



ENCROACHMENT LICENSE **APPLICATION INSTRUCTIONS**

CITY USE

- _____ ♦ Complete Encroachment License application, *ALL* obtain owner's (property owner) /petitioner's signatures (business owner), and have notarized.
- _____ ♦ A written **legal description** of the property is required.
- _____ ♦ Two (2) scaled **site plans** showing details of the proposed encroachment are required; including but not limited to: right-of-way location, any obstacles such as parking meter posts, planters, signs, traffic lights, etc.
- _____ ♦ If within the Regional Center District, you must first obtain **Regional Center approval (Current Planning, 18th floor, City-County Bldg.)**. (*Note: A copy of the **Regional Center approval letter** must be submitted with the encroachment application). You can obtain the application for Regional Center Approval on-line at: <https://www.indy.gov/activity/land-use-petition-forms-and-fees> ; you can submit the application and documents to: planningapplications@indy.gov .
- _____ ♦ If within **Historic District** must obtain **IHPC (Indianapolis Historic Preservation Commission) approval** (*Note: A copy of the "Certificate of Appropriateness" must be submitted with the encroachment application).
- _____ ♦ Please submit application along with any additional documentation to the address below along with a \$40.00 application fee. Checks should be made payable to "THE CITY OF INDIANAPOLIS".

Department of Business and Neighborhood Services
200 E. Washington St., Suite 107
Indianapolis, Indiana 46204.
Phone #: (317) 327-8583 Email: row@indy.gov
- _____ ♦ Once the application has been reviewed and approved, you will be contacted by email with attached approved documents for next steps. **A licensing fee will be assessed upon approval of license.**
- _____ ♦ You must then obtain the required stamps from the **Treasurer's Office (10th floor, City-County Bldg)** AND take and have recorded (**Recorder's Office, 7th floor, City-County Bldg.**)
- _____ ♦ Your recorded documents will be mailed back to you (typically in about a week). You will then return a copy of the recorded document including the stamped **recorded instrument number** to DBNS, either in physical form or a scanned copy via email.
- _____ ♦ The **Encroachment License** will then be released/issued, as well as the **Right-of-Way Permit** (if applicable), to perform the work to install the encroaching item within the City's right-of-way.



ENCROACHMENT LICENSE APPLICATION

CASE NUMBER: ENC _____ - _____

PAYMENT: _____

VIO CASE NUMBER: VIO _____ - _____

A. INFORMATION ABOUT BUSINESS BEING LICENSED:

1. ENCROACHMENT LEGAL ADDRESS:

2. CONTACT INFORMATION:

	<u>OWNER (PROPERTY OWNER):</u>	<u>PETITIONER (BUSINESS OWNER):</u>
NAME:	_____	_____
ADDRESS:	_____	_____
CITY, STATE, ZIP:	_____	_____
E-MAIL ADDRESS:	_____	_____
PHONE & FAX #:	_____	_____

3. BRIEF DESCRIPTION OF ENCROACHMENT (I.E. WHAT ARE YOU PLACING IN THE CITY RIGHT-OF-WAY?) ATTACH ADDITIONAL SHEETS IF NECESSARY:

4. LEGAL STATUS OF BUSINESS: ☐ CORPORATION (STATE OF INCORPORATION) _____, ☐ PARTNERSHIP OR ☐ SOLE PROPRIETOR.

B. LENGTH OF TIME APPLICANT INTENDS TO MAINTAIN PROPOSED ENCROACHMENT (LENGTH OF TIME FROM 1-20 YEARS): _____

C. DESCRIPTION OF PROPERTY (ATTACH A LEGAL DESCRIPTION AND TWO (2) SITE PLANS FOR REVIEW) SITE PLANS MUST BE DETAILED AND INCLUDE ANY/ALL NECESSARY INFORMATION.

D. IS THIS WITHIN THE HISTORICAL DISTRICT?: ☐ YES ☐ NO IF YES, PLEASE ATTACH A COPY OF THE CERTIFICATE OF APPROPRIATENESS TO THIS DOCUMENT.

E. IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED A LICENSE TO MAINTAIN AN ENCROACHMENT UPON THE PUBLIC RIGHT OF WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED ABOVE, AND PROMISES UNDER OATH THAT HE/SHE AND ALL SUCCEEDING TITLE OWNERS OF THE LAND DESCRIBED IN SECTION A, LINE 1 ABOVE, WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID LICENSE, IF GRANTED.

SIGNATURE OF PETITIONER (BUSINESS)

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

INDEMNIFICATION AGREEMENT:

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ENCROACHMENT LICENSE WILL BE GRANTED.

THE APPLICANT/LICENSE HEREBY AGREES TO HOLD HARMLESS AND TO INDEMNIFY THE CITY AS THE RESULT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT/LICENSEES, HIS/HERS HEIRS, SUCCESSOR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE GRANT OF ENCROACHMENT PURSUANT TO THIS LICENSE.

SIGNATURE OF OWNER (PROPERTY)

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

STATE OF INDIANA)
)
COUNTY OF MARION)

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND

STATE, THIS _____ DAY _____ 20 ____.

COUNTY OF RESIDENCE

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRATION DATE

PRINTED NAME

STAMP FROM MARION COUNTY TREASURERS' OFFICE:

INFRASTRUCTURE SUPERVISOR/MANAGER APPROVAL:

SIGNATURE PRINTED NAME DATE: _____

TRAFFIC ENGINEERING APPROVAL:

SIGNATURE PRINTED NAME DATE: _____