



Town of Bargersville Application Kit Encroachment Request

APPLICATION

A complete application and all required attachments and forms are to be submitted by the date shown on the Storm Water Board Meeting 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.

The following items are required:

- Completed Application Form. You must include the nature of the issue, who will represent the issue at the meeting and contact information.
- Letter from Homeowner's Association. You must obtain a letter from your Homeowner's Association, if applicable, stating their position in regards to the encroachment.
- Fees. Application fee for the encroachment review is \$50.00. Please make check payable to the Town of Bargersville. An additional fee of \$200.00 will be required if an Encroachment Agreement upon a Utility and Drainage Easement is required (recorded document). See below.
- Letters from all Utility Companies. You must obtain letters (on the appropriate letterhead) from all utility companies that service the location of the encroachment, stating their position in regards to the encroachment. Please find enclosed a listing of utility companies that service the Bargersville area. This list may or may not include all of the utilities in your area.
- Letter from Bargersville Water and Sanitation Departments. Please note that the Bargersville Water Department and Bargersville Sanitation Department are on the list of utility companies attached. Even though you are making your application to the Bargersville Storm Water Utility Board, a letter from each department, stating their position in regards to the encroachment, must be submitted.
- Drawing. An accurate and scaled drawing, showing how the area will be encroached.
- Encroachment Agreement upon a Utility and Drainage Easement. *Required for those requests that include a permanent foundation.* An additional fee of \$200.00 will be required if an Encroachment Agreement upon a Utility and Drainage Easement is required (recorded document). Please make check payable to the Town of Bargersville.
- Submittal. The application form, the original signed letter from your Homeowner's Association (if applicable), payment for fee, all letters from the utility companies, including Bargersville Water and Sanitation Departments, an accurate scaled drawing and a copy of recorded deed(s) (if applicable) must be submitted to Michelle Hutte in the Utilities Administrator's office.

Michelle Hutte, Utilities Administrative Assistant
Town of Bargersville
24 N Main Street
Bargersville, Indiana 46106
317-422-3120 office
317-422-3743 fax
E-mail: mhutte@townofbargersville.org
Website: www.townofbargersville.org

PLEASE NOTE: The Utilities Administrator will recommend against approval of the installation of any permanent structure which encroaches in any utility easement. However, the final decision is up to the Storm Water Utility Board and/or Town Council.

UTILITY COMPANIES INFORMATION

Utility Letters

You must obtain a signed letter, on letterhead, from each utility that serves the location of the encroachment, stating their position on the proposed project.

The following list may or may not include all of the utilities that serves the location of the encroachment. It is the applicant's responsibility to obtain letters from **ALL** servicing companies, regardless of whether they are on the list or not.

Company	Contact Person	Address	Phone, Fax, Website, E-mail
<u>CABLE TV</u>			
Comcast Cable Communications, Inc.	Steve McArtor	1600 W Vernal Pike Bloomington, IN 47404-2867	(812) 822-3267 phone steve_mcartor@cable.comcast.com
Metronet	Doug Reckart	3701 Communications Way Evansville, IN 47715	(317) 599-1191 phone (317)599-1141 fax doug.reckart@metronetinc.com
<u>ELECTRIC</u>			
Town of Bargersville	Michelle Hutte	P.O. Box 420 Bargersville, IN 46106-0420	(317) 422-3120 phone (317) 422-3743 fax mhutte@townofbargersville.org
Duke Energy Indiana, Inc.	Joseph Neuenschwander	2515 N Morton Street Franklin, IN 46131	(317) 736-2014 phone joseph.neuenschwander@ duke-energy.com
Indianapolis Power & Light		One Monument Circle Indianapolis, IN 46204	www.iplpower.com
Johnson County REMC	John Hendricks, Engineer	750 International Drive Franklin, IN 46131	(317) 736-6174 phone (317) 736-8185 fax www.jcremc.com
Hoosier Energy Rural Electric Cooperative, Inc.	Tom Gallagher, Real Estate Specialist	211 State Hwy 43 Spencer, IN 47460	(812) 876-0377 phone tgallagher@hepn.com
<u>GAS</u>			
Vectren Energy	Perry Cloyd	4324 Middle Road Columbus, IN 467203-1829	(812) 330-4010 phone pcloyd@vectren.com
<u>SANITARY SEWER</u>			
Town of Bargersville	Michelle Hutte	P.O. Box 420 Bargersville, IN 46106-0420	(317) 422-3120 phone (317) 422-3743 fax mhutte@townofbargersville.org
<u>TELEPHONE & INTERNET</u>			
AT&T-Indiana	Joshua Hewitt	240 N Meridian Street Indianapolis, IN 46204	(317) 252-5072 phone (317) 252-4013 fax Jh6813@att.com
Century Link	David Meyers	50 N Jackson Street Franklin, IN 46131	(317) 736-4863 phone david.meyers@centurylink.com
<u>WATER</u>			
Indiana American Water	Rachel Merrifield	2501 Endress Place Greenwood, IN 46143	(317) 881-0270 ext #1 (317) 887-3054 fax www.amwater.com
Town of Bargersville	Michelle Hutte	P.O. Box 420 Bargersville, IN 46106-0420	(317) 422-3120 phone (317) 422-3743 fax mhutte@townofbargersville.org
<u>PIPELINE</u>			
BP (North America, Inc)		BP Pipelines (North America) Land & Right of Way Dept 150 W Warrenville Road Naperville, IL 60536-9922	(630) 536-2519 phone BPPipelinesROW@bp.com



Town of Bartersville
Bartersville Storm Water Utility Board
ENCROACHMENT REQUEST

For Office Use Only	
Submittal Date	
Hearing Date	

1. Applicant Info

Name _____

Street Address _____

City, State, Zip _____

Phone _____ Cell Phone _____ Fax _____

E-mail _____

2. Meeting Date You Wish to Attend

Date _____

3. Person(s) Who Will Attend Meeting

Name(s) _____

If different from 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 _____



2019
Town of Bargersville
Storm Water Utility Board
24 N Main Street
Boardroom

Application Submittal Deadline	Meeting Date	Meeting Time
January 16	January 28	5:00 PM
February 13	February 25	5:00 PM
March 13	March 25	5:00 PM
April 10	April 22	5:00 PM
May 8	May 20	4:00 PM
June 12	June 24	5:00 PM
July 10	July 22	5:00 PM
August 14	August 26	5:00 PM
September 11	September 23	5:00 PM
October 9	October 28	5:00 PM
November 13	November 25	5:00 PM
December 4	December 16	4:00 PM