



TOWN OF FORTVILLE Easement Encroachment Application

- ✓ Use this form if a fence, driveway, or patio is desired to be placed within a Drainage Easement. Note, if a drainage pipe exists within the Easement, the fence, driveway, or patio should generally be a minimum of 7.5' away from the adjacent property line in order to allow for maintenance and proper drainage flow.
- ✓ If your neighborhood has a homeowner's association, obtain their approval prior to construction.
- ✓ Attach a plot plan showing the location of the fence, driveway, or patio and provide a copy of your deed.
- ✓ The Town's application fee is \$40.
- ✓ Read the attached "Easement Encroachment Agreement," sign, and have it notarized. It can also be notarized at Town Hall. The blanks on the document will be filled in by the Town. Submit with this application. The Town will handle recordation of the agreement with the Hancock County Recorder. You will be notified of approval via email.
- ✓ If you have questions, please contact Adam Zaklikowski, Planning & Building Director, 317-485-4044 Ext. 105, azak@fortvilleindiana.org.

Applicant Information

Property Owner: _____ Phone: _____
First and Last Name *xxx-xxx-xxxx*

Property Address: _____ Email: _____
Ex: 123 Wyndstone Way *johndoe@sample.com*

Subdivision & Section (if applicable): _____ Lot Number: _____
Ex: Wyndstone Section 4 *000*

Description of Project: _____
Ex: Desire to construct a 6' tall wood shadowbox fence.

Required Documents & Signature

- I have attached my plot plan showing the location of the proposed fence, driveway, or patio.
- I have attached my property deed.
- I have attached a signed "Easement Encroachment Agreement."
- I have attached a check for \$40.00 made payable to the Town of Fortville.

Signature of Property Owner: _____ Date: _____

*** FOR OFFICIAL USE ONLY ***

DATE RECEIVED (COMPLETE APPLICATION):

APPROVAL STAMP: