



Department of Community Development Services

Division of Engineering

225 South Emerson Avenue
Suite A
Greenwood, Indiana 46143
(317) 887-5230
FAX (317) 865-8242
www.greenwood.in.gov

October 5, 2010

To All Homeowner's Associations:

This is a reminder that City of Greenwood ordinances prohibit the placement of any structure within an easement without the approval of the Board of Public Works and Safety (BPW&S). By ordinance definition, a fence is considered a structure. Also, any subsurface work in an easement by other than a utility requires BPW&S approval.

Mark A. Richards, P.E.
*Director of Community
Development Services and
City Engineer*
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In addition, any projects which require working within or altering anything within the right-of-way must obtain a Right-Of-Way Permit from the Engineering Division.

Paul D. Peoni
Senior Technician
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We are asking that you please notify all homeowners of these requirements.

I have attached a copy of our encroachment application packet for your use. You may also find this packet on our website at www.greenwood.in.gov. Please feel free to make copies as needed.

To obtain a right-of-way permit, an application form will need to be filled out at the offices of the Engineering Division at 225 S Emerson Avenue, Greenwood, IN 46143. Please bring a drawing/sketch of the proposed work to put with your application. Also, you must bring in or have on file an original \$5,000 License and Permit Bond. A sample of the bond required may be found on our website. Encroachments must be approved by the BPW&S before a right-of-way permit can be issued.

Thank you for your assistance in this matter. Should you have any questions, please feel free to contact the Department of Community Development Services at (317) 887-5230.

Sincerely,

Mark A. Richards

Digitally signed by Mark A. Richards
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Greenwood, ou=City Engineer,
email=richardma@greenwood.in.gov, c=US
Date: 2010.10.04 17:08:37 -0400

*Mark A. Richards, P.E.
Director of Community Development Services
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