



204 N. Line Street  
Churubusco, IN 46723

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**EASEMENT ENCROACHMENT PROCESS  
TOWN OF CHURUBUSCO**

Applicant: \_\_\_\_\_ Date of submission: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant email: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner of Property (per deed): \_\_\_\_\_

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. Planning Department staff will email the scanned file and project information to the Council Chief of Staff.
3. The Council Chief of Staff will email the applicant and verify the date, time, and location of the Council meeting in which the agreement will be heard. *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 second or fourth Wednesday to be placed on the agenda. While the Town of Churubusco will try to schedule petition hearings to be heard at the next Council meeting, the Town of Churubusco has the right to schedule petition hearings within six weeks of submission.*
4. The applicant is required to attend the Council meeting.
5. The Council Chief of Staff will see that the Council's decision\* is marked on the Agreement form, secure all signatures, and have the documents delivered to the Planning Department. **ALL LISTED PROPERTY OWNERS MUST SIGN THE AGREEMENT IN FRONT OF A NOTARY\*\***
6. Once all documents have been signed by both parties, 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 Town Council.