



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
[transportation.ky.gov](http://transportation.ky.gov)

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

A handwritten signature in black ink, appearing to read "To Your Honor".



## Extend Left Turn Lane from Southbound US 23

## To Paintsville

US 23

## Jenny's Creek


Northbound  
Acceleration Lane

## Improve Radius for Right Turn Lane from Northbound US 23

Improvements to US 23 at the  
intersection of the proposed Johnson  
County High School entrance  
August 4, 2020  
Approved Footprint

**Highland  
Elementary**



<p><i>Division of Maintenance</i></p>  <p><b><i>Permits Manual</i></b></p>	<p><i>Chapter</i></p> <p>SCHOOL SITES</p> <hr/> <p><i>Subject</i></p> <p>Overview</p>
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<b>POLICY</b>	<p>It is the policy of the Kentucky Transportation Cabinet (KYTC), Department of Highways to cooperate with local school districts in any school improvements that impact state highways, and KYTC shall pay all expenses for all permitted work on state right of way with the exception of engineering fees, right-of-way acquisition, and utility relocation subject to funding availability.</p>
<b>REQUIREMENTS</b>	<p><a href="#">702 KAR 4:050</a> requires KYTC to confirm the roadway is adequate for a school site, site expansion, or other real property purchase.</p> <p><a href="#">KRS 177.057</a> requires a local school district to consult with KYTC before purchasing property for the construction of a school facility.</p>
<b>SITE SELECTION</b>	<p>When considering site selection:</p> <ul style="list-style-type: none"> <li>➤ The Division of Facilities Management Branch (DFMB) shall coordinate with the Board of Education (BOE) and KYTC to inspect new sites. The request shall include a location map of the prospective sites identifying the route of the proposed access.</li> <li>➤ The BOE shall request a letter of roadway adequacy and funding responsibility for the selected site.</li> <li>➤ KYTC shall provide a response confirming roadway adequacy and financial responsibility for work on state right of way or a response that the roadway is not adequate.</li> </ul>
<b>DESIGN, BID, &amp; CONSTRUCTION</b>	<p>When considering design, bid, and construction:</p> <ul style="list-style-type: none"> <li>➤ BOE is responsible for relocating utilities and providing the necessary right of way. The BOE shall transfer additional right of way acquired for the construction and maintenance of the roadway to KYTC.</li> </ul>

**DESIGN, BID, &  
CONSTRUCTION  
(CONT.)**

- The BOE shall provide a traffic impact/engineering study unless KYTC deems otherwise. The study shall evaluate the need for turn lanes based on the KYTC Auxiliary Turn Lane Policy.
- KYTC shall provide design parameters for work to be performed on the right of way.
- The engineering design firm hired by the BOE shall provide plans by a professional engineer. The plans shall include a detailed cost estimate based on KYTC bid items.
- Before the BOE can advertise for bids, KYTC approval of the plans is required.
- The BOE shall submit to KYTC the winning bid documents for work on KYTC right of way and obtain approval from KYTC before awarding the bid.
- KYTC approval is required on all change orders before any additional work is performed.
- All work on the traveled way of KYTC roadway, including turn lanes, must be performed by a KYTC prequalified contractor.

**REIMBURSEMENT**

Once construction is completed, KYTC shall inspect the project site. If construction has been completed in accordance with the permit and the school site policy, KYTC shall reimburse the BOE.



## SCHOOL SITE PROCESS CHECKLIST (TYPICAL)

- ☐ Board of Education (BOE) request approval from Kentucky Department of Education (KDE) to purchase property or modify existing site.
- ☐ KDE schedules site visit(s) with BOE officials, KYTC Central Office (CO) Permits, and KYTC District Office (DO) Permits.
- ☐ Site(s) evaluated. If selected site is acceptable by KDE, KYTC DO, and KYTC CO, KDE will inform BOE to request letter of roadway adequacy and funding responsibility. (If site issues exist, KYTC may ask for alternative sites.)
  - KYTC provides requirements for School Site Traffic Volume Counts or Engineering Study.
- ☐ BOE request a letter of roadway adequacy and funding responsibility from KYTC CO.
  - Include School Site Traffic Volume Counts or Engineering Study (if applicable)
- ☐ CO Permits will create a KEPT entry for the School Permit.
- ☐ CO Permits will send School Site Traffic Volume Counts or Engineering Study to KYTC CO Design and/or CO Traffic for review as needed.
- ☐ CO Design will provide design parameters and rough estimate to CO Permits.
- ☐ CO Permits will send design parameters and estimate to DO Permits for review and approval.
- ☐ CO Permits shall prepare a memo for funding commitment to be signed by the KYTC Secretary.
- ☐ CO Permits shall prepare a letter to BOE confirming roadway adequacy and funding responsibility to be signed by the KYTC Division of Maintenance Director
  - Include Design Parameters.
  - Request KYTC Encroachment Permit Application if necessary.
  - Inform BOE that KYTC will need a bond from BOE or a letter of commitment from BOE that it will not release the contractor's bond until the permit is Complete.
- ☐ The BOE's engineering design firm shall submit to KYTC DO or CO Permits a detailed estimate and plans stamped and signed by a Licensed Professional Engineer.
  - Estimate shall include detailed KYTC bid items for all work on KYTC right-of-way, separate from work performed on school property.
- ☐ Plans and Estimate will be reviewed by DO and CO Permits, and will be routed to appropriate CO Divisions for review and comments.
- ☐ When plans and estimate are acceptable, KYTC DO or CO Permits shall inform BOE or representative they have KYTC approval to proceed with advertisement for bids.
- ☐ BOE or representative will submit bid to KYTC for CO Permits and DO Permits' review.
- ☐ If bid acceptable, KYTC DO or CO Permits shall inform BOE or representative they may issue the contract.
  - KYTC CO Permits shall Request TC-10 (Funding Authorization) based on funding approval by the KYTC Secretary.
  - KYTC CO Permits shall request KYTC Division of Purchases prepare MOA and route for signatures by BOE, KYTC CO Legal, and KYTC Secretary.
- ☐ When MOA finalized, Division of Purchases will send a copy of the fully executed MOA to the BOE and CO Permits.
- ☐ CO Permits will add comments and documents in KEPT and inform DO the permit is ready for approval.
- ☐ DO Permits will start approval workflow in KEPT and provide approved permit to BOE.
- ☐ BOE will inform KYTC DO or CO Permits when work is complete and shall submit reimbursement request with supporting documentation including invoices showing actual quantities for work on KYTC right-of-way and proof of payment to contractor.
- ☐ KYTC CO Permits shall request inspection and acceptance from KYTC District Office Permits.
- ☐ When inspected and accepted by DO and CO Permits, the reimbursement request will be processed by CO Permits.
- ☐ CO Permits shall add comments in KEPT when reimbursement request is processed.
- ☐ KYTC District Office Permits shall change permit status in KEPT to Complete and release permit bond or inform BOE or representative that contract bond can be released.

**Note:** Change Orders must be approved by DO & CO Permits prior to any associated work being done.

