC SAFETY, I.E. PIPE COLLAPSE, PIPE RUPTSURE. LACK OF PLANNING FOR A SERVICE CONNECTION IS NOT AN EMERGENCY...*
- Work site protection
  - If work extends beyond one work-day, how will area be protected overnight? (barriers? plating? flashers?)
  - Are any ADA facilities affected by the work? If so, describe how ADA access will be maintained at all times.
- Notifications
  - Information signs ("Street closed" etc.) - posting dates
  - Detour signs – posting dates
  - Dates affected property owners notified
  - Public Notice (Public Works to call EMA) utility required to inform residence/businesses.
- Site restoration
  - At end of each shift/work-day how will site/excavations be protected?
  - How will site be restored at completion? Backfill compacted? Grass replaced? Milling? Paving? What is the restored pavement section.
- Schedule (approximate)
- Contacts, we need the name of the applicant, phone and email so that if we encounter issues with the MOT or permit we can contact them directly
  ALSO, we need name of field superintendent so that inspector can coordinate with them over any issues.

24 Hour Construction/emergency contact information

Name: _____ Telephone: _____

Backup Name: _____ Telephone: _____

Note: For any state road or highway, an encroachment permit must be obtained from the KENTUCKY TRANSPORTATION CABINET (503) 210-5400