



FENCE PERMIT APPLICATION

Town of Avon
6570 East US Highway 36
Avon, IN 46123

Your completed fence permit application **MUST** be accompanied by the following items:

- (2) Copies of Property Survey or Plot Plan showing the location of the fence and all easements
- Documentation showing material and style of fence (ex: a contractor sheet or information sheet)

If you are proposing to locate your fence within a drainage easement, the following items will be required by Town Staff following initial review and Staff will complete Sections 5 & 6. If you are proposing to locate your fence within a drainage easement, the following items will be required by Town Staff following initial review and **Staff will complete Sections 5 & 6**

- Utility location report (including and buried storm water conveyance) by a registered utility location service. **(Please submit a completed application, plot plan, measurements, and fence diagram so Staff can determine if a Utility Location Report is needed.)**
- Signed Encroachment Agreement (to be obtained from Town Hall after review of the application)

1. LOCATION OF IMPROVEMENT

Street Address: _____

Major Subdivision Name: _____ Lot No.: _____ Section: _____
(Located on Plot Plan) (Located on

Plot Plan)

Location of Nearest Intersection: _____

2. PROJECT CONTACT

Owner Name: _____ Phone: _____

Owner Address: _____

Owner Email: _____

Builder/Contractor: _____ Phone: _____

3. TYPE OF IMPROVEMENT

____ Fence ____ Wall ____ Other _____

4. CHARACTERISTICS OF THE STRUCTURE

Material: _____ Height of Structure: _____ ft.

Estimated Construction Cost of Structure: \$ _____

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5. UTILITY LOCATION REPORT (Staff use. Will notify property owner if 5& 6 are required.)

Company Name: _____ Phone: _____

6. PERMEABLE FENCING REQUIREMENTS (Required for Fences within a Drainage Easement)

Fence located within a Swale: No Yes (If Yes, fence is required to be 35% pervious and diagram may be required)

Reviewed By: _____ Date: _____

7. AFFIDAVIT OF APPLICANT

1. I have checked the Town’s website to determine if my property is within the corporate limits of the Town of Avon.
2. I understand that the review of this permit may take up to 30 days.
3. I have provided two (2) copies of a plot plan or property survey showing the location of the fence as well as all easements.
4. I have provided documentation showing the material and style of the fence.
5. Work cannot be started before a building permit has been posted and work cannot continue if the building permit has been destroyed, lost, or stolen. A new building permit must be posted.
6. The building permit must be posted on-site in a conspicuous location, visible from the street, and must remain in place during the entire period of construction.
7. The building permit becomes void if construction work has not started within twelve (12) months from the date the permit was issued.
8. If any changes or deviations are made from the original application, a new fence permit must be obtained from the Planning and Building Department.
9. A Final Inspection of the constructed fence may occur. Failure to construct in accordance with the terms of this permit will result in Zoning Enforcement by the Town.
10. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.

8. APPLICANT INFORMATION (I have read and agree with the above affidavit.)

_____	_____
(Applicant Name – Please Print)	(Applicant Signature)
_____	_____
(Applicant’s Mailing Address)	(Date)
_____	_____
(City, State, and Zip Code)	(Telephone Number)

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Date Received: _____	Public Works Approval: _____
Permit Fee Collected: \$ _____	Planning Approval: _____
Receipt Number: _____	Issued By: _____
Permit Number: _____	Date Issued/Denied: _____



FENCE PERMIT REQUIREMENT CHECKLIST

Town of Avon
6570 East US Highway 36
Avon, IN 46123

BASIC APPLICATION ITEMS

- Application (both pages complete)
- Two copies of Property Survey or Plot Plan showing the location of the fence (including dimensions) and all easements
- Documentation showing material and style of fence (fence company estimate and illustration will satisfy this requirement)
- Fence Permit Fee is \$100.00 + \$0.10 per lineal foot (paid with application submittal)

IF FENCE IS PROPOSED TO ENTER A DRAINAGE EASEMENT (D.E.)

Staff will notify property owner if the proposed fence enters an easement.

- Fences located within easements **MUST** have gates or removable panels within the easement.
- If fence is located within a swale (depression within an easement to channel water), provide a cross-section drawing of the fence crossing the swale (Fence must be 25% open within a swale. A shadowbox fence will **NOT** satisfy this requirement)
- After review, Staff will notify the property owner of any changes required. Once review is complete, property owner will complete an Easement Encroachment Agreement (EEA) located at Town Hall.

PERMIT PROCESS FOR FENCES WITHIN DRAINAGE EASEMENTS

1. Submit complete application including plot plan and fence specifications.
2. Once this review is complete, Staff will contact property owner regarding any required changes. If no changes are required or have been completed, the property owner must complete an Easement Encroachment Agreement.
3. Property owner must obtain an EEA form from Town Hall. This document must be notarized and the EEA, along with a copy of the plot plan, must be taken to the Recorder's Office at the Hendricks County Government Center, 355 S Washington Street, Danville, IN. This fee is determined by the Recorder's Office.
4. A copy of the recorded EEA must be returned to Avon Town Hall before the fence permit may be issued and work may begin on the fence.