



PARIS—BOURBON COUNTY KENTUCKY

Film & Entertainment Guidelines

Code of Conduct

Your Story. Our Setting.

HORSES | HISTORY | HOSPITALITY

2026 | VERSION 1



WELCOME TO PARIS–BOURBON COUNTY, KENTUCKY

A Remarkable Setting. A Memorable Story.

We are proud to welcome you to a community where scenic beauty, rich history, and warm Kentucky hospitality come together. Nestled in the heart of horse country, Paris–Bourbon County offers more than a backdrop it offers character, atmosphere, and a sense of place that can bring your story to life.

From rolling pastures and picturesque horse farms to historic architecture and a charming downtown, our community provides a rich variety of settings for your production. Main Street storefronts, quiet country roads, and beautiful rural landscapes offer possibilities for stories that call for small town charm, timeless elegance, or an authentic Kentucky setting. Whether you are capturing a festive hometown scene, a dramatic period piece, or a contemporary story, we invite you to explore what Paris–Bourbon County can bring to the screen.

The appeal of our community extends beyond its scenery. Paris–Bourbon County is a place where local pride runs deep, history remains part of everyday life, and hospitality is a tradition. Our businesses, gathering places, and distinctive surroundings give our hometown its personality. We look forward to introducing your cast and crew to the people and places that make it special.

During your time with us, we hope you will experience more than your filming locations. Explore our downtown, visit local shops, enjoy a meal, and take in the countryside. Give your cast and crew an opportunity to discover the charm and hospitality that make Paris–Bourbon County a memorable place both on and off camera.

Thank you for considering our community for your production. We look forward to welcoming you, helping you discover the possibilities, and seeing our hometown become part of your story.

HORSES, HISTORY, AND HOSPITALITY

Your Story. Our Setting.

Paris–Bourbon County

Film & Entertainment

Step 1: Connect With Our Community

Contact Paris-Bourbon County Tourism and FilmLex to discuss your project, check the community calendar, and coordinate your filming plans.

They will serve as your local liaisons, helping connect your production team with filming locations and community resources. They will also assist with local coordination and provide daily information and updates to keep your production informed throughout your time in Paris-Bourbon County. Tourism website is pariskytourism.com Tourism: tourism@parisky.com and FilmLex: Film@visitlex.com.

Step 2: Submit Your City of Paris and Bourbon County Application & Permits

For filming requests within the City of Paris limits, complete the required City of Paris applications and permits and submit them to jriggs@paris.ky.gov and kmills@paris.ky.gov. Submit Bourbon County to c.blake@bourbonky.com.

The City of Paris Assistant City Manager is responsible for reviewing and coordinating City-related requests within the City limits, including City property, City streets, public spaces, and applicable City services. The City does not serve as the production's general community liaison or coordinate requests outside the City's jurisdiction.

Park facility reservations must be submitted at least 30 days before the requested date. Review the parks section early if your production will use a park.

Step 3: Submit Production Information

Send the following information to jriggs@paris.ky.gov and kmills@paris.ky.gov at least 14 calendar days before filming. The City uses this information to review requests, coordinate services, and identify potential conflicts.

- Insurance: A certificate of insurance naming the City of Paris and/or Bourbon County Fiscal Court, as applicable, as an additional insured.
- Signed acknowledgment: The signed acknowledgment confirms that the production has been reviewed and agrees to follow these guidelines.
- Production contacts: Names and contact information for the producer, production officers, location manager, and other key personnel.
- Crew and local partners: Crew lists, as applicable, and the community partners, vendors, and local businesses involved.
- Locations and schedule: All requested locations, filming dates, anticipated times, and call sheets for City reference.
- Base camp and parking: Requested base camp, crew parking, equipment staging, and production vehicle areas.

- **Nonprofit documentation:** A current IRS determination letter and federal tax identification number. If filming on behalf of a nonprofit beneficiary, include the nonprofit's letter acknowledging the partnership.

Provide final locations, schedules, crew and vendor lists, contacts, and call sheets. Notify the City promptly of changes to any submitted information. Last-minute changes, additions, and requests may not be accommodated.

Step 4: Coordinate Required Services & Safety

After the City reviews the request and makes initial department connections, the production must work directly with the assigned departments to finalize services, requirements, and approvals.

- **EMS:** Arrange on-site medical support, when required.
- **Paris Police Department or Bourbon County Sheriff's Office:** Coordinate traffic control, security, road closures, and other law enforcement needs.
- **Fire Marshal / Fire Protection:** Coordinate safety reviews, required walk-throughs, and requirements for special effects (SPFX).
- **Public Works / Streets & Roads:** Review construction, road work, previously permitted activities, or other conditions that may affect filming.
- **Health Department:** Address applicable health and safety requirements, including food service and environmental concerns.
- **Parks & Recreation or Bourbon County Tourism:** Coordinate applicable community or recreational needs.

Provide the information needed for Film Notices at least 14 calendar days before filming. Coordinate distribution with the applicable City or County office so affected businesses and residents receive notices 48 hours before filming.

Paris Bourbon County Chamber of Commerce

The Chamber connects production teams with local businesses that can support their filming needs. As a referral resource, it can help identify catering, rental services, photographers, event spaces, and other production support. Contact the Chamber for a specific service or help exploring local options.

806 Main Street, Paris, KY 40361
859-987-3205 | chamber@parisky.com

Occupational Taxes and Business Licenses

Production companies are responsible for coordinating with the City of Paris & Bourbon County Occupational Tax Office regarding applicable payroll withholding and occupational tax requirements. Each production must submit a complete list of all subcontractors and vendors used for the project to the office for review. All subcontractors and vendors working within the City limits of Paris are required to obtain a City & County business license and pay applicable taxes.

525 High Street, Paris, KY 40361
859-987-3653 | ehoward@paris.ky.gov

301 Main Street, Paris, KY 40361
859-987-2139 | cblake@bourbonky.com

Code of Conduct

We are happy to welcome your production to Paris! Our community takes pride in its historic buildings, local businesses, neighborhoods, and public spaces. We ask your cast and crew to help care for these places and treat the people who live and work here with kindness.

Leave Paris as You Found It—or Better

Treat every location with care. Keep filming areas, base camp, and parking spaces clean throughout your stay. Remove trash, props, equipment, decorations, and temporary signs when filming is complete, and return anything moved to its original place. Please obtain permission before moving or changing property, landscaping, planters, or other items. Report any damage promptly and work with the property owner or City to complete necessary repairs.

Be Courteous and Professional

A friendly attitude goes a long way. Please use respectful language and behavior when working with residents, business owners, visitors, City staff, and fellow production members. Help create a welcoming environment free from harassment, threats, discrimination, and disruptive conduct.

Be a Good Neighbor

Our community's daily activities continue while filming takes place. Keep unnecessary noise, bright lighting, and disruptions to a minimum. Respect residents' privacy, business hours, and private property. Share information about anticipated filming impacts and respond to questions or concerns with patience and courtesy.

Keep Access Clear and Spaces Safe

Use approved parking, loading, and staging areas. Keep driveways, entrances, sidewalks, accessible routes, fire hydrants, and emergency access clear unless a restriction has been specifically approved. Secure cables and equipment, follow approved traffic arrangements, and leave each location safe and orderly at the end of the day.

Work Together

Follow permit conditions, location agreements, and safety requirements. Coordinate special effects, weapons, stunts, drones, and other activities requiring additional approval before they occur. Designate an available production contact to help address concerns and resolve issues promptly.

Respect Filming Hours and Shared Spaces

Please follow approved hours for filming, setup, deliveries, and cleanup. Keep conversations, radios, generators, and vehicle noise considerate of nearby homes and businesses, especially early in the morning and at night.

Care for Sidewalks and Storefront Areas

Please respect sidewalks and the properties they serve. Under City of Paris Code of Ordinances § 41.216(B), adopted by Ordinance No. 1985-32, adjoining property owners are responsible for sidewalk maintenance and repair. Coordinate proposed filming setups with affected owners and the City before placing equipment or making changes. The production is responsible for damage it causes and for completing required restoration in accordance with § 41.216(A).

Share These Expectations

The production is responsible for sharing this Code of Conduct with all cast, crew, employees, contractors, and agents and ensuring they follow it.

Thank you for helping us keep Paris welcoming, beautiful, and ready for the next story.

City of Paris – Bourbon County Important Contacts

Office or organization	Contact information
Emergency Management	345 East Main Street Paris, KY 40361 859-987-2151
Bourbon County Sheriff's Office	301 Main Street Paris, KY 40361 859-987-2130
Emergency Medical Services	313 High Street Paris, KY 40361 859-987-2140
Kentucky State Fire Marshal	500 Mero Street Frankfort, KY 40601 502-573-0388
City of Paris Fire Department / EMS	Safety assistance for events and event support via EMS 859-987-2120
Kentucky DOT – District 7 State Roads	800 Newtown Court Lexington, KY 40511 859-246-2355
Bourbon County Fire Department	345 East Main Street Paris, KY 40361 859-987-2140
Bourbon County Health Department	314 E Main Street Paris, KY 40361 859-987-1915
City of Paris Police Department	525 High Street Paris, KY 40361 859-987-2100
City Manager & Assistant City Manager	525 High Street Paris, KY 40361 859-987-2110
Bourbon County Judge Executive & Deputy Judge Executive	301 Main Street Paris, KY 40361 859-987-2135
Paris-Bourbon County Chamber of Commerce	806 Main Street Paris, KY 40361 859-987-3205 or chamber@parisky.com
Paris-Bourbon County Tourism Commission	806 Main Street Paris, KY 40361 859-987-8744 or tourism@parisky.com
Lisa Brin – FilmLEX	215 W Main Street; STE 150 Lexington, KY 40361 859-244-7728 or film@visitlex.com
Paris-Bourbon County Parks & Recreation	859-954-1643
City of Paris Waste Management	859-987-2110

Filming Requirements and Community Responsibilities

Film Notices

Film Notices are required for all permitted filming activities in Paris–Bourbon County. The production is responsible for communicating with the city and county and the city or county will notify businesses and residents around the base camp, crew parking areas, and filming locations.

Notices must reach each business and residence within a 500-foot radius of the base camp and filming locations at least 48 hours before filming. The notification area may need to expand for special effects, unusual lighting, loud noise, or other activities affecting the surrounding community. Work with the applicable City or County office to determine the notification area.

The production must provide complete and accurate notice information to the City of Paris and/or Bourbon County at least 14 calendar days before filming. The applicable City or County office distributes notices when required. Confirm distribution arrangements for private-property filming with the applicable office. The production remains responsible for communicating with affected businesses and residents.

Loud Noise and Special Effects

Notify the City of Paris Assistant City Manager at kmills@paris.ky.gov and mburden@paris.ky.gov at least 48 hours before filming scenes involving gunfire, loud noises, or other activities that may significantly affect nearby businesses or residents.

Business and Residential Access

Make reasonable efforts to minimize impacts on businesses, residents, and the community. Address concerns about access, parking, noise, traffic, and other filming activities. Maintain access to businesses and residences whenever possible. If access must be temporarily restricted, notify the City of Paris in advance.

Businesses may request compensation directly from the production for documented impacts or loss of revenue. Any compensation is a matter between the business and the production.

Public Property

Request written approval before altering City, County, or other public property. This includes trees, benches, bus stops, streets, traffic lights, buildings, sidewalks, signs, and doors. Obtain approval from the appropriate City or County staff. Use of County property requires Fiscal Court approval.

Private Property And The Historic Courthouse

Obtain the property owner's written permission before filming on private property. Film Notice requirements also apply to affected businesses and residents within 500 feet of filming activities, with notice at least 48 hours before filming.

The historic courthouse is treated as private property for filming purposes. Bourbon County Fiscal Court permission is required for each interior or exterior shoot. Only nonprofit productions will be considered, on a case-by-case basis.

Clean Up And Restoration

Keep base camp, crew parking, filming locations, and all other areas used or affected by the production clean, orderly, and free of production debris. Clean each location at the end of every filming day and return it to its original condition immediately after filming is complete.

The production is responsible for restoring City property damaged or altered by filming. After filming, the Assistant City Manager or County Judge as appropriate government and or department superintendents will assess City-owned areas and coordinate follow-up. Complete any required repairs or restoration in consultation with the City and responsible department.

Trash And Recycling Collection

Coordinate with the City of Paris if filming, equipment, vehicles, or parking may interfere with regularly scheduled Rumpke waste or recycling collection. Keep receptacles visible and accessible to collection crews.

Main Street collection is provided daily, Monday through Friday. Regular waste and recycling collection at general City and County locations generally occurs on Thursdays. Plan filming accordingly and coordinate any conflicts with the City.

Fees & Rates

Fees depend on the locations, services, and requirements of the production. All rates are subject to change. Confirm current rates, minimum hours, staffing requirements, and payment procedures with the appropriate office or provider before filming.

Permit or Service	Rate Listed in Draft
City of Paris film application permit	\$100.00
City of Paris business license	\$75.00
City electric staff on duty	\$75.00 per hour per person
City emergency medical services	\$175.00 per hour for a two-person crew
City fire department	\$100.00 per hour for a two-person crew
Other City personnel or services	\$50.00 per hour minimum
Bourbon County business license	\$50.00
Sheriff's deputy	\$65.00 per hour, per deputy
Legion Park athletic fields	\$250.00 per field, per day
Millersburg Road Park athletic fields	\$350.00 per field, per day
Other park facilities and areas	Contact Parks and Recreation
Parking lots, parking spaces, and public area or facility closures	Contact the City of Paris and/or Bourbon County
Other City or County services	Contact the applicable department

Private Property & Individual Services

The production pays private property owners, businesses, individuals, and service providers directly. Location fees, business use, equipment rentals, and other private services are negotiated with the owner or provider. Compensation for business impacts or loss of revenue is also negotiated directly.

The City of Paris and Bourbon County do not establish or guarantee privately negotiated fees.

Parks and Recreation Requirements

All commercial photography and filming in Paris–Bourbon County parks require a permit. Provide a certificate of insurance naming Bourbon County Fiscal Court/Paris-Bourbon County Parks and Recreation as an additional insured. Submit facility reservation requests at least 30 days before the requested date.

Riley Alexander, Program Coordinator
859-954-1643 | r.alexander@bourbonky.com

Pricing is as follows:

- Legion Park Fields - \$250 per field, per day
- Millersburg Road Park - \$350 per field, per day
- All Other Parks - Contact Riley for rates

For usage of areas other than athletic fields, please reach out to r.alexander@bourbonky.com for details on pricing and availability.

Reservations of Paris-Bourbon County Parks and Recreation facilities must be submitted at least 30 days prior to the requested date to ensure reservations can be accommodated.

- **Vegetation:** Removing, cutting, trimming, or driving stakes into trees, plants, or turf is strictly prohibited without prior written approval.
- **Site Modifications:** Changing or defacing natural or man-made park structures (e.g., painting rocks, drilling into asphalt) is forbidden.

Wildlife Protection: Crew members must adhere to "Leave No Trace" principles, refraining from feeding, disturbing, or altering wildlife habitats.

- **Non-Exclusive Rights:** Unless explicitly stated in the permit, park access remains public. Crews cannot block trails, entrances, or recreational areas.
- **Language & Behavior:** Cast and crew must maintain professional demeanor and refrain from vulgar language or crude gestures within earshot of park patrons.
- **Neighboring Properties:** Respect private property bordering the park. Trespassing, unapproved parking, or blocking neighbor driveways is prohibited.
- **Site Restoration:** All sets, props, catering waste, directional signs, and personal trash must be removed immediately after a shoot, restoring the site to its original condition.
- **High-Impact Hazards:** Separate specialized safety permits and park monitor presence are required for drones, pyrotechnics, open flames, stunts, or weapons.

Paris – Bourbon County Park Address & Amenities

Chief Reed Park

1100 Stewart St, Paris, KY 40361

Playground, shelter and 2 basketball courts

Claysville-Garrett Morgan Park

1153 Vine St, Paris, KY 40361

Shelter, playground, 1 basketball court.

Garrard Park

Fithian Avenue, Paris KY 40361

Shelter, Baseball/Softball fields, disc golf course, Stoner Creek access

Ruckerville Park

201 Kelly Street, Paris, KY 40361

Playground, picnic tables,

Patrick Brannon Memorial Dog Park

1001 Wes Lee Dr, Paris, KY 40361

2 acres, Water Stations, Picnic tables and benches.

Legion Park-Fairgrounds

30 Legion Drive, Paris, Ky 40361

3 softball/baseball fields, playground equipment, a walking trail, shelter, skateboard park, basketball court. Fairgrounds- Playground, 2 outdoor shelters 2 rentable indoor spaces.

Bourbon County Park

1054 Millersburg Road, Paris KY 40361

Tennis courts, pickleball courts, basketball courts, Multi-purpose artificial turf fields (Football, Baseball, Softball, Soccer).



Photo Credit: Bobby Shifflet



Drone Guidelines

Production drone operations must be conducted by an FAA-certificated remote pilot under the applicable FAA requirements, including Part 107. Drone general liability insurance is required by these local guidelines.

Remote pilot certificate number: _____

Before flying, the remote pilot must confirm the requirements that apply to the proposed operation and obtain any necessary FAA authorizations or waivers. Local permission to film does not replace FAA requirements.

Follow FAA operating rules for airspace, visual line of sight, altitude, weather, lighting, and safe operation. Avoid crewed aircraft and never operate carelessly or recklessly. Operations at night, over people, or over moving vehicles are permitted only when the applicable FAA conditions are met or the necessary waiver is obtained.

For filming in parks, also coordinate the specialized safety permits and park monitor required by the parks guidelines.

FAA resources

Commercial drone operators

https://www.faa.gov/uas/commercial_operators

Operations over people and at night

https://www.faa.gov/uas/commercial_operators/operations_over_people

Part 107 waivers

https://www.faa.gov/uas/commercial_operators/part_107_waivers

Consult current FAA guidance before each operation. This section summarizes responsibilities and does not reproduce every federal operating rule.

Production company: _____

Phone number: _____

Email address: _____

Printed name: _____

Signature: _____ Date: _____

Submit to jriggs@paris.ky.gov and kmills@paris.ky.gov



Acknowledgement Form

Film and Entertainment Guidelines

I hereby acknowledge that I have read and understand the Film and Entertainment Guidelines and Code of Conduct and have the authority to sign this acknowledgement on behalf of the production.

I understand that violations of the Film and Entertainment Guidelines and Code of Conduct may result in film permits being revoked and/or not issued in the future.

_____ Initials: I understand that it is my duty to share the Film and Entertainment Guidelines and Code of Conduct with all employees, contractors, and agents, working for the production.

Production name: _____

Production company: _____

Signature: _____

Printed name: _____

Title or role: _____

Phone number: _____

Email address: _____

Date: _____

Submit to jriggs@paris.ky.gov and kmills@paris.ky.gov



Scouting Notice

Hello,

My name is _____, and I am a location scout. I am scouting locations for _____ being filmed the week of _____. Your property fits the description of a location that the production is seeking, and we would like to present your property to the production for consideration. If selected, appropriate compensation and insurance would be provided to you.

If this is something you'd be open to, please let me know. The next step would be to schedule a time when I can visit and scout your residence. With your permission, I'd also like to take photos to share with the creative team for review. My contact information is below.

I understand that this request may be out of the ordinary, so I have listed references below. Film production is growing in the commonwealth thanks to the entertainment tax incentive administered by the Kentucky Cabinet for Economic Development, creating jobs and bringing positive economic impact to many regions, including Paris-Bourbon County.

Beyond this opportunity, if you would like to list your property within the FilmLEX directory, please go to the Locations section at www.visitlex.com/film

Thanks for your consideration,

Scout signature: _____

Scout name: _____

Production company: _____

Phone: _____

Email: _____

Submit to tourism@parisky.com and film@visitlex.com



Daily Film Notice

Dear Homeowner, Property Owner, or Business Owner:

Filming is planned in your neighborhood. The schedule and anticipated impacts are listed below. Complete a separate notice for each filming day or attach the full filming schedule.

This production has applied for a filming permit from the applicable City of Paris or Bourbon County office. Please contact the production or local office listed below with questions or concerns.

Production Details	Information
Production name and company	
Filming location or address	
Filming date and hours	
Early morning activities	
Night activities	
Street closures	
Street parking and no parking areas	
Base camp and crew parking	
Noise, lighting, or special effects	
Expected access restrictions	

Contacts:

Production representative: _____

Phone: _____

Email: _____

Submit to jriggs@paris.ky.gov and kmills@paris.ky.gov



**FILM & ENTERTAINMENT
EVENT PERMIT APPLICATION**

525 High Street - Paris, KY 40361
Phone (859) 987-2110; Fax (859) 987-4640
Film & Entertainment Permit Fee: \$ 100.00
Business License Fee: \$ 75.00
Total Fee: \$ 175.00

APPLICATION INFORMATION

Organization Type: ☐Individual ☐Partnership ☐Corporation ☐LLC ☐Other ☐Non-Profit

Organization Name: _____ Phone Number: _____

Mailing Address: _____

Start and End Date: _____ Federal ID (EIN): _____

KY State ID Number: _____ Social Security #: (If Individual): _____

Event Organizer Contact: _____ Organizer Phone Number: _____

EVENT DETAILS

Event address/location within Paris city limits (*attach map/route*): _____

Total employee's attendance expected: _____ Peak attendance expected at any given time: _____

Contingency plan for inclement weather: (*attach plan*) _____

Event Name & Description: (*attach information*) _____

Will the street(s) need to be closed? ☐Yes ☐No *if yes, list streets and times (attach map)* _____

Will you be closing a State Road? ☐Yes ☐No *if yes, please attach copy of the completed State Encroachment Permit. (Refer to map)*

Will portable restrooms be utilized for this event? ☐Yes ☐No *if yes, what are the locations, and how many are being rented (attach information/layout)* _____

Name of supplying vendor: _____ Phone number: _____

Arranged date/time for drop-off: _____ Arranged date/time for pick-up: _____

CITY OF PARIS FILM AND ENTERTAINMENT EVENT SERVICES

Events generally require some level of City of Paris support or services in order to be successful. Services may be requested and required to work with the City Manager or Designee, with specific service requests and fees.

The City of Paris reserves the right to charge additional fees if damage or cleanup to the property exceeds general expectations.

Please check services that are requested for the event.

- ☐ Police Security
- ☐ Electrical Service
- ☐ Fire Personnel
- ☐ Medical Personnel
- ☐ Rental of Street Barricade Barriers
- ☐ Rental Street Closure Sign
- ☐ Other (explain): _____

APPLICATION AGREEMENT - Applicant agrees to comply with all material respects, applicable laws, rules, regulations, and provisions as stated within the application.

1. Insurance: General Liability Insurance – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000. The organizer must list The City of Paris as an additional insured on all commercial general liability policies.

2. Hold Harmless Agreement and Applicant Affidavit:

To the fullest extent permitted by law, _____ (Name of Organizing Agency) hereby agrees to defend, pay on behalf of, and hold harmless the City of Paris against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Paris its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Paris, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of _____ (Name of Organizing Agency) and/or in any way connected or associated with the event(s) known as _____ (Name of Event) which is being sponsored by _____ (Name of Organizing Agency).

I further certify that I, on behalf of the organizing agency, am also authorized to commit to that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Paris.

Print Applicant Name: _____ **Applicant Signature:** _____ **Date:** _____

The City Manager hereby approves a Film & Entertainment Permit for the above applicant. The license may be revoked at any time if applicant fails to maintain requirements set forth.

Account Number: _____ City Manager Signature: _____ Date: _____

Return application, and supporting documentation to: (check, or cash only)

The City of Paris
525 High Street
Paris, KY 40361
Attn: License & Permitting



Bourbon County Fiscal Court

301 Main Street
Paris KY, 40361
859-987-2139

Occupational Business License/Payroll Tax Application

Business License \$50.00 (One Time Fee)

Legal Name of Business or Applicant if Sole Proprietor: _____

Doing Business as or Trade Name (if applicable): _____

Describe Services Provided: _____

Local Business Address: Address: _____

City: _____ State: _____ Zip: _____

Business Contact Person: _____

Business Phone Number: _____ Fax: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

How many employees will be located in Bourbon County? _____

Federal Tax ID Number: _____ NAICS: _____

If self-employed, provide owner Social Security Number: _____

Owner/Partners Names: _____

File Frequency: ☐ Annually ☐ Quarterly ☐ Monthly

Tax Rate 1.25%

Accounting Period: ☐ Calendar 12/31_____ or ☐ Fiscal Year End

Business Entity (Select One): ☐ Corporation ☐ S Corp ☐ Partnership
☐ Sole Proprietorship ☐ Non-Profit

If a Corporation, Name of Registered Agent: _____

Date Business will begin in Bourbon County: _____

Please Mail this Application to:
Bourbon County Fiscal Court
301 Main Street Room 203
Paris, KY 40361
or email to: c.blake@bourbonky.com

APPLICATION FOR ENCROACHMENT PERMIT

KYTC KEPT #: _____

SECTION 1: APPLICANT CONTACT INFORMATION

APPLICANT	ADDRESS		
EMAIL	CITY	STATE	ZIP
CONTACT NAME 1	EMAIL	PHONE #	
		CELL #	
CONTACT NAME 2 (if applicable)	EMAIL	PHONE #	
		CELL #	

SECTION 2: PROPOSED WORK LOCATION

ADDRESS	CITY	STATE Kentucky	ZIP
COUNTY	ROUTE #	MILE POINT	LONGITUDE (X) LATITUDE (Y)

ADDITIONAL LOCATION INFORMATION:

FOR KYTC USE ONLY

PERMIT TYPE: ☐ Air Right ☐ Entrance ☐ Utilities ☐ Vegetation Removal ☐ Other: _____

ACCESS: ☐ Full ☐ Partial ☐ by Permit LOCATION: ☐ Left ☐ Right ☐ Crossing

SECTION 3: GENERAL DESCRIPTION OF WORK

THE UNDERSIGNED APPLICANT(s), being duly authorized representative(s) or owner(s), DO AGREE TO ALL ORIGINAL UNEDITED TERMS AND CONDITIONS ON THE TC 99-1A, pages 1-4.

SIGNATURE

DATE

This is not a permit unless and until the applicant(s) receives an approved TC 99-1B from KYTC. This application shall become void if not approved by the cancellation date. The cancellation date shall be a minimum of one year from the date the applicant submits their application.

APPLICATION FOR ENCROACHMENT PERMIT

TERMS AND CONDITIONS

1. The permit, including this application and all related and accompanying documents and drawings making up the permit, remains in effect and is binding upon the Applicant/Permittee, its successors and assigns, as long as the encroachment(s) exists and also until the permittee is finally relieved by the Department of Highways from all its obligations.
2. Applicant shall meet all requirements of the Clean Water Act if the project will disturb one acre or more, the applicant shall obtain a KPDES KYR10 Permit from the Kentucky Division of Water. All disturbed areas shall meet the requirements of the Department of Highway's Standard Specifications, Sections 212 and 213, as amended.
3. **INDEMNITY:**
 - A. **PERFORMANCE BOND:** The permittee shall provide to the Department a performance bond according to the Permits Manual, Section PE-203 as a guarantee of conformance with the Department's Encroachment Permit requirements.
 - B. **PAYMENT BOND:** At the discretion of the department, a payment bond shall be required of the permittee to ensure payment of liquidated damages assessed to the permittee.
 - C. **LIABILITY INSURANCE:** Liability insurance shall be required of the permittee (in an amount approved by the department) to cover all liabilities associated with the encroachment.
 - D. It shall be the responsibility of the permittee, its successors and assigns, to maintain all indemnities in full force and effect until the permittee is authorized to release the indemnity by the Department.
4. A copy of this application and all related documents making up the approved permit shall be given to the applicant and shall be made readily available for review at the work site at all times.
5. Perpetual maintenance of the encroachment is the responsibility of the permittee, its successors and assigns, with the approval of the Department as required, unless otherwise stated.
6. Permittee, its successors and assigns, shall comply with and agree to be bound by the requirements and terms of (a) this application and all related documents making up the approved permit, (b) by the Department's Permits Manual, and (c) by the Manual on Uniform Traffic Control Devices, both manuals as revised to and in effect on the date of issuance of the permit, all of which documents are made a part thereof by this reference. Compliance by the permittee, its successors and assigns, with subsequent revisions to applicable provisions of either manual or other policy of the Department may be made a condition of allowing the encroachment to persist under the permit.
7. Permittee agrees that this and any encroachment may be ordered removed by the Department at any time, and for any reason, upon thirty days written notice to the last known address of the applicant or to the address at the location of the encroachment. The permittee agrees that the cost of removing and of restoring the associated right-of-way is the responsibility of the permittee, its successors and assigns.
8. Permittee, its successors and assigns, agree that if the Department determines that motor vehicular safety deficiencies develop as a result of the installation or use of the encroachment, the permittee, its successors and assigns, shall provide and bear the expenses to adjust, relocate, or reconstruct the facilities, add signs, auxiliary lanes, or other corrective measures reasonably deemed necessary by the Department within a reasonable time after receipt of a written notice of such deficiency. The period within which such adjustments, relocations, additions, modifications, or other corrective measures must be completed will be specified in the notice.
9. Where traffic signals are required as a condition of granting the requested permit or are thereafter required to correct motor vehicular safety deficiencies, as determined by the Department, the costs for signal equipment and installation(s) shall be borne by the permittee, its successors and assigns and the Department in its reasonable discretion and only in accordance with the Department's current policy set forth in the Traffic Operations Manual and Permits Manual. Any modifications to the permittee's entrance necessary to accommodate signalization (including necessary easement(s) on private property) shall be the responsibility of the permittee, its successors and assigns, at no expense to the Department.

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10. The requested encroachment shall not infringe on the frontage rights of an abutting owner without their written consent as hereinafter described. Each abutting owner shall express their consent, which shall be binding on their successors and assigns, by the submission of a notarized statement as follows, "I (we), _____, hereby consent to the granting of the permit requested by the applicant along Route _____, which permit does affect frontage rights along my (our) adjacent real property." By signature(s) _____, subscribed and sworn by _____, on this date _____.
11. The permit, if approved, is subject to the agreement that it shall not interfere with any similar rights or permit(s) previously granted to any other party, except as otherwise provided by law.
12. Permittee shall include documentation which describes the facilities to be constructed. Permittee, its successors and assigns, agree as a condition of the granting of the permit to construct and maintain any and all permitted facilities or other encroachments in strict accordance with the submitted and approved permit documentation and the policies and procedures of the Department. Permittee, its successors and assigns, shall not use facilities authorized herein in any manner contrary to that prescribed by the approved permit. Only normal usage as contemplated by the parties and by this application and routine maintenance are authorized by the permit.
13. Permittee, its successors and assigns, at all times from the date permitted work is commenced until such time as all permitted facilities or other encroachments are removed from the right-of-way and the right-of-way restored, **shall defend, protect, indemnify and save harmless** the Department from any and all liability claims and demands arising out of the work, encroachment, maintenance, or other undertaking by the permittee, its successors and assigns, related or undertaken pursuant to the granted permit, due to any claimed act or omission by the permittee, its servants, agents, employees, or contractors. This provision shall not inure to the benefit of any third party nor operate to enlarge any liability of the Department beyond that existing at common law or otherwise if this right to indemnity did not exist.
14. Upon a violation of any provision of the permit, or otherwise in its reasonable discretion, the Department may require additional action by the permittee, its successors and assigns, up to and including the removal of the encroachment and restoration of the right-of-way. In the event additional actions required by the Department under the permit are not undertaken as ordered and within a reasonable time, the Department may in its discretion cause those or other additional corrective actions to be undertaken and the Department shall recover the reasonable costs of those corrective actions from the permittee, its successors and assigns.
15. Permittee, its successors and assigns, shall use the encroachment premises in compliance with all requirements of federal law and regulation, including those imposed pursuant to Title VI of the Civil Right Act of 1964 (42 U.S.C. § 2000d et seq.) and the related regulations of the U.S. Department of Transportation in Title 49 C.F.R. Part 21, all as amended.
16. Permittee, its successors and assigns, agree that if the Department determines it is necessary for the facilities or other encroachment authorized by the permit to be removed, relocated or reconstructed in connection with the reconstruction, relocation or improvement of a highway, the Department may revoke permission for the encroachment to remain under the permit and may order its removal, relocation or reconstruction by the permittee, its successors and assigns, at the expense of the permittee, except where the Department is required by law to pay any or all of those costs.

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17. Permittee agrees that the authorized permit is personal to the permittee and shall remain in effect until such time as (a) the permittee's rights to the adjoining real property to have benefitted from the requested encroachment have been relinquished, (b) until all permit obligations have been assumed by appropriate successors and assigns, and (c) unless and until a written release from permit obligations has been granted by the Department. The permit and its requirements shall also bind the real property to have benefitted from the requested encroachment to the extent permitted by law. The permit and the related encroachment become the responsibility of the successors and assigns of the permittee and the successors and assigns of each property owner benefitting from the encroachment, or the encroachment may not otherwise permissibly continue to be maintained on the right-of-way. (Does not apply to utility encroachments serving the general public.)
18. If work authorized by the permit is within a highway construction project in the construction phase, it shall be the responsibility of the permittee to make personal contact with the Department's Engineer on the project in order to coordinate all permitted work with the Department's prime contractor on the project.
19. This permit is not intended to, nor shall it, affect, alter or alleviate any requirement imposed upon the permittee, its successors and assigns, by any other agency.
20. Permittee, its successors and assigns, agree to contain and maintain all dirt, mud, and other debris emanating from the encroachment away from the surrounding right-of-way and the travel way of the highway hereafter and at all times that its obligations under the permit remain in effect.
21. Before You Dig: The contractor is instructed to call 1-800-752-6007 to reach KY 811, the One-Call system for information on the location of existing underground utilities. The call is to be placed a minimum of two (2) and no more than ten (10) business days prior to excavation. The contractor should be aware that the owners of underground facilities are not required to be members of the KY 811 One-Call Before U-Dig (BUD) service. The contractor must coordinate excavation with the utility owners, including those whom do not subscribe to KY 811. It may be necessary for the contractor to contact the County Clerk to determine what utility companies have facilities in the area.
22. The undersigned Utility acknowledges ownership and control of the facilities proposed to be installed, modified, or extended by the Applicant/Permittee and agrees to be bound by the requirements and terms of this application and all related documents making up the approved permit, by the Department's Permits Guidance Manual, and by all applicable regulations and statutes in effect on the date of issuance of the permit. This information and application is certified correct to the best knowledge and belief of the undersigned Utility.

UTILITY

NAME (Utility Representative)

TITLE (Utility Representative)

SIGNATURE (Utility Representative)

DATE



Know what's below. Call before you dig.

To Submit a Locate Request
24 Hours a Day, Seven Days a Week:
Call 811 or 800-752-6007