

DEARBORN COUNTY PLAN COMMISSION

Dearborn County Government Center, County Administration Building

165 Mary St., Lawrenceburg, IN 47025

Phone (812)537-8821 Fax (812)532-2029 Website: www.dearborncounty.org/planning

Improvement Location Permit Instructions

STEP 1: OBTAIN APPLICATION FORMS

All individuals requesting an Improvement Location Permit must submit an ***Improvement Location Permit form*** (Items 1-4 and signature) which will be used (jointly) 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 an Improvement Location 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

A plot plan that involves significant 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.

***Please refer to the MAJOR PLOT PLAN Example & Checklist**

MINOR PLOT PLAN

A plot plan that involves no significant utility construction (e.g., storm sewer, water, sanitary sewer, septic sites, etc.) and no status as a residential unit or primary structure.

***Please refer to the MINOR PLOT PLAN Example & Checklist**

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

STEP 3: CONTACT UTILITIES & OTHER DEPARTMENTS

In order to expedite the required permit process, you may also need to contact any / all affected utility providers and apply for other necessary permits at the same time that the Improvement Location Permit is submitted. A Health Permit, Driveway Permit, and a Building Permit may also be required, depending on the specific request. **The Dearborn County Planning & Zoning Office cannot release the Improvement Location Permit until the necessary Health and Driveway 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 an Improvement Location Permit, the appropriate fees must also be paid. The costs for permits may be found on the current Plan Commission Fee Schedule.

***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 drawn to a scale that allows all improvements and notes to be legible. Digital plans are preferred. **Paper copies of plans should be submitted on standard paper sizes—either 8 ½ x 11 or 11 x 17. All plans larger than 11 x 17 must be submitted in an acceptable digital format (such as a .jpeg or .pdf file).

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.**

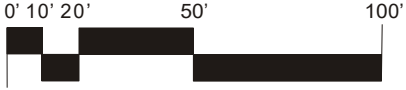
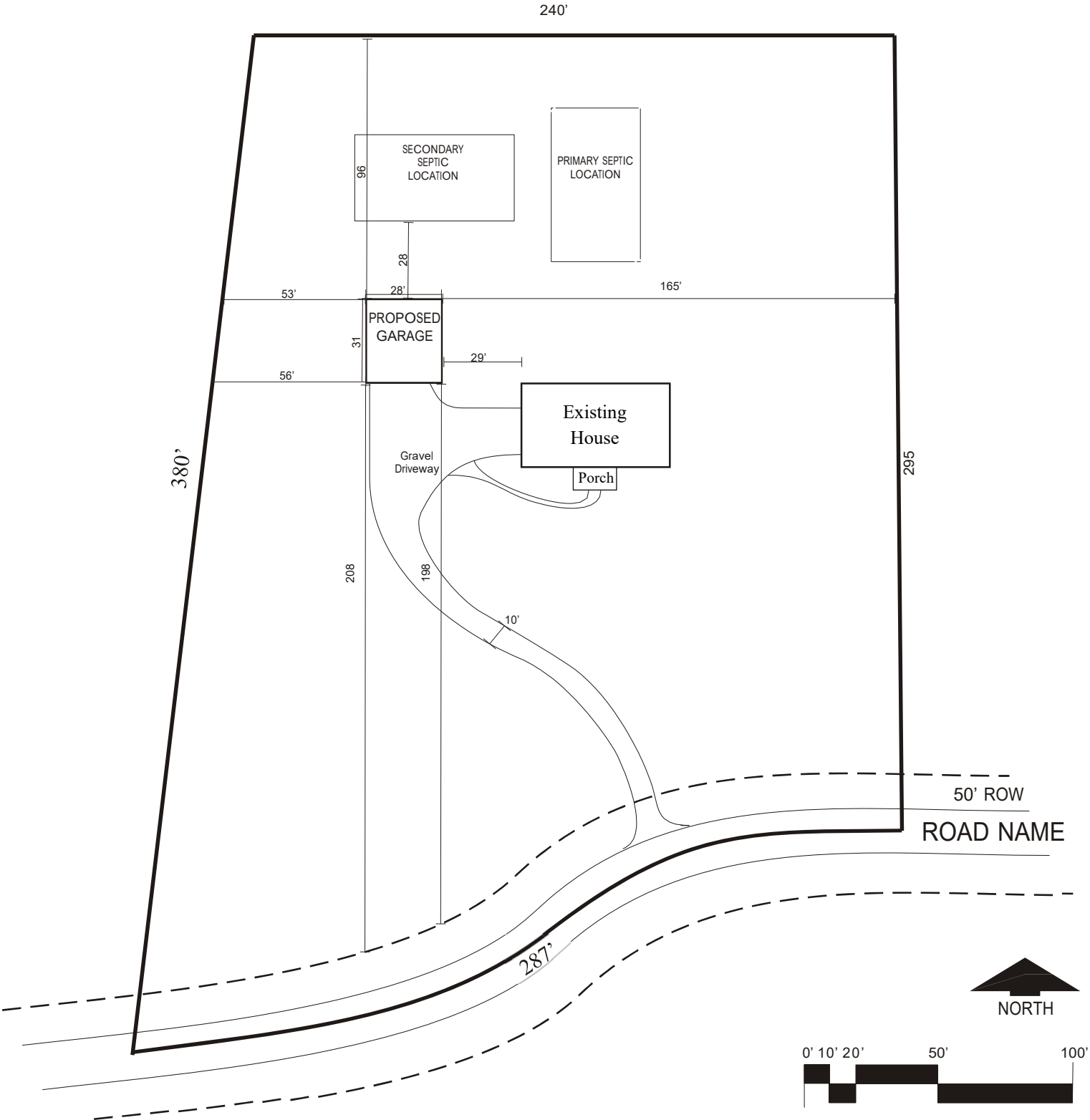


<input type="checkbox"/>	A complete and accurate application form	
<input type="checkbox"/>	A graphic scale and north arrow	
<input type="checkbox"/>	Label, locate all existing & proposed structures.	
<input type="checkbox"/>	Property boundaries / location reference(s)	
<input type="checkbox"/>	Location of all public and private streets and / or private lanes, as well as the location and width of proposed driveway entrances on the subject property	
<input type="checkbox"/>	Exterior dimensions of structure (including decks or porches and overhang measurements)	
<input type="checkbox"/>	Distances from the corners of the proposed structure(s) to the appropriate property lines—sufficient to determine that all required setbacks, including those from easements and the identified floodplain, have been met. *Setbacks / distances from the proposed improvement(s) to any septic field or tank area within 50 feet must be identified / shown. For proposed ponds, the proposed setbacks / distances from the pond dam and to any existing or proposed adjacent residences must be shown (along with the location of the spillway and outflow area, the proposed depth of the pond, etc.)	
<input type="checkbox"/>	Approximate location of all known utilities and associated easements (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, and so on). *All applicants are advised to call 811, “Call-Before-You-Dig” as well as all applicable / affected utilities before any construction activity or grading occurs.	
<input type="checkbox"/>	Flood Insurance Rate Maps and Floodway Maps for Dearborn County. Properties located within the floodplain shall provide written documentation from the Indiana Department of Natural Resources regarding the Flood Protection Grade and location of the flood hazard areas (See article 8 of the Dearborn County Zoning Ordinance)	

Permits for Single Family Residence or an Accessory Structure

<input type="checkbox"/>	Improvement Location Permit (Dearborn County Planning and Zoning Department—(812) 537-8821)
<input type="checkbox"/>	Health Permit (Dearborn County Health Department—(812) 537-8847)
<input type="checkbox"/>	Driveway Permit (Dearborn County Planning and Zoning Department—(812) 537-8821)
<input type="checkbox"/>	Floodplain Permit (Improvement Location Permit) (Dearborn County Planning and Zoning—(812) 537-8821)
<input type="checkbox"/>	Building Permit (Dearborn County Building Department—(812) 537-8822)
<input type="checkbox"/>	Road Bond (Residential \$5,000, Commercial \$25,000) (Dearborn County Highway Department (812) 655-9394)
<input type="checkbox"/>	**If you have any questions regarding any of the permits listed above please contact the appropriate department as listed with each permit.

MINOR PLOT PLAN EXAMPLE



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

Requirements for Major Plot Plans

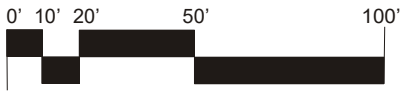
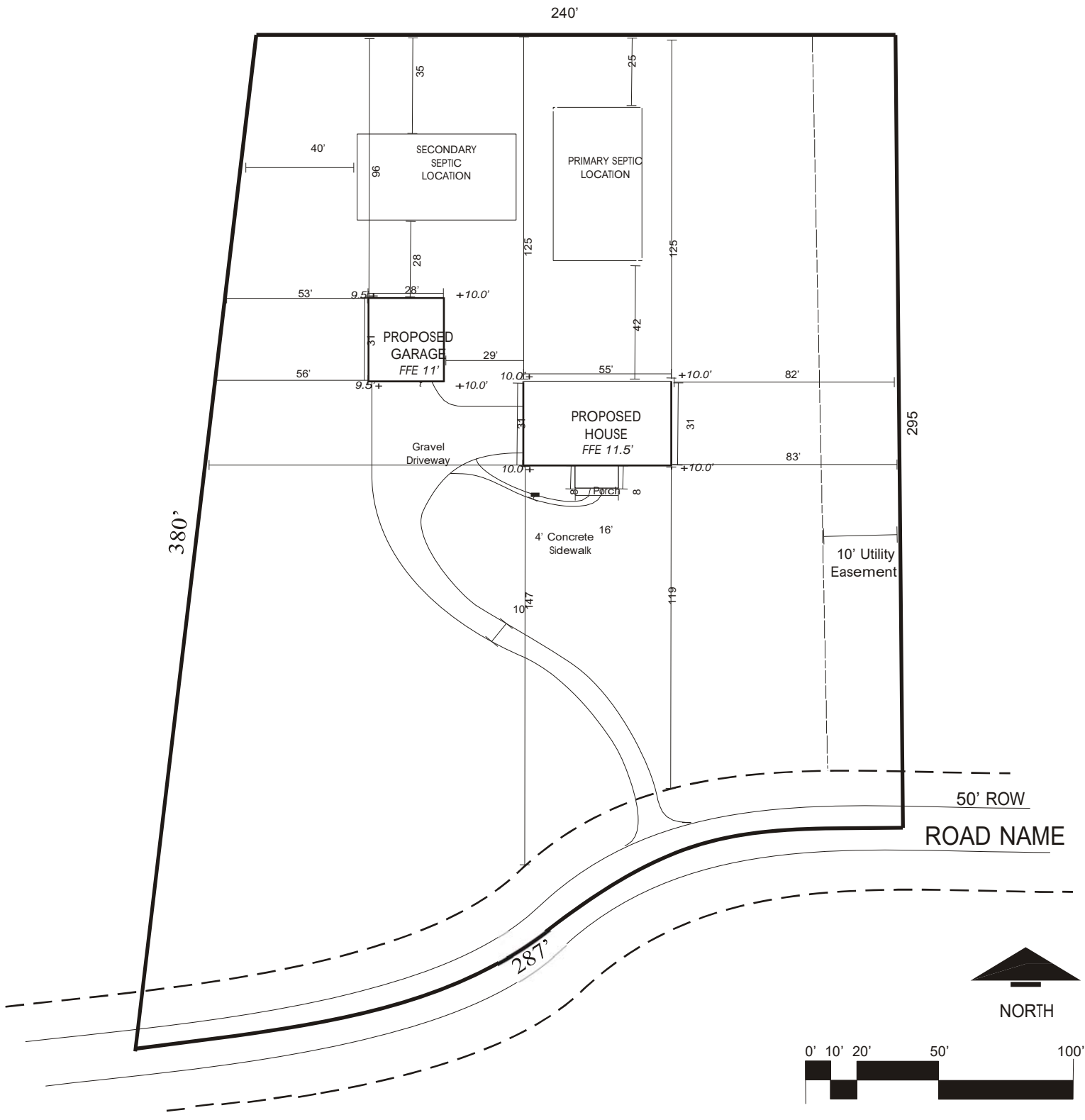
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All plans larger than 11 x 17 must be submitted in an acceptable digital format (such as a .jpeg or .pdf file).

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	A complete and accurate application form
	A graphic scale and north arrow
	Label, locate all existing & proposed structures.
	Property boundaries / location reference(s), <i>along with recorded easements identified</i>
	Location of all public and private streets and / or private lanes, as well as the location and width of proposed driveway entrances on the subject property
	Exterior dimensions of structure (including decks or porches and overhang measurements)
	Elevation of the basement and ground floor noted on plan (i.e. the distance of the floor of the improved area to the soil grade). *For structures within an identified flood-prone area, additional elevations will be required in accordance with Article 8.
	Distances from the corners of the proposed structure(s) to the appropriate property lines—sufficient to determine that all required setbacks, including those from easements and the identified floodplain, have been met. *Setbacks / distances from the proposed improvement(s) to any septic field or tank area within 50 feet must be identified / shown. For proposed ponds, the proposed setbacks / distances from the pond dam and to any existing or proposed adjacent residences must be shown (along with the location of the spillway and outflow area, the proposed depth of the pond, etc.)
	Location of structures on adjacent lots--only when trying to acknowledge / establish a different building setback line exists other than the current ordinances
	Approximate location of all known utilities and associated easements (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, and so on). * All applicants are advised to call 811, “Call-Before-You-Dig” as well as all applicable / affected utilities before any construction activity or grading occurs.
	Primary and Secondary On-Site Sewage Disposal System areas
	A Plot Plan signed, dated, and approved by an appropriate Health Department Official (812) 537-8847 , where an official Health Department Permit Release is not immediately available. <i>*Setbacks / distances from the proposed improvement(s) to any septic field or tank area within 50 feet must be identified / shown on the plot plan provided to the Department of Planning & Zoning as a part of this process, to illustrate conformance with Article 25, Section 2576 of the Zoning Ordinance.</i>
	Flood Insurance Rate Maps and Floodway Maps for Dearborn County. Properties located within the floodplain shall provide written documentation from the Indiana Department of Natural Resources regarding the Flood Protection Grade and location of the flood hazard areas. (See Article 8 of the Dearborn County Zoning Ordinance.)
	A Plot Plan signed, dated, and approved by an appropriate Department of Transportation & Engineering Official , where an official Driveway Permit Release is not immediately available. (Sight distance will be checked and affirmed by the affected Department of Transportation & Engineering at the time that a new driveway is proposed and / or at the time that an existing driveway use is being changed or otherwise expanded.)
	Road Bond is required for all Major Plot Plans. If you have any questions regarding the requirements of the Road Bond please call the Highway Department for information. (812) 655-9394. A Road Bond will be required before a Building Permit can be released through the Building Department.
	Building Permit is required once the Improvement Location Permit has been issued. The building permit is approved and issued through the Dearborn County Building Department. For a list of requirements and fees please call the Building Department (812) 537-8821.

MAJOR PLOT PLAN EXAMPLE





DEARBORN COUNTY PLAN COMMISSION
 County Government Center,
 165 Mary St.,
 Lawrenceburg, IN 47025
 Phone: (812) 537-8821 Fax: (812) 532-2029
 Website: www.dearborncounty.org/planning

Zoning Application

Permit No. _____

Receipt No. _____

- PERMIT TYPE Improvement Location Permit Site Plan Review
 Sign Permit Minor Major

Applicant / Contractor Information

Name:	Phone No.	Email:
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SITE INFORMATION

***Provide preferred method of contact*

Property Owner:	Phone No.	Email:	
Mailing Address:	City:	Zip:	
Site Address:	Sec,	Twp (#) () Rng:	Acreage:
Parcel No.	Zoning	Subdivision	Lot:

Existing Facilities (check all that apply)

- Sewer Septic Public Water Well Cistern

Existing Property Use

- Vacant Land Residential Other: _____

PROPOSED IMPROVEMENT(S)

Project Description: _____	
Are living quarters and/or additional bedrooms proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dimensions: ' - " x ' - "
Proposed Utilities: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Electric <input type="checkbox"/> Water	Square Footage: _____ Height to Peak: _____ ft.

FLOOD HAZARD

Is property within a Special Flood Hazard Area (SFHAs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within 100 feet of a Special Flood Hazard Area (SFHAs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within the Best Available Data Flood Map? <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRM Map No.	Base Flood Elevation:	

Staff Comments / Conditions of Approval: _____ NEW ADDRESS: _____	<table border="1" style="width:100%"> <thead> <tr> <th style="width:30%">Required</th> <th style="width:40%">Additional Approval</th> <th style="width:30%">Rec'd</th> </tr> </thead> <tbody> <tr> <td></td> <td>Health Permit (812) 537-8847</td> <td></td> </tr> <tr> <td></td> <td>Highway / INDOT</td> <td></td> </tr> <tr> <td></td> <td>BZA / PC</td> <td></td> </tr> <tr> <td></td> <td>Developer / POA</td> <td></td> </tr> <tr> <td></td> <td>State (e.g. Flood)</td> <td></td> </tr> <tr> <td></td> <td>Building Permit (812) 537-8822</td> <td></td> </tr> <tr> <td></td> <td>Road Bond (812) 655-9394</td> <td></td> </tr> </tbody> </table>	Required	Additional Approval	Rec'd		Health Permit (812) 537-8847			Highway / INDOT			BZA / PC			Developer / POA			State (e.g. Flood)			Building Permit (812) 537-8822			Road Bond (812) 655-9394	
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As applicant, I understand that this application and accompanied plans are submitted in accordance with: the Dearborn County Zoning & Subdivision Control Ordinances and Title 9 of the Dearborn County Code of Ordinances. I understand that I have no more than ninety (90) days to complete this permit request and 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



**DEARBORN COUNTY
HIGHWAY DEPARTMENT**

County Highway Building,
10255 Randall Avenue, Aurora, IN 47001
Phone: (812) 655-9394 Fax: (812) 655-9424
Website: www.dearborncounty.org

Driveway Permit

Permit No. _____

Receipt No. _____

Driveway Type

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other (*Specify*):	Road Bond Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Driveway Surface

<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other (*Specify*):	Driveway Width at road: _____ ft.
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Site Information

***Provide preferred method of contact*

Applicant:	Phone No.	Email:		
Property Owner:	Phone No.	Email:		
Site Location:	Sec,	Township (#)	Range:	Acreage:
Property Map No.	Subdivision		Lot:	
Is site within a Special Flood Hazard Area (SFHA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	FIRM Map No.	
Is proposed driveway within 100 feet of a Special Flood Hazard Area (SFHAs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Base Flood Elev.	

****COUNTY HIGHWAY STAFF SECTION****

Department of Transportation & Engineering

Required Culvert Size:	Culvert must be double wall plastic or corrugated metal
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Driveway Installation Requirements:

Driving Directions (Nearest Address / Road intersection):

<u>Notes:</u>	_____
	Highway Department Official _____ Date _____

DRIVEWAY PERMIT APPLICATION NOTICE:

I shall be responsible for the protection of the public and all utilities within the public right-of-way and to any and all installation in, and around, said pavement openings. If work done under this permit involves or endangers structures belonging to others, I shall immediately notify the adjacent property owner(s). At all times during the progress of the work, I shall provide adequate protection and passage for the traveling public. I must fill all pavement openings if they are to be left unattended. I understand that maintenance of the culvert is my responsibility--not the Dept. of Transportation & Engineering--in the event that the pipe becomes non- functioning for any reason. If this is a new driveway, I shall place 2 white flags marked "proposed driveway" at the edge of the road where the driveway is to physically connect with the county road. I understand that the Building Department, to ensure compliance of this permit, will do a final inspection of the driveway. A certificate of occupancy will NOT be issues unless the inspection passes. This permit may at any time be revoked or annulled by the transportation department for non-performance and / or noncompliance. Violations of, or noncompliance of said regulations are subject to penalties provided by law. As applicant, I attest that I have received and reviewed the 'Open Driveway Profile' for proper driveway installation.

X

Applicant's Signature

Date