

**COMMONWEALTH OF KENTUCKY  
SHELBY COUNTY  
ORDINANCE NO. 07-02-05, SERIES 2024**

**AN ORDINANCE RELATING TO THE ESTABLISHMENT OF  
REGULATION FOR ROAD ENCROACHMENT PERMITS FOR VEHICLE INGRESS/EGRESS  
WITHIN SHELBY COUNTY.**

**WHEREAS**, Shelby County Fiscal Court has the authority pursuant to KRS 67.083(3)(t) to enact ordinances to provide for streets and roads, bridges, tunnels and related facilities; and

**WHEREAS**, the County Road Supervisor is authorized in KRS 179.020 (2) to have general charge of all county roads and see that all county roads are maintained as provided by law; and

**WHEREAS**, the owner or tenant of lands fronting on a public road, pursuant to KRS 179.380, shall construct an keep in repair all approaches or driveways to and from the public road; and

**WHEREAS**, the owner or occupant of land situated along a public road, pursuant to KRS 179.240, shall remove from the right-of-way, all obstructions, including fences and buildings, which have been placed there either by himself or by his consent; and

**WHEREAS**, the Shelby County Road Department is authorized in Chapter: 10.V of KOC- 16-200-318 to develop standards for design of roadways and storm drainage.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE FISCAL COURT OF THE COUNTY OF SHELBY, COMMONWEALTH OF KENTUCKY:**

- Section 1 Title, Authority, Purpose, and Jurisdiction
- Section 2 Definitions
- Section 3 Applicability
- Section 4 Exemptions
- Section 5 Ordinance Relationships and Conflicts
- Section 6 Ordinance Administering Authorities of Shelby County
- Section 7 Road Encroachment Permit Requirements
- Section 8 Standards, Requirements, and Criteria
- Section 9 Permit Holder Requirements
- Section 10 Encroachment Maintenance
- Section 11 Fees
- Section 12 Enforcement
- Section 13 Compatibility and Severability
- Section 14 Effective Date

DOCUMENT NO: 528904  
RECORDED: July 09, 2024 09:10:00 AM  
TOTAL FEES: \$0.00  
COUNTY CLERK: TONY HAROVER  
DEPUTY CLERK: LISA VICK  
COUNTY: SHELBY COUNTY  
BOOK: 02023 PAGES: 319 - 326

## Section 1 - Title, Authority, Purpose, and Jurisdiction.

1. **Title.** This article shall be known as the "Shelby County Road Encroachment Permit Ordinance" of Shelby County, Kentucky, and may be so cited officially.
2. **Authority.** This ordinance is adopted pursuant to the statutory authority granted to Kentucky counties within Kentucky Revised Statutes (KRS) Chapter 67 and Chapter 100.
3. **Purpose.** In general, the purpose of this ordinance is to protect the health, safety, and welfare of Shelby County citizens. This includes, but is not limited to, the following:
  - a. Ensuring that any roads, driveways, or other vehicle accesses that abut upon a county road comply with applicable engineering design and construction standards;
  - b. Ensuring all lane and/or road closures associated with road encroachments provide adequate and appropriate traffic management and signage.
  - c. Establishing procedures by which the requirements of this ordinance will be enforced.
4. **Jurisdiction.** The Shelby County Road Encroachment Permit Ordinance shall govern all unincorporated properties within the jurisdictional boundaries of Shelby County, and all incorporated areas within the boundaries of Shelby County in which the incorporated areas have passed a resolution.

## Section 2 - Definitions.

1. **County.** An authorized representative or designee of the Shelby County Fiscal Court (government) including, but not limited to, the Shelby County Road Supervisor or an authorized representative of the Shelby County Road Department (including an authorized contractor acting as a representative of the Shelby County Road Supervisor).
2. **Person.** Any individual, trust, firm, joint stock company, corporation (including government corporation), partnership, association, federal agency, state agency, city, commission, political subdivision of the Commonwealth, interstate body, or other legal entity.

## Section 3 - Applicability.

This ordinance shall apply to any person that desires to conduct any of the following activities:

1. Create or construct any new (temporary or permanent) road, alley, driveway, or other vehicle access in the county right-of-way.
2. Improve or modify any existing road, alley, driveway, or other vehicle access in the county right-of-way.
3. Close any portion of a county road (i.e., lane closure, road closure) or obstruct any portion of the county right-of-way as a result of activities outlined in this section.

**Section 4- Exemptions.** There are no exemptions for this ordinance.

## **Section 5- Ordinance Relationships and Conflicts.**

1. Compliance with the requirements outlined in this ordinance does not constitute compliance with the requirements of other federal, state, county, or city ordinances and regulations. It is the sole responsibility of each person that desires to conduct any of the activities outlined in section 3 of this ordinance to determine which federal, state, county, and city ordinances and regulations apply to their construction activities. It is also the sole responsibility of each person to ensure compliance with all federal, state, county, and city ordinances and regulations prior to conducting activities.
2. Where the requirements outlined in this ordinance are found to conflict with the requirements outlined in other applicable Shelby County ordinances and regulations, the more conservative (i.e., restrictive) requirement shall apply.

## **Section 6 - Ordinance Administering Authorities of Shelby County.**

1. Request, Receipt, and Consideration of Information. The County shall have the right to request, receive, and consider information submitted by any person.
2. Permit Review. The County shall have the right to review, evaluate, return for revision, deny, and/or approve all information, plans, and calculations associated with this ordinance.
3. Right-of-Entry. The County shall have the right-of-entry to or upon the location in which the activities are to be conducted with or without notice. The County shall be provided access to all parts of the location subject to this ordinance for the purposes of assessment, inspection, and performance of other duties necessary to determine compliance with this ordinance.
4. Assessments, Inspection, Surveillance, and Monitoring. The County shall have the right to carry out all assessments, inspections, surveillance, and monitoring activities necessary to determine compliance with this ordinance and conditions outlined in approved plans and permits.
5. Standards and Specifications. Shelby County Fiscal Court shall have the right to adopt standards, regulations, requirements, and specifications related to any activities listed in this ordinance including, but not limited to, Best Management Practices (BMPs), plan review, inspections, construction design, and construction practices.
6. Fees. Shelby County Fiscal Court shall have the right to adopt a fee schedule, collect fees, and distribute fees for activities associated with the receipt, review, issuance, and oversight of permits outlined in this ordinance including, but not limited to, permit review, site assessments, site inspections, and sight-distance assessment.
7. Enforcement. The County shall have the right to enforce compliance with the content of this ordinance and approved permits. Enforcement of the ordinance may include but is not limited to, issuance of a Notice of Violation, issuance of a Stop Work order, issuance of a citation, assessment of a civil penalty, and/or revocation of any permit approval granted under this ordinance.

## Section 7 - Road Encroachment Permit Requirements.

1. Any person that desires to conduct any of the activities outlined in Section 3 of this ordinance shall obtain a "Road Encroachment Permit" from the Shelby County Road Department prior to conducting the activities within the Shelby County right-of-way.
2. Application for a road encroachment permit shall be made on the form prescribed by the County. The application shall be filled out in its entirety and shall contain all of the information required by the County for the type of activity being conducted. Depending on the scope of work, information required by the County may include, but not be limited to, the following: contact information and address of the person applying for the permit, activity location, location of approximate property boundaries, location of county right-of-way, location of other existing utilities in the area, road construction details, driveway construction details, restoration plans for any ditches, culverts, or other stormwater facilities affected within the right-of-way, location of any erosion protection and sediment control best management practice (BMP) used for associated activities, and temporary traffic control plan and signage for lane and road closures.
3. A road encroachment permit application fee shall be required for every application. This includes any re-application for expired permits.

## Section 8 - Standards, Requirements, and Criteria.

The following standards, requirements, and criteria shall be included, used, and/or satisfied within all road encroachment permits (temporary and permanent) and associated plans, and details.

1. Best Management Practices (BMPs). Unless otherwise noted in this ordinance, where temporary or permanent BMPs are planned or implemented, they shall comply with the requirements outlined in the latest edition of the "Kentucky Erosion Prevention and Sediment Control Field Guide" and the "Best Management Practices (BMP) Manual for Controlling Erosion, Sediment, and Pollutant Runoff from Construction Sites" as published by the Kentucky Transportation Center and Kentucky Division of Water. This shall also include related documents published and distributed by Shelby County with regards to Best Management Practices (BMPs). BMPs designed to other standards or requirements may be considered on a case-by-case basis by the County.
2. Roadside Ditch Drainage Culvert. A culvert or other method of drainage shall be installed, unless the County determines that no culvert or other method of drainage is necessary. If a culvert or other method for drainage is required, it shall be sized no smaller than a 15-inch diameter culvert, 28-feet long. The type and material of the culvert shall be surrogated metal pipe only.
3. Sight-Distance Requirements. The County shall not issue a road encroachment permit unless the accepted sight-distance requirements can be satisfied. Sight-distance requirements shall be adopted by resolution.
4. Location of Encroachment. The location of the encroachment shall not have the potential to adversely affect any adjacent or nearby drainage structures.

5. Shelby County Engineering Requirements. Any additional engineering, design, or construction standards promulgated by Shelby County Fiscal Court. Additional Shelby County engineering requirements, other than those provided within this ordinance, shall be adopted by resolution.
6. Temporary Road Encroachments. The County may issue temporary road encroachments. Temporary road encroachments are generally issued for vehicle ingress and egress associated with land-disturbing activities requiring alternative access. All temporary road encroachment permits will indicate an expiration date. The county right-of-way shall be restored to pre-existing conditions when the temporary road encroachment permit expires.
7. Lane and Road Closure Requirements. Lane and road closures require appropriate traffic management and signage. In general, lane and road closures will only be allowed between 9 AM and 2 PM on weekdays to not interfere with school and rush-hour traffic. The County may approve alternative road closures (i.e., weekend closures, night closures) on a case-by-case basis. Road closures require notifications as set forth in this ordinance.

## Section 9 - Permit Holder Responsibilities.

1. Conduct all encroachment activities in accordance with this ordinance; all engineering, design, and construction requirements adopted by Shelby County Fiscal Court; the approved permit; and any associated plans, details, and standards.
2. Limit ingress and egress to the approved encroachment location during the permitted construction.
3. Remove material (i.e., dirt, mud, and debris) deposited upon a county road or in the county right-of-way daily.
4. Repair any damage done to or within the county's right-of-way, including, but not limited to, pavement, pavement markings, ditches, shoulders, sidewalks, and storm sewers, resulting from the permit holder's actions or those actions of the permit holder's agents.
5. Restore the temporary road encroachment location to pre-existing conditions when the temporary road encroachment permit expires.
6. Notify Shelby County Dispatch twenty-four (24) hours prior to the permitted closing of a lane or road within the county. Notify Shelby County Dispatch immediately upon re-opening a lane or road within the county.
7. Comply with all permit conditions of approval.

## Section 10 - Encroachment Maintenance.

Any person owning property fronting on Shelby County right-of-way shall keep in repair and properly maintain any associated road, alley, driveway, or other vehicle access to and from the county road that is located in the Shelby County right-of-way. This includes any associated culvert required under Section 8 of this ordinance.

## Section 11 - Fees.

Proposed amendments to the fee schedule may be submitted at any time by the Shelby County Fiscal Court. Any new or revised fees will become effective on the first day of the month following the month in which the amended fee schedule is adopted.

**The fees for permits and inspections shall be as provided below:**

Residential or Farm encroachment/entrance Permits: \$50.00

Inspection of residential or farm encroachment/entrance of pipe not installed by Road Department  
\$50.00 per entrance inspection

Road Department Installs Pipe and supplies rock as needed for covering installation, (Owner purchases pipe and has delivered): \$18.00 per ton of Rock. (One Load is 10 tons)

Commercial / Utilities Permit, Bore Overhead, Other: \$100.00 per permit.

Starting without a permit, the fee shall be doubled for any entrance, encroachment, or commercial /utility bore, overhead, and other started without a permit.

## Section 12 - Enforcement.

1. General. Shelby County shall enforce compliance with this ordinance in accordance with the provisions outlined within this section.
2. Enforcement Mechanisms.
  - a. It is the intent of this ordinance that a process of collaborative compliance be pursued, when possible, prior to taking enforcement actions. When deemed necessary by the County, violations of this ordinance may be enforced through the below mechanisms. These enforcement mechanisms, when implemented in the order presented below, shall constitute the standard of practice for a progressive enforcement process.

- 1) Notice of Violation. In instances where the County, based on observations or inspections, has reasonable cause to believe that a violation of this ordinance has occurred, the County may notify the person with a Notice of Violation (NOV) as outlined in Shelby County Ordinance KOC 00-100-00 et seq., or as it may be amended.
- 2) Civil Penalties. In instances where the County, based on observations or inspections, has reasonable cause to believe that a violation of this ordinance has occurred, the County may issue a citation and assess a civil penalty through the Shelby County Code Enforcement Board, as outlined in Shelby County Ordinance KOC 00-000-00 et seq., or as it may be amended.
- 3) Stop Work Order. In instances where the County, based on observations or inspections, has reasonable cause to believe that a significant violation of this ordinance has occurred, the County may issue the person a Stop Work Order (SWO).
- 4) Use of Surety. See Section 10 of this ordinance regarding the use of the surety.
- 5) Removal and Restoration Order. In addition to any of the enforcement actions provided in this section, the County has the authority to order the removal of any non- permitted road, alley, driveway, or other vehicle access and restore the county right- of-way to its previous condition. Any encroachment not so removed and restored shall be subject to removal and restoration by Shelby County. Shelby County has the right to recover costs incurred by Shelby County in connection with this enforcement action. Shelby County shall file a lien on the person's property for all costs and fees incurred by Shelby County in connection with non-recovered removal and restoration costs.
- 6) Proceedings in Law. If the enforcement mechanisms described in this Section prove to be unsuccessful in reaching compliance or if there is a blatant disregard for the requirements or if there is an immediate adverse impact to adjacent private or public property, the County may proceed with all procedures afforded it under the laws of the Commonwealth of Kentucky.

- b. The County is not restricted to progressing through each mechanism level if, in the County's opinion, the activities, or lack thereof, of a person warrants a more stringent enforcement mechanism.

## Section 13 - Compatibility and Severability.

1. Should any article, section, subsection, clause or provision of this ordinance be declared by a court of competent jurisdiction to be

unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part declared to be unconstitutional or invalid, each article, section clause and provision being declared severable.

2. If any provisions of this ordinance and any other provisions of law impose overlapping or contradictory regulations, or contain any restrictions covering any of the same subject matter, that provision which is more restrictive or imposes higher standards or requirements shall govern.

## Section 14 - Effective Date.

All sections of this ordinance shall take effect upon passage.

INTRODUCED, SECONDED AND GIVEN A FIRST READING AND APPROVAL at a duly convened meeting of the Shelby County Fiscal Court held on 18<sup>th</sup> day of June 2024.

INTRODUCED, SECONDED AND GIVEN A SECOND READING AND APPROVAL, at a duly convened meeting of the Shelby County Fiscal Court held on the 2<sup>nd</sup> day of July, 2024.



DAN ISON  
Shelby County Judge/Executive

LOW PARK  
DEPUTY JUDGE EXECUTIVE

ATTEST:



TONY HAROVER  
Shelby County Clerk

**CITY OF SHELBYVILLE COUNCIL**  
Meets the third Thursday of each month at 6:30 p.m., Shelbyville City Hall, 315 Washington St., Shelbyville. City Hall, 502-633-8000.

of each month at 7 p.m., City Hall, 108 Old Veechdale Road, Simpsonville

however, some meetings are special called and/or at schools or the Blair Center.

Call the Central Office at 502-633-2375 for actual dates.

**SHELBY COUNTY BOARD OF EDUCATION**

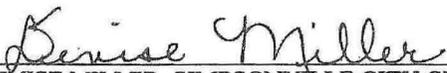
Meets the fourth Thursday of each month at 6 p.m., typically at the SCPS Central Office, 1155 Main Street, Shelbyville;

**CITY OF SIMPSONVILLE COMMISSION**  
Meets the third Tuesday

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**NOTICE OF ORDINANCE GRANTING FRANCHISE**

By virtue of an ordinance heretofore passed by the City Commission of Simpsonville, Kentucky, Kentucky Utilities Company has been awarded an electric franchise. Said franchise is more particularly described and fully defined in an ordinance granting and creating the same, the full text of which is available for inspection in the office of the Simpsonville City Clerk, 108 Old Veechdale Road, Simpsonville, Kentucky. The ordinance by title and summary is as follows: 2024-008. AN ORDINANCE CREATING A FRANCHISE FOR THE ERECTION, LAYING AND MAINTENANCE OF ELECTRIC FACILITIES AND APPURTENANT FACILITIES AND EQUIPMENT IN, ALONG AND ACROSS THE PUBLIC WAYS, ROADS, STREETS, ALLEYS AND OTHER PUBLIC PLACES IN THE CITY OF SIMPSONVILLE, KENTUCKY; FOR FURNISHING AND SELLING ELECTRICITY BY MEANS OF SAID FACILITIES; AND PROVIDING FOR THE SALE OF SAID FRANCHISE.

  
DENISE MILLER, SIMPSONVILLE CITY CLERK

Published July 11, 2024

**LEGAL**

**NOTICE OF PASSAGE AND SUMMARY  
COMMONWEALTH OF KENTUCKY  
SHELBY COUNTY  
ORDINANCE NO. 07-02-05, SERIES 2024**

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I hereby certify that Ordinance No. 07-02-05, SERIES 2024 was enacted and adopted by the Fiscal Court of Shelby County, Kentucky, on July 2, 2024, and the foregoing summary is true and accurate summary of said Ordinance, and its further certified that the foregoing was prepared by the undersigned, the duly elected Shelby County Attorney and a licensed, practicing attorney of the Commonwealth of Kentucky.

/s/ Carrie McIntyre  
Shelby County Attorney  
Date: July 2, 2024