



# City of Greenwood Board of Public Works and Safety Application Kit Encroachment Request

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## APPLICATION

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A complete application and all required attachments and forms are to be submitted by the date shown on the Board of Public Works and Safety Application 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.

- Completed Application Form.** You must include the nature of the issue, who will represent the issue at the meeting and contact information.
- 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 regard to the encroachment. Please find enclosed a listing of utility companies that service the Greenwood area. This list may or may not include all of the utilities in your area.
- Letter from Greenwood Stormwater Department.** Please note that the City of Greenwood Stormwater Department is on the list of utility companies attached. Even though you are making your application to the City of Greenwood, a letter from that department, stating their position in regard to the encroachment, must be submitted.
- Letter from Greenwood Sanitation Department.** Please note that the City of Greenwood Sanitation Department is on the list of utility companies attached. Even though you are making your application to the City of Greenwood, a letter from that department, stating their position in regard to the encroachment, must be submitted.
- Letter from Homeowner's Association.** You must obtain a letter from your Homeowner's Association, if applicable, stating their position in regard to the encroachment.
- Drawing.** An accurate and scaled drawing, showing how the area will be encroached.
- Submittal.** The application form, All letters from the utility companies, including Greenwood Sanitation Department, the original signed letter from your Homeowner's Association, if applicable, and an accurate drawing must be submitted to Carol Pinnick at:

City of Greenwood  
Department of Community Development Services  
Engineering Division  
300 S. Madison Avenue-2<sup>nd</sup> Floor  
Greenwood, In 46142

**PLEASE NOTE:** The Engineering Division will recommend against approval of the installation of any encroachment within the rear yard easement. However, the final decision is up to the Board of Public Works and Safety. The Engineering Division will consider, on a case by case basis, the installation of any encroachment in side yard easements.

CITY OF GREENWOOD  
DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES  
ENGINEERING DIVISION  
300 S. Madison Avenue -2<sup>nd</sup> floor, Greenwood, IN 46142  
Phone: (317) 887-5230 \* Fax: (317) 887-5616  
E-Mail: [engineering@greenwood.in.gov](mailto:engineering@greenwood.in.gov)  
Website: [www.greenwood.in.gov](http://www.greenwood.in.gov)

## UTILITY COMPANIES AND HOMEOWNER'S ASSOCIATION

### Utility Letters

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

The following list may or may not include all of the utilities which service 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, Web Site, Email
<b>CABLE TV</b>			
Comcast Cable Communications, Inc.	Steve McArtor	1600 W Vernal Pike Bloomington, IN 47404-2867	(812) 822-3267 phone <a href="mailto:steve_mcartor@cable.comcast.com">steve_mcartor@cable.comcast.com</a>
Metronet The Power of Fiber	Doug Reckart	3701 Communications Way Evansville, IN 47715	(317) 599-1191 phone (317) 599-1141 fax <a href="mailto:doug.reckart@metronetinc.com">doug.reckart@metronetinc.com</a>
<b>ELECTRIC</b>			
Duke Energy Indiana, Inc.	Joseph Neuenschwander	2515 N Morton Street Franklin, IN 46131	(317) 736-2014 phone <a href="mailto:joseph.neuenschwander@duke-energy.com">joseph.neuenschwander@duke-energy.com</a>
Indianapolis Power & Light	Bill Luecht	1230 W. Morris Street Indianapolis, IN 46221	(317) 261-8552 <a href="mailto:Bill.luecht@aes.com">Bill.luecht@aes.com</a>
Johnson County REMC	John Hendricks, Engineer	750 International Drive Franklin, IN 46131	(317) 736-6174 phone (317) 736-8185 fax <a href="http://www.jcremc.com">www.jcremc.com</a>
Hoosier Energy Rural Electric Cooperative, Inc.	Tom Gallagher, Real Estate Specialist	211 State HWY 43 Spencer, Indiana 47460	(812) 876-0377 phone <a href="mailto:tgallagher@hepn.com">tgallagher@hepn.com</a>
<b>GAS</b>			
Vectren Energy Delivery of Indiana	Perry Cloyd	4324 Middle Road Columbus, IN 47203-1829	(812) 330-4010 phone <a href="mailto:pcloyd@vectren.com">pcloyd@vectren.com</a>
<b>SANITARY SEWER</b>			
City of Greenwood Sanitation	Keith Meier	367 S Washington St. Greenwood, IN 46143	(317) 888-1254 phone (317) 887-5715 fax
<b>STORMWATER</b>			
City of Greenwood Stormwater	Stormwater	300 S Madison Avenue Greenwood, IN 46142	(317) 887-4711 phone (317) 887-5616 fax <a href="mailto:stormwater@greenwood.in.gov">stormwater@greenwood.in.gov</a>
<b>TELEPHONE &amp; INTERNET</b>			
AT&T-Indiana	Joshua Hewitt	240 N. Meridian Street Indianapolis, IN 46204	(317) 252-5072 phone (317) 252-4013 fax <a href="mailto:Jh6813@att.com">Jh6813@att.com</a>
CenturyLink	David Meyers	50 N Jackson Street Franklin, IN 46131	(317) 736-4863 phone <a href="mailto:david.meyers@centurylink.com">david.meyers@centurylink.com</a>
<b>WATER</b>			
Indiana American Water	Rachel Merrifield	2501 Endress Place Greenwood, IN 46143	(317) 881-0270 ext. 1 (317) 887-3054 fax <a href="http://www.amwater.com">www.amwater.com</a>
Town of Bargersville Utilities <b>CONTACT ONLY IF YOU USE BARGERSVILLE UTILITIES</b>	Glenda Johnston	P O Box 420 Bargersville, IN 46106	(317) 422-3120 phone (317) 422-3743 fax <a href="mailto:gjohnston@townofbargersville.org">gjohnston@townofbargersville.org</a>
<b>PIPELINE</b>			
BP (North America, Inc)		<a href="mailto:BPPipelinesROW@bp.com">BPPipelinesROW@bp.com</a> or: BP Pipelines (North America) Land & Right of Way Dept 150 W Warrenville Road Naperville, IL 60536-9922	(630) 536-2519 phone
formerlyTeppco/ Enterprise Products	Mike Brown	P.O. Box 4324 Houston, TX 77210-4324	(281)887-3310 <a href="mailto:mdbrown@eprod.com">mdbrown@eprod.com</a>

**Homeowner's Association Letter** You must obtain a signed letter from your homeowner's association, if one exists or is active, stating their position on the encroachment.



City of Greenwood  
Board of Public Works and Safety

For Office Use Only	
Submittal Date	
Hearing Date	

# Encroachment Request

## 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 than 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 \_\_\_\_\_

# 2018

## City of Greenwood Board of Public Works and Safety

City Center Building, 300 S. Madison Ave.  
1<sup>st</sup> Floor Meeting Room

<b>Application Submittal Deadline</b>	<b>Meeting Date</b>	<b>Meeting Time</b>
December 20	January 3*	5:30 pm
January 3	January 15	5:30 pm
January 22	February 5	5:30 pm
February 7	February 21*	5:30 pm
February 21	March 5	5:30 pm
March 5	March 19	5:30 pm
March 19	April 2	5:30 pm
April 2	April 16	5:30 pm
April 25	May 9*	5:30 pm
May 9	May 21	5:30 pm
May 21	June 4	5:30 pm
June 4	June 18	5:30 pm
June 18	July 2	5:30 pm
July 2	July 16	5:30 pm
July 23	August 6	5:30 pm
August 6	August 20	5:30 pm
August 22	September 5*	5:30 pm
September 5	September 17	5:30 pm
September 17	October 1	5:30 pm
October 1	October 15	5:30 pm
October 24	November 7*	5:30 pm
November 7	November 19	5:30 pm
November 19	December 3	5:30 pm
December 3	December 17	5:30 pm

**\*Wednesday Night Meeting**