

DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 215B West High St., Lawrenceburg, IN 47025  
Phone (812)537-8821 Fax (812)532-2029 Website: [planning.dearborncounty.org](http://planning.dearborncounty.org)

Location Improvement Permit Instructions

MINOR PLOT PLAN PACKET

STEP 1: OBTAIN APPLICATION FORM

All individuals requesting a zoning and / or highway permit must submit a **Location Improvement Permit form** which will be used to determine the location and nature of the proposed improvement. All areas of the applications must be completed accurately, and in their entirety. The applicant is responsible for all the information that is supplied to the County staff.

STEP 2: CREATE A PLOT PLAN

In addition to the completed application form, all individuals requesting a Location Improvement Permit are required to submit a plot plan or "site plan," as required by Article 17 of the Zoning Ordinance. The purpose of this plot plan is to provide complete and accurate information about many important features of your property. To determine which type of plot plan you need, please review the descriptions provided below:

MAJOR PLOT PLAN	MINOR PLOT PLAN
<p>A plot plan that involves exterior utility construction (e.g., storm sewer, water, sanitary sewer, septic sites, etc.). Typically this review pertains to the construction of a single family residence or manufactured home.</p> <p><b>*Please refer to the MAJOR PLOT PLAN Example &amp; Checklist</b></p>	<p>A plot plan that involves <u>no</u> exterior utility construction (e.g., storm sewer, water, sanitary sewer, septic sites, etc.) and no status as a residential unit or primary structure.</p> <p><b>*Please refer to the MINOR PLOT PLAN Example &amp; Checklist</b></p>

Please use the attached list of requirements provided for each plot plan type to assist you in creating a site plan.

STEP 3: CHECK OTHER DEPARTMENTS

In order to expedite the required permit process, you may also need to apply for other necessary permits at the same time that the Location Improvement Permit is submitted. A Health Permit and a Building Permit may also be required, depending on the specific request. **The Dearborn County Planning & Zoning Office cannot release the Location Improvement Permit until the necessary Health Permit(s) are released / received.**

STEP 4: SUBMIT ALL REQUIRED MATERIALS & FEES

All applications must be submitted with the above-referenced forms and a plot plan. At the time that an applicant submits an application for a Location Improvement Permit, the appropriate fees must also be paid. The costs for permits are:

- Major Plot Plan Permit - \$40.00
- Minor Plot Plan Permit - \$20.00
- Signage Plot Plan Permit - \$40.00 + \$1 per square foot
- Driveway Permit - \$25.00

**\*Applications generally take 1-5 business days to process**

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### Requirements for Minor Plot Plans

In order that all the required plot plan information be properly documented and correctly designed, it is necessary that ALL plot plans be technically drawn to a **scale of no less than 1" = 50'**. The plans should be submitted on standard paper sizes. In situations where the scaled lot is larger than the preferred paper size a large scale plot plan with a close up view of the major features is acceptable;

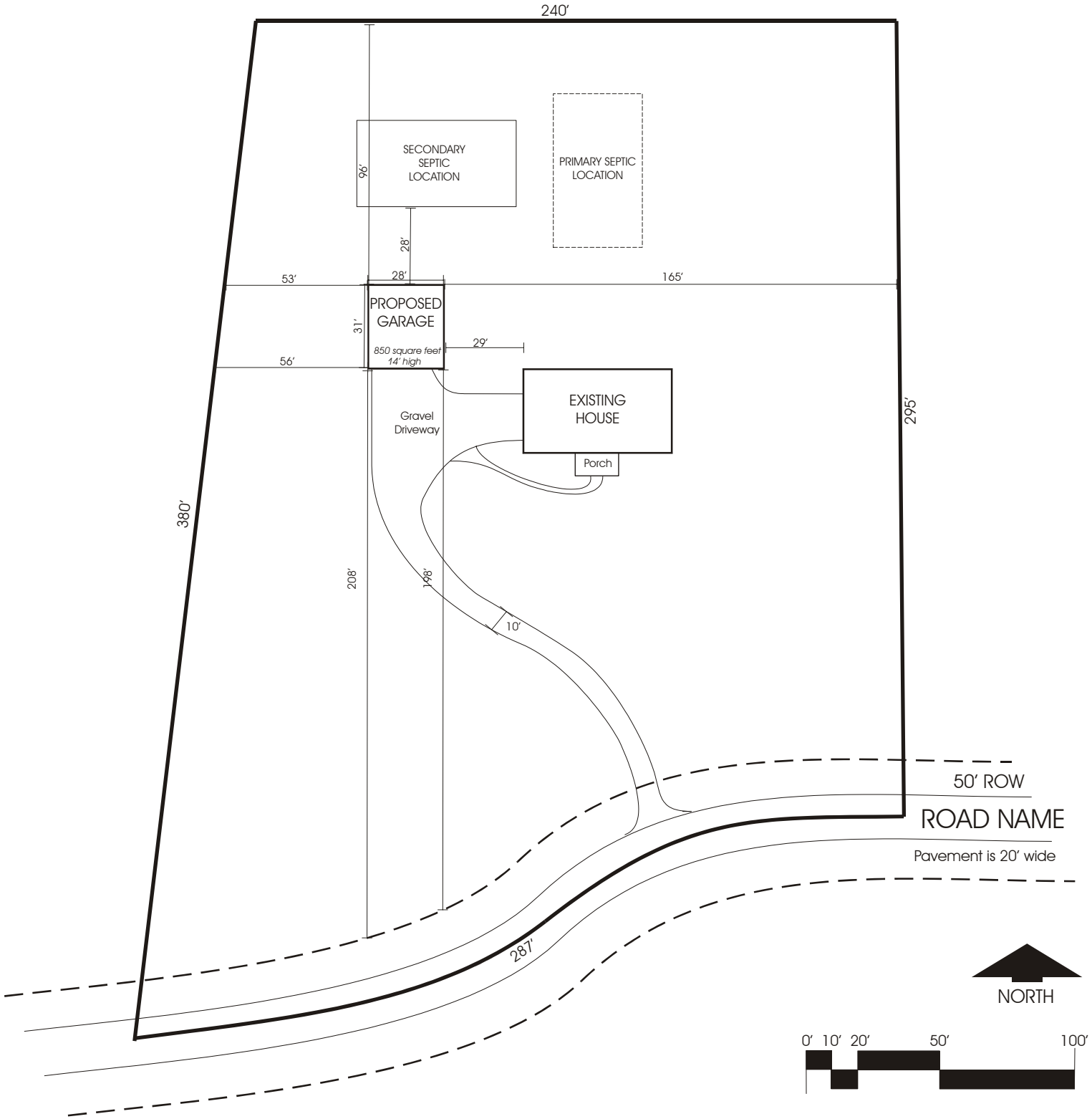
Please check off each item of information that is required to submit to the Dearborn County Plan Commission as it is provided below (on the left side of the page). **PLEASE NOTE THAT BEFORE AN APPLICATION CAN BE SUBMITTED, ALL ITEMS MUST BE CHECKED OFF (ON THE LEFT SIDE OF THE TABLE BELOW) OR YOU WILL BE REQUIRED TO RESUBMIT YOUR APPLICATION.**



<input type="checkbox"/>	A complete and accurate application form	
<input type="checkbox"/>	A graphic scale and north arrow	
<input type="checkbox"/>	<b>Location and labels</b> of all <b>existing</b> and <b>proposed structures</b> (e.g., labels for house, garage, etc.)	
<input type="checkbox"/>	Property boundaries / dimensions of the parcel or lot	
<input type="checkbox"/>	Location and width of all public and private streets, driveways, and other vehicular circulation areas adjacent to the property	
<input type="checkbox"/>	Exterior dimensions of structure (including decks or porches and overhang measurements)	
<input type="checkbox"/>	Dimensional tie downs from all four corners of the proposed structure(s) to the appropriate property lines	
<input type="checkbox"/>	Square footage, height of proposed building or addition, and <b>acreage</b> of the lot	
<input type="checkbox"/>	Approximate location of all utilities (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, telephone lines, laterals, water meters, and so on)	

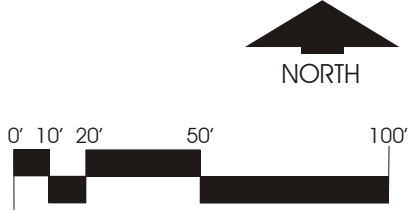
**\*Applications take 1-5 business days to process depending upon the completeness & accuracy of the plot plan, application form, and the number of releases required from other departments\***

# MINOR PLOT PLAN EXAMPLE



Health Department Note  
 This plot plan has been reviewed by \_\_\_\_\_  
 Environmental Health Specialist with the Dearborn County  
 Health Department.

\_\_\_\_\_  
 Signature



The Smith Property	
Clay Township	Section 17
	Range 2W
Smith Acres	Map 11-17
Lot 12	Parcel 023.003



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PERMIT #

RECEIPT #

LOCATION IMPROVEMENT PERMIT

SITE PLAN REVIEW

Applicant / Contractor Information

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Owner Information (if different from above)

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Site Information

Location:	Section:	Township (#): ( )	Range:	Acreage:
Property Map #	Zoning:	Subdivision:	Lot:	

Water & Sewer Facilities (Please check the items that apply...)

<input type="checkbox"/>	Sewer	<input type="checkbox"/>	Septic	<input type="checkbox"/>	Public Water	<input type="checkbox"/>	Well	<input type="checkbox"/>	Cistern
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Existing Use (Please check the items that apply...)

<input type="checkbox"/>	Vacant Land	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Other (*Specify*): _____
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Proposed Improvement(s) (Please check the items that apply...)

<input type="checkbox"/>	Single Family Residence	Dimensions: ____'- ____" x ____'- ____"				
<input type="checkbox"/>	Mobile Home	Height: ____ feet	Square Footage: _____			
<input type="checkbox"/>	Addition	Driveway width at road: ____ feet				
<input type="checkbox"/>	Pole Barn / Shed	<b>PLANNING &amp; ZONING STAFF SECTION:</b>				
<input type="checkbox"/>	Attached / Detached Garage				Needs	Received ↓
<input type="checkbox"/>	Swimming Pool				Health	City / Town
<input type="checkbox"/>	Other (*Specify*): _____				Highway	Developer / POA
<input type="checkbox"/>	FIRM Map #:				BZA	State (ex. flood)
Flood Hazard Area?		Y	N	Sight Distance Notes OK?	Y	N

**\*\*NEW ADDRESS:** \_\_\_\_\_

As applicant, I understand that this application and site plan are being submitted in accordance with: the Dearborn County Zoning & Subdivision Control Ordinances, Title 9 of the Dearborn County Code of Ordinances, and the 'DRIVEWAY PERMIT APPLICATION NOTICE' found on the next page of this application. I understand that I have no more than ninety (90) days to complete this permit request. I further acknowledge that incomplete or inaccurate information submitted on my behalf may result in the delay or denial of this application. I hereby grant permission for the Dearborn County staff to enter onto the premises to inspect this site to process and complete this permit request.

**X**  
\_\_\_\_\_  
Applicant's Signature Date

**X**  
\_\_\_\_\_  
Planning Official's Signature Date

