

CITY OF WINDY HILLS, KENTUCKY

RESIDENT APPLICATION FOR RIGHT OF WAY ENCROACHMENT FOR DRIVEWAYS

(Excludes Resealing)

A \$50.00 FEE IS REQUIRED IF ANY CHANGE IN DIMENSIONS IS MADE FROM THE EXISTING DRIVEWAY REQUIRING ENGINEERING REVIEW AS DETERMINED BY THE CITY. FAILURE TO FILE THIS PERMIT PRIOR TO CONSTRUCTION MAY RESULT IN A \$50.00 PER DAY PENALTY AS PER WINDY HILLS ORDINANCE NO. 6 SERIES 2018-2019

SEE SPECIAL NOTE PAGE TWO FOR DRIVES ENTERING RUDY OR HUBBARDS LANE\*

The undersigned agrees to follow the Windy Hills regulations listed below, and understands such work may also be subject to requirements and approval of any Federal, State, and Metro Louisville regulations that may apply.

Address \_\_\_\_\_

Owner \_\_\_\_\_

Responsible Party (if not owner) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Expected Start Date (must be within 6 months of permit) \_\_\_\_\_

Expected Completion Date (must be within 30 days of start date) \_\_\_\_\_

General Regulations for Driveways:

- Driveways must lead to a House, Garage, Carport, or to rear yard. (Circular see below)
- No Driveway may be placed within 25' of an intersecting street or stop sign. A stop sign may be on either side of the street.
- Minimum Width 10', Maximum Width 20', 3' Maximum Apron Flares are allowed on either side of the drive, as long as it does not interfere with stop sign/ intersection requirement above. In no instance may total drive width, including Apron Flares meeting a Windy Hills street, be wider than 26'.
- Where sidewalks exist, Apron Flares may not extend past the sidewalk. Where sidewalks are not present, such Apron Flares may not extend further than 15' into a Windy Hills Right of Way.
- Driveway extensions or enlargements may not be closer than 5' of a property line, without express, written permission of the neighboring property owner(s).
- For new drive installations (not existing before) and any driveway extension or expansion of existing driveways, a complete drawing must accompany this application. Such drawing, may be hand written, but must contain specific dimensions of drive width, apron flares, and property lines; and must accompany this application. Circular drives see below.
- Gravel drives are not permitted on Windy Hills Right of Ways. All driveways must be a hard, durable surface.
- If drain pipes exist, must be replaced to current MSD standards and specifications.
- Maximum Grade on the ROW, must meet Louisville Metro Public Works specifications.
- Replacement of Curbs (if involved), must be done in like kind, to what currently exists.
- Replacement of Sidewalks, must meet current Louisville Metro Public Works specifications and ADA Standards. This includes grades, material specifications, surface finishes, control and expansion joints.
- Street cuts and or street milling to any Windy Hills roadway, in conjunction with driveway resurfacing or expansion is not allowed without separate written request and approval.
- Parking Pads and other permanent structures (excluding some mail boxes) are not allowed on Windy Hills Right of Ways. (Those existing prior to 9-11-2017 are grandfathered in, however if a pad is removed by a utility for repair, it cannot be replaced. Grandfathered parking pads may not or increased in size.

**Circular Drives (in addition to above)**

- Circular Drives fronting one street will not be allowed for lots of less than 64' in width.
- Minimum inside radius for circular drives facing one street is 15'
- Minimum inside radius for circular drives facing two streets is 25 feet.

**ALL CIRCULAR DRIVEWAYS, MUST FIRST BE APPROVED BY METRO LOUISVILLE DEPARTMENT OF TRANSPORTATION BEFORE BEING SUBMITTED TO WINDY HILLS.**

I agree that I have read this document and will comply with the instructions therein. I further agree that this permit will expire in 6 months from the date of this permit, if work has not started. If a permit expires, I understand that new Encroachment Permit regulations may apply. Also, I agree that work, once started, must be completed within 30 days. A final inspection will be made once work is completed.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**\*SPECIAL NOTE:**

**DRIVES EXITING HUBBARDS OR RUDY LANES - RESIDENTS MUST CONTACT METRO LOUISVILLE TRANSPORTATION DEPARTMENT FOR RIGHT OF WAY ENCROACHMENT PERMIT**

**DRIVES EXITING BROWNSBORO ROAD - RESIDENTS SHOULD CONTACT KENTUCKY DEPARTMENT OF TRANSPORTATION FOR RIGHT OF WAY ENCROACHMENT PERMIT**

**IN EITHER CASE, DIFFERENT REQUIREMENTS MAY APPLY.**

**CITY USE ONLY:**

PERMIT FEE REQUIRED YES \_\_\_\_\_ NO \_\_\_\_\_

WINDY HILLS FINAL INSPECTION BY \_\_\_\_\_ DATE \_\_\_\_\_

REQUIRED FEE (IF APPLICABLE) RECEIVED DATE \_\_\_\_\_