



# City of Greenwood Board of Public Works and Safety Application Kit Encroachment Request

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## APPLICATION

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A complete application and all required attachments and forms are to be submitted by the date shown on the Board of Public Works and Safety Application Schedule. At that time, Staff will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the identified deficiencies. Applications submitted or completed after the posted deadline date will be placed on the application cycle for the next regular meeting.

- ☐ **Completed Application Form.** You must include the nature of the issue, who will represent the issue at the meeting and contact information.
- ☐ **Letters from all Utility Companies.** It is the applicant's responsibility to obtain a signed letter, on letterhead from **ALL** utility companies from the list provided in this application. All utility companies have legal rights to all easements; therefore a letter of approval is required from ALL utility companies on the list provided.
- ☐ **Letter from Greenwood Stormwater Department.** Please note that the City of Greenwood Stormwater Department is on the list of utility companies attached. Even though you are making your application to the City of Greenwood, a letter from that department, stating their position in regard to the encroachment, must be submitted.
- ☐ **Letter from Greenwood Sanitation Department.** Please note that the City of Greenwood Sanitation Department is on the list of utility companies attached. Even though you are making your application to the City of Greenwood, a letter from that department, stating their position in regard to the encroachment, must be submitted.
- ☐ **Letter from Homeowner's Association.** You must obtain a letter from your Homeowner's Association, if applicable, stating their position in regard to the encroachment.
- ☐ **Drawing** An accurate and scaled drawing, showing how the area will be encroached.
- ☐ **Submittal.** The application form, All letters from the utility companies, including Greenwood Sanitation Department, the original signed letter from your Homeowner's Association, if applicable, and an accurate drawing must be submitted to Carol Pinnick at:

City of Greenwood  
Department of Community Development Services  
Engineering Division  
300 S. Madison Avenue-2<sup>nd</sup> Floor  
Greenwood, In 46142

**PLEASE NOTE:** The Engineering Division will recommend against approval of the installation of any encroachment within the rear yard easement. However, the final decision is up to the Board of Public Works and Safety. The Engineering Division will consider, on a case by case basis, the installation of any encroachment in side yard easements.

CITY OF GREENWOOD  
DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES  
ENGINEERING DIVISION  
300 S. Madison Avenue -2<sup>nd</sup> floor, Greenwood, IN 46142  
Phone: (317) 887-5230 \* Fax: (317) 887-5616  
E-Mail: [engineering@greenwood.in.gov](mailto:engineering@greenwood.in.gov)  
Website: [www.greenwood.in.gov](http://www.greenwood.in.gov)

## UTILITY COMPANIES AND HOMEOWNER'S ASSOCIATION

### Utility Letters

It is the applicant's responsibility to obtain a signed letter, on letterhead from **ALL** utility companies on the list below.

All utility companies have legal rights to all easements; therefore a letter of approval is required from ALL utility companies on this list.

Company	Contact Person	Address	Phone, Fax, Web Site, Email
<b>CABLE TV</b>			
Comcast Cable Communications, Inc.	Steve McArtor	1600 W Vernal Pike Bloomington, IN 47404-2867	(812) 822-3267 phone <a href="mailto:steve_mcartor@comcast.com">steve_mcartor@comcast.com</a>
Metronet The Power of Fiber	Korie Nellis	3701 Communications Way Evansville, IN 47715	(812) 213-1378 phone <a href="mailto:Korie.Nellis@metronetinc.com">Korie.Nellis@metronetinc.com</a>
<b>ELECTRIC</b>			
Duke Energy Indiana, Inc.	Reece Heilers – Distribution	2515 N Morton Street Franklin, IN 46131	(317) 736-2014 phone <a href="mailto:Reece.Heilers@duke-energy.com">Reece.Heilers@duke-energy.com</a>
Duke Energy Indiana, Inc.	Ryan Daugherty- Transmissions	2727 Central Ave. Columbus, IN 47201	(812) 375-2021 phone <a href="mailto:Ryan.Daugherty@duke-energy.com">Ryan.Daugherty@duke-energy.com</a>
Indianapolis Power & Light	Bill Luecht	1230 W. Morris Street Indianapolis, IN 46221	(317) 261-8552 <a href="mailto:Bill.luecht@aes.com">Bill.luecht@aes.com</a>
Johnson County REMC	John Hendricks, Engineer	750 International Drive Franklin, IN 46131	(317) 736-6174 phone (317) 736-8185 fax <a href="http://www.jcremc.com">www.jcremc.com</a>
Hoosier Energy Rural Electric Cooperative, Inc.	Tom Gallagher, Real Estate Specialist	211 State HWY 43 Spencer, Indiana 47460	(812) 876-0377 phone <a href="mailto:tgallagher@hepn.com">tgallagher@hepn.com</a>
<b>GAS</b>			
Vectren Energy Delivery of Indiana	N/A	Not needed: Letter on file	N/A
<b>SANITARY SEWER</b>			
City of Greenwood Sanitation	Sanitation Field	367 S Washington St. Greenwood, IN 46143	(317) 888-1254 phone (317) 887-5715 fax
<b>STORMWATER</b>			
City of Greenwood Stormwater	Stormwater	300 S Madison Avenue Greenwood, IN 46142	(317) 887-4711 phone (317) 887-5616 fax <a href="mailto:stormwater@greenwood.in.gov">stormwater@greenwood.in.gov</a>
<b>TELEPHONE &amp; INTERNET</b>			
AT&T-Indiana	Joshua Hewitt	240 N. Meridian Street Indianapolis, IN 46204	(317) 252-5072 phone (317) 252-4013 fax <a href="mailto:Jh6813@att.com">Jh6813@att.com</a>
CenturyLink	John Unverferth	N/A	(419) 226-6342 office (419) 771-8332 cell <a href="mailto:John.C.Unverferth@centurylink.com">John.C.Unverferth@centurylink.com</a>
<b>WATER</b>			
Indiana American Water	Rachel Merrifield	2501 Endress Place Greenwood, IN 46143	(317) 881-0270 ext. 1 (317) 887-3054 fax <a href="http://www.amwater.com">www.amwater.com</a>
Town of Bargersville Utilities	Glenda Johnston	P O Box 420 Bargersville, IN 46106	(317) 422-3120 phone (317) 422-3743 fax <a href="mailto:gjohnston@townofbargersville.org">gjohnston@townofbargersville.org</a>
<b>PIPELINE</b>			
BP (North America, Inc)		<a href="mailto:BPPipelinesROW@bp.com">BPPipelinesROW@bp.com</a> or: BP Pipelines (North America) Land & Right of Way Dept 150 W Warrenville Road Naperville, IL 60536-9922	(630) 536-2519 phone
formerlyTeppco/ Enterprise Products	Mike Brown	P.O. Box 4324 Houston, TX 77210-4324	(281)887-3310 <a href="mailto:mdbrown@eprod.com">mdbrown@eprod.com</a>

**Homeowner's Association Letter** You must obtain a signed letter from your homeowner's association, if one exists or is active, stating their position on the encroachment.



City of Greenwood  
Board of Public Works and Safety

For Office Use Only	
Submittal Date	
Hearing Date	

## Encroachment Request

### 1. Applicant Info

Name		
Street Address		
City, State, Zip		
Phone	Cell Phone	Fax
E-Mail		

### 2. Meeting Date You Wish to Attend

Date
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### 3. Person(s) Who Will Attend Meeting

Name(s)		
If different than above, please complete the following:		
Street Address		
City, State, Zip		
Phone	Cell Phone	Fax
E-Mail		

### 4. Nature of the Encroachment

Please describe the encroachment request, including what you are proposing to place in the easement, what kind of easement you will be encroaching on and the location of the encroachment.


### 5. Signature

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	Date
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**2020**

**City of Greenwood  
 Board of Public Works and Safety**

**City Center Building, 300 S. Madison Ave.  
 1<sup>st</sup> Floor Meeting Room**

<b>Application Submittal Deadline</b>	<b>Meeting Date</b>	<b>Meeting Time</b>
December 23, 2019	January 6	5:30 pm
January 6	January 20	5:30 pm
January 20	February 3	5:30 pm
February 5	February 19*	5:30 pm
February 18	March 2	5:30 pm
March 2	March 16	5:30 pm
March 23	April 6	5:30 pm
April 6	April 20	5:30 pm
April 22	May 6*	5:30 pm
May 4	May 18	5:30 pm
May 18	June 1	5:30 pm
June 1	June 15	5:30 pm
June 22	July 6	5:30 pm
July 6	July 20	5:30 pm
July 20	August 3	5:30 pm
August 3	August 17	5:30 pm
August 26	September 9*	5:30 pm
September 8	September 21	5:30 pm
September 21	October 5	5:30 pm
October 5	October 19	5:30 pm
October 21	November 4*	5:30 pm
November 2	November 16	5:30 pm
November 23	December 7	5:30 pm
December 7	December 21	5:30 pm

**\*Wednesday Night Meeting**

## SAMPLE LETTER TO UTILITY COMPANY

Contact Person at Utility Company

Utility Company Name

Utility Company Address

Utility Company City, State & Zip Code

RE: Encroachment Request Within Existing Non-Exclusive Easement

Dear (Contact Person at Utility Company)

I, (insert your name), the property owner located at (insert property address) in (insert Subdivision Name, Section number and Lot Number) am requesting to encroach within a (insert easement type) located along the (north, south, east, west) side(s) of my property with a (describe the encroachment).

The City of Greenwood, Indiana Board of Public Works and Safety will consider this encroachment request at its (insert date of Board meeting and time of meeting) and your company may attend the Board meetings to present comments, for or against, this encroachment request.

Sincerely,

(Property Owner Signature and Printed Name)

- **Property Owner Information**

NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

- *A drawing is required to be sent to each utility company.*

Department of Community Development Services  
**Certificate of Mailing – Encroachment**



**GREENWOOD**

Name and Address of Sender		Type of Mail <input checked="" type="checkbox"/> Certified Mail		
Line	Name & Address	Postage	Fee	Remarks
1	Comcast Cable Communications, Inc. Steve McArtor 1600 W. Vernal Pike – Bloomington, IN 47404-2867			
2	MetroNet The Power of Fiber Korie Nellis 3701 Communications Way – Evansville, IN 47715			
3	Duke Energy Indiana, Inc. Reese Heilers – Distribution 2515 N Morton St. – Franklin, IN 46131			
4	Duke Energy Indiana, Inc. Ryan Daugherty – Transmissions 2727 Central Ave. – Columbus, IN 47201			
5	Indianapolis Power & Light Bill Luecht 1230 W. Morris St. – Indianapolis, IN 46221			
6	Johnson County REMC John Hendricks, Engineer 750 International Dr. – Franklin, IN 46131			
7	Hoosier Energy Rural Electric Cooperative, Inc. Tom Gallagher, Real Estate Specialist 211 State HWY 43 – Spencer, IN 47460			
8	City of Greenwood Sanitation Sanitation Field 367 S. Washington St. – Greenwood, IN 46143			
9	City of Greenwood Stormwater 300 S. Madison Avenue 3 <sup>rd</sup> Floor – Greenwood, IN 46142			
10	AT&T – Indiana Joshua Hewitt 240 N. Meridian St. – Indianapolis, IN 46204			
11	CenturyLink John Unverferth 944 S. Central Ave. – Lima, OH 45804			
12	Indiana American Water Rachel Merrifield 2501 Endress Pl. – Greenwood, IN 46143			
13	Town of Bargersville Utilities Michelle Hutte P.O. Box 420 Bargersville, IN 46106			
14	BP Pipelines (North America, Inc.) Keith Boyle Land & Right of Way of Dept. 30 S. Wacker Dr.; Ste 900 – Chicago, IL 60606			
15	Enterprise Products Mike Brown P.O. Box 4234 – Houston, TX 77210-4324			
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office	POSTMASTER, PER (Name of receiving employee)	

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.

POSTMARK AND DATE OF RECEIPT