



Storm Water Utility Board

Easement Encroachment Request - Application Packet

Step 1 - Pre-Application Meeting: It is strongly encouraged that all potential applicants meet with staff prior to submitting an application in order to become familiar with requirements, procedures, and hearings. Contact staff at 317-422-3150 or e-mail planning@townofbargersville.org to set up an appointment for a pre-application meeting.

Step 2 - Application: In order to make an application an individual must make an appointment with the MS4 Coordinator. A complete application and all required attachments are required to be submitted by the agenda placement deadline shown on the application schedule. The MS4 Coordinator will review the submittal and assign a file number if it is deemed complete. Incomplete applications will be returned to the applicant with deficiencies identified. Applications that are not complete by the identified agenda placement deadline will be continued to the next regular meeting of the Storm Water Utility Board.

Submittal Requirements: It is encouraged that all applicants provide electronic copies of all application material. Documents should be submitted in pdf format. If hard copies are provided, each original document should be submitted in 8 1/2 x 11 format. All items identified below are required for a complete application unless they are deemed not applicable by staff. All checks must be made payable to "Town of Bargersville".

- Application Fee:** \$50.00 application fee. (An additional fee of \$200.00 may be required if a recorded "*Encroachment Agreement Upon Drainage and Utility Easement*" is required)
- Application Form:** All items must be fully completed either typewritten or printed in ink.
- HOA Review:** A letter from the area's homeowner's association providing review and approval of the proposed encroachment must be provided, if applicable.
- Utility Review:** A letter of no objection from all applicable utilities present in the area, on company letterhead, must be provided for the encroachment request. Please note that the Bargersville Water Department and the Bargersville Sanitation Department review are required as part of the utility review.
- Site Plan:** A site plan (up to 11x17) showing the lot lines, drainage and utility easements, rights-of-way, all existing structures, and the proposed encroachment. The site plan must be accurate and to scale for complete review.
- Encroachment Agreement:** A recorded encroachment agreement upon drainage and utility easement is required for any proposed encroachment that is proposed to have a permanent foundation. Please note that an additional fee of \$200.00 is required for an encroachment agreement for the preparation and recording costs of the document.

Application Schedule: Meetings will be held in the Boardroom of Town Hall (24 N Main Street; Bargersville IN 46106) at 5:00 PM on the 4th Monday of each month unless otherwise noted.

Meeting Date	Agenda Placement Deadline
Monday, January 25, 2021	Friday, January 15, 2021
Monday, February 22, 2021	Friday, February 12, 2021
Monday, March 22, 2021	Friday, March 12, 2021
Monday, April 26, 2021	Friday, April 16, 2021
Monday, May 24, 2021	Friday, May 14, 2021
Monday, June 28, 2021	Friday, June 18, 2021
Monday, July 26, 2021	Friday, July 16, 2021
Monday, August 23, 2021	Friday, August 13, 2021
Monday, September 27, 2021	Friday, September 17, 2021
Monday, October 25, 2021	Friday, October 15, 2021
Monday, November 22, 2021	Friday, November 12, 2021
Monday, December 27, 2021	Friday, December 17, 2021
Monday, January 24, 2022	Friday, January 14, 2022

Utility Contacts: A signed letter of no objection, on company letterhead, to the encroachment request form each utility that provides service to the location must be provided in order for an application to be considered complete. Please note the Bargersville Water Department and Bargersville Wastewater Department are required utility review agencies.

The following is not intended to be an exhaustive list of utilities that service all locations within the Bargersville Storm Water Utility jurisdiction. Additional utility review may be required for individual locations.

Company	Contact Person	Address	Phone / E-Mail
Cable Television / Internet / Telephone			
Comcast Communications, Inc./ Xfinity	Steve McArtor	1600 W Vernal Pike Bloomington IN 47404-2867	812.822.3267 steve_mcartor@cable.comcast.com
MetroNet	Doug Rekart	3701 Communications Way Evansville IN 47715	317.599.1191 doug.rekart@metronetinc.com
AT&T Indiana	Joshua Hewitt	240 N Meridian St Indianapolis IN 46204	317.252.5072 jh6813@att.com
Century Link	David Meyers	50 N Jackson St Franklin IN 46131	317.736.4863 david.meyers@centrylink.com
Electric Service			
Town of Bargersville	Utility Administrator	PO Box 420 Bargersville IN 46106	317.422.3170 utilities@townofbargersville.org
Johnson County REMC	John Hendricks	750 International Dr Franklin IN 46131	317.736.6174 www.jcremc.com
Duke Energy Indiana, Inc.	Joseph Neuenschwander	2515 N Morton St Franklin IN 46131	317.736.2014 joseph.neuenschwander@duke-energy.com
Natural Gas			
Vectren Energy	Perry Cloyd	4324 Middle Rd Columbus IN 47201	812.330.4010 pcloyd@vectren.com
Sanitary Sewer			
Town of Bargersville	Utility Administrator	PO Box 420 Bargersville IN 46106	317.422.3170 utilities@townofbargersville.org
Water Service			
Town of Bargersville	Utility Administrator	PO Box 420 Bargersville IN 46106	317.422.3170 utilities@townofbargersville.org
Indiana American Water	Rachel Merrifield	2501 Endress Pl Greenwood IN 46143	317.881.0270 Ext 1 www.amwater.com
Pipeline			
BP North America, Inc.	Land & Right-of-Way Department	150 W Warrenville Rd Naperville IL 60536-9922	630.536.2519 bppipelinesrow@bp.com



Storm Water Utility Board

Easement Encroachment Request - Application

For Office Use Only	
Submittal Date	
Hearing Date	
Case Number	

Location

Tax Parcel Identification Number

Address

Subdivision

Section

Lot Number

Applicant / Owner Information

Name

Address

City

State

Zip

Primary Phone

E-Mail

Describe the Nature of the Encroachment

Signature

Name (printed)

Signature of Applicant

Date