

# FENCE PERMIT REQUIREMENTS

## FENCES NOT LOCATED WITHIN A DRAINAGE EASEMENT

- ✓ Application (all three pages complete)
- ✓ Two copies of Property Survey or Plot Plan showing the location of the fence (**including dimensions**) and all easements
- ✓ Documentation showing material and style of fence (fence company estimate and illustration will satisfy this requirement)
- ✓ Fence Permit Fee is \$50.00 (Paid at issuance of permit)

## FENCES LOCATED WITHIN A DRAINAGE EASEMENT

- ✓ Application (all three pages complete)
- ✓ Signed and completed Encroachment Agreement
- ✓ Two copies of Property Survey or Plot Plan showing the location of the fence (including dimensions) and all easements
  - Fence drawing must include gates or removable panels at each end of the easement.
- ✓ Documentation showing material and style of fence (fence company estimate and illustration will satisfy this requirement)
- ✓ Utility Location Report, including any buried storm water pipes and drainage
  - Holey Moley (IUPPS, Indiana 811) will **NOT** locate buried storm water pipes and drainage
  - The Yellow Pages should have a listing of private utility location companies
- ✓ If fence is located within a swale, provide a cross-section drawing of the fence crossing the swale (Fence must be 25% open within a swale)
- ✓ Fence Permit Fee is \$50.00 (Paid at issuance of permit)

## PERMIT PROCESS FOR FENCES WITHIN DRAINAGE EASEMENTS

1. Complete application, signed Encroachment Agreement and other information requested above.
2. Return completed application, signed Encroachment Agreement and required information to Town Hall.
3. Town Staff will review the permit, if the permit meets the requirements of the Zoning Ordinance, staff will call applicant to pick up Encroachment Agreement.
4. Have the Encroachment Agreement notarized and take the agreement to the Recorder's Office in Danville (Recorder's Office Fee +/- \$30.00).
5. Record the agreement under "Encroachment" with applicant's property (Make a copy of Agreement, if wanted for applicant's records) and return original recorded agreement to Town Hall.
6. Pay for the permit (\$50.00).