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Churubusco, IN 46723

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**EASEMENT ENCROACHMENT PROCESS
TOWN OF CHURUBUSCO**

Date of submission: _____

Date of Council meeting: _____ (YOUR ATTENDANCE IS REQUIRED)

The Churubusco Town Council meets the first and third Wednesday of every month. All proposed Encroachment Agreements must be received by the Planning and Building Department no later than the Wednesday prior to the next meeting to be placed on the agenda. Please contact the Council Chief of Staff at (260) 693-9350 for meeting information.

Required documents:

___ Site plan or survey, showing location of proposed improvement with setback measurements

Process:

1. Planning Department staff will fill out the Agreement form, attach the required documents, and copy and scan the paperwork.
2. Staff will place the copies with the pending building permit application and email the scanned file and project information to the Council Chief of Staff.
3. The applicant will contact the Council Chief of Staff to verify the date, time, and location of the Council meeting.
4. The applicant will attend the Council meeting.
5. The Council Chief of Staff will see that the Council's decision is marked on the Agreement form, secure the members' signatures, and have the documents delivered to the Planning Department.
6. Please contact the Planning Department to verify the documents have been received.
7. ***ALL LISTED PROPERTY OWNERS MUST SIGN THE AGREEMENT IN FRONT OF A NOTARY.**
8. The applicant shall have the agreement and associated documents recorded in the Whitley County Recorder's Office. A copy of the recorded documents must be returned to the Planning and Building Department to obtain the building/improvement permit. *Please verify recordation fees with the Whitley County Recorder's Office at (260) 248-3106.*

* Please note that the Council may not approve proposed encroachments. The Council may, at its discretion, place conditions on any approval.

** An Agent's Statement cannot be substituted for an owner's signature. Please discuss any hardships with the Planning/Building Department.