

**ALLEN COUNTY DRAINAGE BOARD**  
**SUBMITTAL REQUIREMENTS**

- A. Requirements for Establishment of a New Regulated Drain (Including development of new Subdivision or new Section of an existing Subdivision) Re: Allen County Code Title 19
1. Petition for Establishment of a New Regulated Drain completed and signed by current property owner of record
  2. Legal description and warranty deed for parcel being developed
  3. Plat, utility plan, storm drainage/erosion control plan certified by PS or PE
  4. Inspection of installation of drain pipes (Fee and 24-hour notice to ACSO required)
  5. Additional information as requested by the Allen County Surveyor's Office (ACSO) or Drainage Board.
- B. Requirements for Encroachment for miscellaneous construction within drainage easement (Use Petition for Consent to Allow Permanent Structure in Legal Drain Pursuant of I.C. 36-9-27-72)
1. Petition for Consent to Allow Permanent Structure in Legal Drain completed and signed by current property owner of record
  2. Legal description and warranty deed
  3. Certificate of Survey current with today's standards and certified within last 18 months
  4. Certified plans by PS or PE
  5. Recorded copy of any necessary easement from Highway Dept. or property owners, etc.
  6. Additional information as requested by the Allen County Surveyor's Office or Drainage Board **including fees**
- C. Requirements for Outlet to a Regulated Drain including septic system perimeter drain tiles, etc. (Use Petition for Consent to Allow Permanent Structure in Legal Drain Pursuant of I.C. 36-9-27-72)
1. Petition for Consent to Allow Permanent Structure in Legal Drain completed and signed by current property owner of record
  2. Legal description and warranty deed
  3. Certificate of Survey current with today's standards and certified within last 18 months
  4. Certified plans by PS or PE
  5. Recorded copy of any necessary easement from Highway Dept. or property owners, etc.
  6. Additional information as requested by the Allen County Surveyor's Office or Drainage Board **including fees**