

FENCE PERMIT APPLICATION

Town of Avon
6570 E. US Hwy 36
Avon, Indiana 46123
(317) 272-0948

Your completed fence permit application **MUST** be accompanied by the following items:

- (2) Copies of Property Survey or Plot Plan showing the location of the fence and all easements.
- Documentation showing material and style of fence. (ex. a contractor sheet or information sheet)

If you are proposing to locate your fence within a drainage easement, the following items will be required by Town Staff following initial review and **Staff will complete Sections 5 & 6.**

- Utility location report (including any buried storm water conveyance) by a registered utility location service. **(Please submit a completed application, plot plan, measurements and fence diagram so Staff can determine if a Utility Location Report is needed.)**
- Signed Encroachment Agreement (to be obtained from Town Hall after review of the application)

1. LOCATION OF IMPROVEMENT

Street Address: _____

Major Subdivision Name: _____ Lot No: _____ Section: _____
(Located on Plot Plan) (Located on Plot Plan)

Location of Nearest Intersection: _____

2. PROJECT CONTACT

Owner Name: _____ Phone: _____

Owner Address: _____

Owner Email Address: _____

Builder/Contractor: _____ Phone: _____

3. TYPE OF IMPROVEMENT

Fence Wall Other _____

4. CHARACTERISTICS OF THE STRUCTURE

Material: _____ Height of Structure: _____ ft. Estimated Construction Cost of Structure: \$ _____

----- FOR OFFICE USE ONLY -----

5. UTILITY LOCATION REPORT (Staff Use. Will notify property owner if 5 & 6 are required)

Company Name: _____ Phone No: _____

6. PERMEABLE FENCING REQUIREMENTS (Required for Fences within a Drainage Easement)

Fence Located within a Swale: No Yes (If yes, fence is required to be 25% pervious and diagram may be required)

Reviewed By: _____ Date: _____

7. AFFIDAVIT OF APPLICANT

1. I have checked the Town's website to determine if my property is within the corporate limits of the Town of Avon.
2. I understand that the review of this permit may take up to 30 days.
3. I have provided two (2) copies of a plot plan or property survey showing the location of the fence as well as all easements.
4. I have provided documentation showing the material and style of the fence.
5. Work cannot be started before a building permit has been posted and work cannot continue if the building permit has been destroyed, lost, or stolen. A new building permit must be posted.
6. The building permit must be posted on-site in a conspicuous location, visible from the street, and must remain in place during the entire period of construction.
7. The building permit becomes void if construction work has not started within twelve (12) months from the date the permit was issued.
8. If any changes or deviations are made from the original application, a new fence permit must be obtained from the Planning and Building Department.
9. A Final inspection of the constructed fence may occur. Failure to construct in accordance with the terms of this permit will result in Zoning Enforcement by the Town.
10. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.

8. APPLICANT INFORMATION *(I have read and agree with the above affidavit.)*

(Applicant Name-Please Print)

(Applicant Signature)

(Applicant's Mailing Address)

(Date)

(City, State and Zip Code)

(Telephone Number)

9. DISCLOSURE STATEMENT *(To be completed by applicant)*

I _____, being duly sworn upon my oath state as follows:
(Applicant or Applicant Representative. Please Print)

(CIRCLE APPLICABLE PROVISION BELOW)

A. To the best of my knowledge the applicant named above has no financial agreements, or contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission.

B. List any and all contracts, arrangements or financial agreements, and all entities to such contracts arrangements or financial agreements: _____

Signature

Date

----- FOR OFFICE USE ONLY -----

Date Received: _____

Public Works Approval: _____

Permit Fee Collected: \$ _____

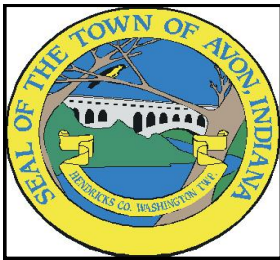
Planning Approval: _____

Receipt Number: _____

Issued By: _____

Permit Number: _____

Date Issued/Denied: _____



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.