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

APPLICATION

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-2nd 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 -2nd floor, Greenwood, IN 46142
Phone: (317) 887-5230 * Fax: (317) 887-5616
E-Mail: engineering@greenwood.in.gov
Website: 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
CABLE TV			
Comcast Cable Communications, Inc.	Steve McArtor	1600 W Vernal Pike Bloomington, IN 47404-2867	(812) 822-3267 phone steve_mcartor@cable.comcast.com
Metronet The Power of Fiber	Doug Reckart	3701 Communications Way Evansville, IN 47715	(317) 599-1191 phone (317) 599-1141 fax doug.reckart@metronetinc.com
ELECTRIC			
Duke Energy Indiana, Inc.	Joseph Neuenschwander	2515 N Morton Street Franklin, IN 46131	(317) 736-2014 phone www.joseph.neuenschwander@duke-energy.com
Indianapolis Power & Light		One Monument Circle Indianapolis, IN 46204	www.iplpower.com
Johnson County REMC	John Hendricks, Engineer	750 International Drive Franklin, IN 46131	(317) 736-6174 phone (317) 736-8185 fax www.jcremc.com
Hoosier Energy Rural Electric Cooperative, Inc.	Tom Gallagher, Real Estate Specialist	211 State HWY 43 Spencer, Indiana 47460	(812) 876-0377 phone tgallagher@hepn.com
GAS			
Vectren Energy Delivery of Indiana	Perry Cloyd	4324 Middle Road Columbus, IN 47203-1829	(812) 330-4010 phone pcloyd@vectren.com
SANITARY SEWER			
City of Greenwood Sanitation	Keith Meier	367 S Washington St. Greenwood, IN 46143	(317) 888-1254 phone (317) 887-5715 fax
STORMWATER			
City of Greenwood Stormwater	Stormwater	300 S Madison Avenue Greenwood, IN 46142	(317) 887-4711 phone (317) 887-5616 fax stormwater@greenwood.in.gov
TELEPHONE & INTERNET			
AT&T-Indiana	Joshua Hewitt	240 N. Meridian Street Indianapolis , IN 46204	(317) 252-5072 phone (317) 252-4013 fax Jh6813@att.com
CenturyLink	David Meyers	50 N Jackson Street Franklin, IN 46131	(317) 736-4863 phone david.meyers@centurylink.com
WATER			
Indiana American Water	Rachel Merrifield	2501 Endress Place Greenwood, IN 46143	(317) 881-0270 ext. 1 (317) 887-3054 fax www.amwater.com
Town of Bargersville Utilities	Niki Balish	P O Box 420 Bargersville, IN 46106	(317) 422-3120 phone (317) 422-3743 fax nbalish@townofbargersville.org
PIPELINE			
BP (North America, Inc)		BPPipelinesROW@bp.com 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 mdbrown@eprod.com

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

Encroachment Request

For Office Use Only	
Submittal Date	
Hearing Date	

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

2016
City of Greenwood
Board of Public Works and Safety

City Center Building, 300 S. Madison Ave.
1st Floor Meeting Room

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

***Wednesday Night Meeting**