



Kevin Smith, Mayor

CITY OF ANDERSON *License to Encroach Application*

Department of Municipal Development

120 East Eighth Street • Anderson, Indiana 46018

Office: (765) 648-6168 • Fax: (765) 648-5916 • www.cityofanderson.com

Print in Ink • Incomplete Applications Will Not Be Processed • Permit Valid for One Year

NOTE: A scaled site plan must be submitted showing proposed encroachment, right-of-ways and site improvements / structures.

1. LOCATION OF CONSTRUCTION ACTIVITY

Address: _____

Lot #: _____ Lot Dimensions: _____

Subdivision: _____

Zoning: _____

Dimensions: _____

Height: _____

Road Frontage: _____

Total Square Footage: _____

Front Setback: _____ Right Setback: _____

Left Setback: _____ Rear Setback: _____

2. PETITIONER INFORMATION

Name: _____

Address: _____

Telephone: (____) ____ - _____ Fax: (____) ____ - _____

Email: _____

6. ADDITIONAL INFO REQUIRED ON SITE PLAN:

1. All permanent improvements, right-of-ways and their dimensions.
2. The proposed encroachment and the dimensions.

Note: After a satisfactory scaled site plan is submitted to the Planning Department, staff will review for approval within 24 hours. The permit will be based on compliance with all zoning requirements and development standards. Planning reserves the right to withhold approval and refer the site plan for further review and/or approval to any Board, Commission, Department or Legal Council.

3. INDICATE USE OF ENCROACHMENT

Commercial Retail Commercial Office Multi-Family

Type:

Canopy Permanent Sign Tables and Chairs

Temporary Sign Portable Sign

Start Date: _____ **End Date:** _____

Description _____

FOR OFFICE USE ONLY

Application Approved Application Denied

Date Approved: _____

Chairman Signature: _____

Member Signature: _____

Member Signature: _____

Special Conditions _____

4. CONTRACTOR INFORMATION

Contractor: _____

Address: _____

Telephone: (____) ____ - _____ Fax: (____) ____ - _____

Contact Person: _____

Immediate Contact Telephone: (____) ____ - _____

Email: _____

5. STRUCTURE INFORMATION