INSTRUCTIONS FOR UTILITY PERMIT REQUESTS

DEKALB COUNTY SURVEYOR'S OFFICE

- 1. Request shall be made to the DeKalb County Surveyor's Office.
- 2. Request shall be made on standard form only, completely filled out with:
 - a. Drain Name
 - b. Parcel number of property involved.
 - c. Project name (if none then put individual's name).
 - d. Name and address of owner and contractor.
 - e. Specifications of the work and structures to be located within the Drain right-of-way; Including: site plan showing the drain location with the drain name and number, along with the utility route, type of material of which any utility poles will be constructed, and size of poles. This office may require more details depending on the characteristics of the project
- 3. A Utility Permit Agreement will drawn up by the Surveyor's Office based on the above information, which the utility company's officials will need to sign.



UTILITY PERMIT APPLICATION

DEKALB COUNTY SURVEYOR'S OFFICE 100 South Main St – 1st Floor Courthouse Auburn, IN 46706 Ph: 260.925.2222 Fax: 260.927.4746 Email: surveyorsoffice@co.dekalb.in.us

Applicant's Name:	_ Phone Number:
Applicant's Address:	
Applicant's Email:	Project Name:
If Known: Township:	Parcel Number:
Project Location:	
Nearest Cross Roads:	
Drain Name:	Drain No
Project Contact:	Contact Phone:
Description of project:	
I hereby request permission to install above described utility within/under/over the above listed drain. I requested to be placed on the DeKalb County Drainage Board agenda for consideration.	
Applicant's Signature Ti	itle Date
FOR SURVEYOR'S OFFICE USE ONLY	
RECEIVED BY THE SURVEYOR'S OFFICE	
Date Received:	Received By:
Date Reviewed:	Reviewed By:

Date Presented to Drainage Board: _____ Approved or Denied