**Hendricks County Surveyor’s Office
355 S. Washington St., Ste 170**

**Danville, IN 46122**

**Point of Contact (POC)**: Gary Sowers
317-718-6107 ∙ gsowers@co.hendricks.in.us

**Step 1: Find submittal date based on when you plan to attend the Drainage Board Meeting.**

* Please see the attached schedule for all meeting dates and deadlines.

**Step 2: Submit project documents via OneDrive by the deadline.**

* Please request a OneDrive link if needed.
* Submit project documents to Christopher Burke Engineering.
* Submittals must include the following:
	+ Plans (plats must include drainage statement)
	+ Project Forms Packet
	+ Drainage Report

**Step 3: Submit payment by the deadline.**

* We accept checks via mail (see address above) or in-person delivery.

**Step 4: Attend the Drainage Board Meeting.**

* A representative must attend the meeting to present the project for approval. Failure to attend will result in a continuance to the next month.

**Step 5: Submit revisions and pay additional fees if required.**

* Revisions must be submitted by the Tuesday following the TAC meeting.
* Submit revisions to Christopher Burke Engineering.

**Step 6: Submit as-builts when project is complete.**

**Please note:**

* All projects submitted to Planning & Building Department are required to go before the Drainage Board.
* Projects located within corporate limits of cities/towns may not require Drainage Board approval. Please reach out to the POC for guidance.
* Other Departments may have additional requirements. Please contact the following:
	+ Clean Water Department – 317-718-6068
	+ Environmental Health – 317-745-9217
	+ Planning & Building – 317-745-9255
	+ Engineering – 317-745-9236





