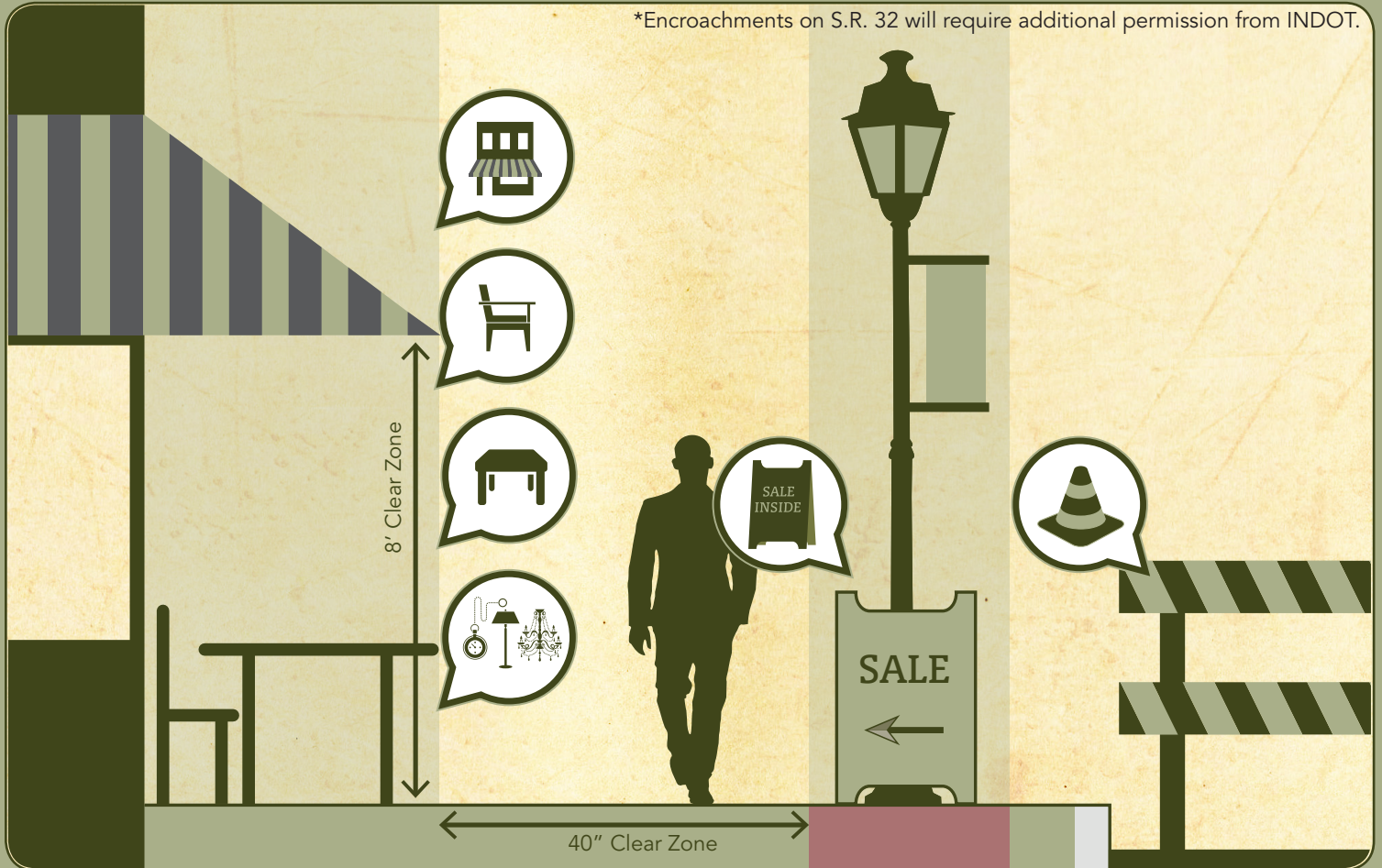


DOWNTOWN ENCROACHMENT PERMIT GUIDE

GENERAL REQUIREMENTS

Permanent [Downtown Encroachment Permits](#) are issued on a calendar year basis for a fee of \$100 the first year and \$50 for each subsequent year. All encroachments must be located directly in front of the business unless written approval from all affected businesses is obtained. The applicant must submit a site plan that details specifically the number and location of encroachments and notes the required clear zones. The site plan should also include identification of the uses on each side of their location. Merchants are responsible for keeping a 40" horizontal and 8' vertical clear zone on sidewalks in front of their business unobstructed for pedestrian access.

*Encroachments on S.R. 32 will require additional permission from INDOT.



PARKING

Restrictions and closures may require additional approval from the [Board of Public Works and Safety](#).



SANDWICH BOARD

Allowed to be placed in brick paver area with Downtown Encroachment Permit and [Temporary Sign Permit](#).



TABLES

Allowed with Downtown Encroachment Permit so long as a 40" clear zone from brick paver is maintained.



SIGNS OVER R.O.W.

Permanent signs that project into the public right-of-way must maintain an 8' vertical clear zone.



CHAIRS

Allowed with Downtown Encroachment Permit so long as a 40" clear zone from brick paver is maintained.



MERCHANDISE

Allowed with Downtown Encroachment Permit so long as a 40" clear zone from brick paver is maintained.

