



## Encroachment Permit Request

### Instructions

Hendricks County Surveyor's Office

355 S. Washington St., Ste 170

Danville, IN 46122

317-745-9237



**Step 1: Fill out and submit application. Include plans/drawing with specifications.**

- Please indicate the location and footage of the encroachment, the parcel number for each property if more than one property is involved, and additional information as requested.

**Step 2: Submit payment (check or cash) with application.**

Encroachment Request (per encroachment)	Residential & Farms	\$250
	Commercial, Industrial & Utilities (not in shared easement)	\$500
	More than 100ft	\$5/ft > 100ft

Fees are non-refundable.

A \$25.00 Recording Fee must be submitted with this request (Checks Made out to the Hendrick County Recorder's Office)

**Step 3: Submit notarized letter(s) from property owner(s) if applicable.**

- If the applicant is performing work on private property that is not owned by the applicant, a notarized letter granting permission is required.

**Step 4: Contact the Surveyor's Office within 72 hours of project completion/backfill.**

- Failure to contact the Surveyor's Office prior to project completion may result in penalties and additional work on site.

By submitting an application for an encroachment permit, you are requesting permission to encroach in a county regulated drain easement. You acknowledge that the encroachment must conform to the Hendricks County Stormwater Technical Standards and Indiana Code. Failure to comply will result in penalties in accordance with Indiana Code and the Hendricks County Surveyor's Office.

Name of Applicant (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### Application

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### PROJECT

**Project Type** (check one)

☐ Utility

☐ Individual

☐ Commercial

**Project Name** \_\_\_\_\_ **Legal Drain Name** \_\_\_\_\_

**Project Street Address** \_\_\_\_\_ **City/State** \_\_\_\_\_

**Parcel Number** 32- \_\_\_\_\_ **Owner** \_\_\_\_\_

If more than one parcel, please see attached form to enter all parcels.

### APPLICANT

**Applicant Name** \_\_\_\_\_ **Business Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City/State** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

### CONTRACTOR

**Business Name** \_\_\_\_\_ **Point of Contact** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

### ENCROACHMENT

**Purpose** \_\_\_\_\_

**Lineal Footage of Encroachment in Easement** \_\_\_\_\_



## Encroachment Permit Request Additional Parcels

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Parcel Number 32-\_\_\_\_\_ Owner Name \_\_\_\_\_

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Parcel Number 32-\_\_\_\_\_ Owner Name \_\_\_\_\_

Parcel Number 32-\_\_\_\_\_ Owner Name \_\_\_\_\_

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