



# FENCE PERMIT REQUIREMENT CHECKLIST

## BASIC APPLICATION ITEMS

- Application (both 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 with application submittal)

## IF FENCE IS PROPOSED TO ENTER A DRAINAGE EASEMENT (D.E.)

Staff will notify property owner if the proposed fence enters an easement.

- Utility Location Report (ULR), 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. The fee for a ULR must be paid to the service provider, not to the Town of Avon.
- Fences located within easements **MUST** have gates or removable panels within the easement.
- If fence is located within a swale (depression within an easement to channel water), provide a cross-section drawing of the fence crossing the swale (Fence must be 25% open within a swale. A shadowbox fence will **NOT** satisfy this requirement)
- After review of the ULR, Staff will notify the property owner of any changes required. Once review is complete, property owner will complete an Easement Encroachment Agreement (EEA) located at Town Hall.

## PERMIT PROCESS FOR FENCES WITHIN DRAINAGE EASEMENTS

1. Submit complete application including plot plan and fence specifications.
2. Submit a Utility Location Report provided by a private Utility Location Service after Staff informs property owner that a ULR is required.
3. Application and ULR are scheduled to be reviewed by the Public Works Department. Once this review is complete, Staff will contact property owner regarding any required changes. If no changes are required or have been completed, the property owner must complete an Easement Encroachment Agreement.
4. Property owner must obtain an EEA form from Town Hall. This document must be notarized and the EEA, along with a copy of the plot plan, must be taken to the Recorder's Office at the Hendricks County Government Center, 355 S Washington Street, Danville, IN. This fee is determined by the Recorder's Office.
5. A copy of the recorded EEA must be returned to Avon Town Hall before the fence permit may be issued and work may begin on the fence.