

Department of Building, Planning and Development

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Board of Public Works & Safety Process for Locating a Structure in a City Easement

Permits Fees: No fee required.

Structure Definition: (In accordance with Title 150.150 of the Auburn Zoning Code)

Anything constructed or created which provides location in or on the ground or attached to something having a location in or on the ground.

Location Criteria

1. No Fence/Structure/Sign may be located or constructed within a City Utility and Storm or Drainage Easement without the consent of the City Utility Departments and Board of Public Works and Safety

Process Steps

1. Board of Public Works and Safety Application form must be filled out and signed by the property owner.
2. Provide to the Department of Building, Planning and Development office:
 - a. Survey - A copy of the property survey. (if available)
 - b. Plot Plan - A Plot Plan showing proposed location of Fence/Structure/Sign.
 - draw the dimensions of the proposal.
 - show any meter locations/utility locations/taps, etc all structures including house, pools, sheds, etc
 - show proposed gate locations for utility meter reader access.
 - c. Recorded Deed - A copy of the property recorded deed (acquire a copy from the DeKalb County Recorder's Office at the DeKalb County Courthouse – first floor).
3. A Utility Services Agreement form must be filled out and signed by the property owner of legal representative.
4. A Utility Services Agreement will need to be notarized by a notary.
5. The City of Auburn Utility Departments and Planning staff will review the application and utility services agreement at least for public utility location and safety aspects.
6. Utility locations must be contacted. Call (put IUPPS # 811).
7. If, The City of Auburn Board of Public Works approves the proposed location/construction of Fence/Structure/Sign within the Utility, Storm or Drainage Easement; then the property owner/representative will be notified of the approval.
8. The property owner/applicant may obtain a permit application for a Fence/Structure/Sign through the City of Auburn Department of Building, Planning and Development office.
9. The property owner/applicant will need to fill out the form and sign it.
10. Construction for the Fence/Structure/Sign may begin.

CALL BEFORE YOU DIG!

Contact the Indiana Underground Plant Protection Service and request a underground utilities locate for gas service and other utility services along with the City of Auburn (sanitary sewer, storm sewer, water services and electric services). There is no fee for this service.

Call at least Two (2) Working Days Before You Dig
811 or 1-800-382-5544