

INSTRUCTIONS FOR FILING NON-ENFORCEMENT REQUESTS FOR UTILITIES

The following are instructions for the completion of the **Non-Enforcement** form for Utilities. This application should be made when a utility wants to encroach in a Hamilton County Regulated Drain Easement with their facility.

- A. The **Non-enforcement Request, Notary Page and Non-enforcement Information form** shall be submitted to the Hamilton County Surveyors Office ten (10) days prior to the Hamilton County Drainage Board meeting. The Drainage Board meetings usually take place on the 2nd and 4th Monday of each month
- B. Submittal shall include plans or schematics showing where the facility is proposed to be located within the drainage easement. Label how far the utility will be located from the top of bank of an open ditch or from the center of drain tile or storm sewer.
- C. Request shall be on the standard form, as supplied by the Surveyors Office.
- D. The form shall be completely filled out with the following information:
 1. Name of utility company.
 2. Name of legal Drain.
 3. Type of utility being installed.
 4. Name of utility company
 5. Number of feet from the drain as shown on the plans
 6. Insert "centerline" or "top of bank"
 7. Type of utility being installed
 8. Township
 9. Names of property owners to be crossed and the owners parcel number of tract as shown in the Hamilton County Auditors Office.
 10. Name of utility company
 11. Type of utility being installed
 12. Name of utility company
 13. Shall be signed by an officer of the utility company, also print name of officer signing and their title within the company.
- E. Include proof of obtaining easement from affected landowners as shown on the warranty deed from the Hamilton County Auditor.
- F. **With this form, submit one check for One hundred (\$100.00) dollars for the first 400 feet, and an additional Seventy (\$70.00) dollars for each 400 feet thereafter, made payable to the Hamilton County Treasurer.**
- G. **Permit fee is a non-refundable review fee.**

Drain Name: _____

Project : _____

This section to be completed by Notary

Notary

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, 20____, personally appeared the within named _____ as applicant and acknowledged the execution of the foregoing document.

WITNESS my hand and official seal.

Notary Public,

Printed Name

Residing in _____ County, IN

My Commission Expires: _____

This section to be completed by Drainage Board Secretary

ATTEST:

Lynette Mosbaugh, Secretary

Redact Statement

“I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Kenton C. Ward, Surveyor ”

Prepared by the Hamilton County Drainage Board: Michael A. Howard, Attorney

NON-ENFORCEMENT INFORMATION

Hamilton County Surveyor's Office
One Hamilton County Square, Suite 188
Noblesville, IN 46060
317-776-8495 fax: 317-776-9628

Name of Drain: _____ Project Name: _____

Parcel Number: _____ Township: _____

Applicant's Name: _____ Property Owner: _____

Address: _____ Property Address: _____

Phone: (____) _____ Phone: (____) _____

E-mail: _____ E-mail: _____

Contact Name: _____ Contractor-Installer: _____

Address: _____ Address: _____

Phone: (____) _____ Phone: (____) _____

E-mail: _____ E-mail: _____

Purpose of Non-enforcement: _____

Reduced to: _____ feet on _____ side of Drain.

If Utility, how many feet is line paralleling drain: _____

Plan Project / Job Number: _____

Project Location: _____

Engineering Firm: _____

Address: _____

Phone: (____) _____ E-mail: _____

****For Office Use Only****

Permit # _____ Project # _____ Check # _____