



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

APPLICATION

A completed application form along with all required attachments, as outlined below, are to be submitted by the date shown under the “Application Submittal Deadline” column on the attached BPWS Meeting Schedule. After receipt of all items, 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 after the posted “Application Submittal Deadline” date for a BPWS meeting will be placed on the application cycle for the next regularly scheduled BPWS meeting.

- Completed Application Form.** You must include the nature of your request, who will represent the request at the BPWS meeting along with the representatives appropriate contact information such as email address and telephone number.
- Certificate of Mailing.** It is the applicant’s responsibility to notify each utility company shown on the list provided by the City in the attached application packet. The letter to each utility must state the applicant’s intent to encroach into the easement (state type of easement; drainage, utility, sanitary sewer, etc.) and the encroachment being requested (fence, pool, etc.). The letter must also state that the utility company may attend the City of Greenwood Board of Public Works and Safety meeting on (insert date of meeting) to present comments, for or against the encroachment request. A drawing must also be submitted with the letter to each utility company.
- Letter from Homeowner’s Association.** You must obtain a signed letter from your Homeowner’s Association, if applicable, stating its position regarding the encroachment request.
- Drawing.** An accurate and scaled drawing, showing how the easement area will be encroached upon.
- Submittal.** The application form, a completed and executed certificate of mailing form by the post office, the original signed letter from your Homeowner’s Association, if applicable, and an accurate drawing must be submitted to the engineering division at:

City of Greenwood
Department of Community Development Services
Engineering Division
300 South Madison Avenue-2nd Floor
Greenwood, Indiana 46142

PLEASE NOTE: The Engineering Division will recommend against approval of the installation of any encroachment within any 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 within any side yard easement.

CITY OF GREENWOOD
DEPARTMENT OF COMMUNITY DEVELOPMENT
SERVICES
ENGINEERING DIVISION
300 South Madison Avenue -2nd floor, Greenwood, Indiana 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

All utility companies have legal rights to all utility easements; therefore notification must be made to ALL utility companies listed below:

Company	Contact Person	Address
CABLE TV		
Comcast Cable Communications, Inc.	Steve McArtor	1600 W Vernal Pike Bloomington, IN 47404-2867
Metronet The Power of Fiber	Korie Nellis	3701 Communications Way Evansville, IN 47715
ELECTRIC		
Duke Energy Indiana, Inc.	Jessica Turner – Distribution	2515 N Morton Street Franklin, IN 46131
Duke Energy Indiana, Inc.	Ryan Daugherty-Transmissions	2727 Central Ave. Columbus, IN 47201
Indianapolis Power & Light	Bill Luecht	1230 W. Morris Street Indianapolis, IN 46221
Johnson County REMC	Lukas Ramey	750 International Drive Franklin, IN 46131
Hoosier Energy Rural Electric Cooperative, Inc.	N/A	211 State HWY 43 Spencer, Indiana 47460
GAS		
Vectren Energy Delivery of Indiana	N/A	Not Needed; Letter on File.
SANITARY SEWER		
City of Greenwood Sanitation	Sanitation Field	367 S Washington St. Greenwood, IN 46143
STORMWATER		
City of Greenwood Stormwater	Stormwater	300 S Madison Avenue Greenwood, IN 46142
TELEPHONE / INTERNET		
AT&T-Indiana	Joshua Hewitt	240 N. Meridian Street Indianapolis, IN 46204
CenturyLink	John Unverferth	944 S. Central Ave. Lima, OH 45804
WATER		
Indiana American Water	Ron Ballard	2501 Endress Place Greenwood, IN 46143
Town of Bargersville Utilities	Michelle Hutte	P O Box 420 Bargersville, IN 46106
PIPELINE		
BP (North America, Inc)	Keith Boyle	BP Pipelines (North America) Land & Right of Way Dept 30 S Wacker Dr., Ste 900 Chicago, IL 60606
Enterprise Products	Mike Brown	P.O. Box 4324 Houston, TX 77210-4324

Homeowner's Association Letter: You must obtain a signed letter from your homeowner's association, if one exists or is active, stating its position regarding the encroachment request.



City of Greenwood
Board of Public Works and Safety (BPWS)

Encroachment Request

For Office Use Only	
Submittal Date	
Hearing Date	

1. Applicant Information:

Name _____

Street Address _____

City, State, Zip Code _____

Telephone _____ Cell Phone _____ Fax _____

E-Mail Address _____

2. BPWS Meeting Date That You Wish to Attend:

3. Person(s) Who Will Attend BPWS Meeting:

Name(s) _____

If different than above, please complete the following:

Street Address _____

City, State, Zip Code _____

Telephone _____ Cell Phone _____ Fax _____

E-Mail Address _____

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 upon and the location of the encroachment.

5. Signature:

The above information and attached exhibits, to the best of my knowledge and belief, are true and correct.

Signature of Applicant _____ Date _____



2022 City of Greenwood Board of Public Works and Safety

City Center Building, 300 S. Madison Ave.
Council Chambers

Application Submittal Deadline	Meeting Date	Meeting Time
December 22	January 5 *	5:30 pm
January 5	January 19 *	5:30 pm
January 24	February 7	5:30 pm
February 9	February 23*	5:30 pm
February 21	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 20	May 4*	5:30 pm
May 2	May 16	5:30 pm
May 23	June 6	5:30 pm
June 6	June 20	5:30 pm
June 22	July 6*	5:30 pm
July 5	July 18	5:30 pm
July 18	August 1	5:30 pm
August 1	August 15	5:30 pm
August 24	September 7*	5:30 pm
September 6	September 19	5:30 pm
September 19	October 3	5:30 pm
October 3	October 17	5:30 pm
October 26	November 9*	5:30 pm
November 7	November 21	5:30 pm
November 21	December 5	5:30 pm
December 5	December 19	5:30 pm

***Wednesday Night Meeting**

SAMPLE LETTER TO UTILITY COMPANY

Contact Person at Utility Company
Utility Company Name
Utility Company Address
Utility Company City, State & Zip Code

RE: Encroachment Request Within Existing Non-Exclusive Easement

Dear (Contact Person at Utility Company)

I, (insert your name), the property owner located at (insert property address) in (insert Subdivision Name, Section Number and Lot Number) am requesting to encroach within a (insert easement type) located along the (north, south, east, west) side(s) of my property with a (describe the encroachment).

The City of Greenwood, Indiana Board of Public Works and Safety will consider this encroachment request at its (insert date of Board meeting and time of meeting) and your company may attend the Board meeting to present comments, for or against, this encroachment request.

Sincerely,

(Property Owner Signature and Printed Name)

- ***Property Owner Information***

NAME:

ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

- ***A drawing is required to be sent to each Utility Company.***



Certificate of Mailing – Encroachment Request

Name and Address of Sender		Type of Mail <input checked="" type="checkbox"/> Certificate of Mailing		
Line	Name & Address	Postage	Fee	Remarks
1	Comcast Cable Communications, Inc. Steve McArtor 1600 W Vernal Pike - Bloomington, IN 47404-2867			
2	Metronet The Power of Fiber Korie Nellis 3701 Communications Way - Evansville, IN 47715			
3	Duke Energy Indiana, Inc. Reese Heilers – Distribution 2515 N Morton St - Franklin, IN 46131			
4	Duke Energy Indiana, Inc. Ryan Daugherty – Transmissions 2727 Central Ave. - Columbus, IN 47201			
5	Indianapolis Power & Light Bill Luecht 1230 W. Morris St -Indianapolis, IN 46221			
6	Johnson County REMC Lukas Ramey 750 International Dr.- Franklin, IN 46131			
7	Hoosier Energy Rural Electric Cooperative, Inc. 211 State HWY 43 - Spencer, IN 47460			
8	City of Greenwood Sanitation Sanitation Field 367 S. Washington St. - Greenwood, IN 46143			
9	City of Greenwood Stormwater 300 S. Madison Avenue 3 rd Floor - Greenwood, IN 46142			
10	AT&T – Indiana Joshua Hewitt 240 N. Meridian St. - Indianapolis, IN 46204			
11	CenturyLink John Unverferth 944 S. Central Ave. – Lima, OH 45804			
12	Indiana American Water Rachel Merrifield 2501 Endress Pl. - Greenwood, IN 46143			
13	Town of Bargersville Utilities Michelle Hutte P.O. Box 420 - Bargersville, IN 46106			
14	BP Pipelines (North America, Inc) Keith Boyle Land & Right of Way Dept. 30 S. Wacker Dr., Ste 900 - Chicago, IL 60606			
15	Enterprise Products Mike Brown P.O. Box 4324 - Houston, TX 77210-4324			
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office	POSTMASTER, PER <i>(Name of receiving employee)</i>	

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.

POSTMARK AND DATE OF RECEIPT