



Permit #: \_\_\_\_\_

# LOCATION IMPROVEMENT PERMIT APPLICATION

Town of Clear Lake, 111 Gecowets Drive, Fremont, IN 46737

Office: (260) 495-9158 Mobile: (260) 243-6701 Email: zoning@townofclearlake.org

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Owner Information

Name:  Same as above \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Contractor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Information

Project Address: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

Existing Size of Buildings (SQ FT): Primary: \_\_\_\_\_ Accessory: \_\_\_\_\_

# Of Existing Building: \_\_\_\_\_ Size of Lot: \_\_\_\_\_

Current Use: \_\_\_\_\_

## Project information

*(Check all that Apply)*

Addition  New Structure  Primary Structures  Accessory Structures

Flatwork  Fence  Alteration of Land  Flood Hazard Area

Other: \_\_\_\_\_

Change of use: *(what will be the proposed use?)* \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Size (SQ FT): \_\_\_\_\_ Size (L x W x H): \_\_\_\_\_

Primary: \_\_\_\_\_ Primary: \_\_\_\_\_

Accessory: \_\_\_\_\_ Accessory: \_\_\_\_\_

Project Description *(provide a narrative which explains the proposed project):* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a to-scale plan illustrating the proposed improvements. The table attached to this application should be used as a guide for the information needed on the site plan.**

**Signatures**

I certify that I am authorized to act on behalf of the property owner and to the accuracy of all information provided with this application including the site plan, survey, and dimensions of the proposed improvements. I understand that the Town of Clear Lake reserves the right to revoke this permit upon finding that the work performed is not consistent with the information provided in this application. Additionally, I grant the Town of Clear Lake and its agents the authority to enter the property during the application stage and construction to determine compliance.

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

**Note:** A Location Improvement Permit (ILP) may not be the only permit required, please look at the following applications to determine whether you may need an additional required permit:

- Sewer Permit Application
- Generator Permit Application
- Demolition/ Movement of Structure Application
- Right of Way/ Driveway Permit Application
- Site Improvement Application
- Development Plan Application

**Office Use Only**

<p><b>Prerequisites:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Subdivision</li> <li><input type="checkbox"/> Sewer Connections/Well/Drainage</li> <li><input type="checkbox"/> Construction Parking</li> <li><input type="checkbox"/> Floodplain/ Easement Affidavit</li> <li><input type="checkbox"/> Local Subdivision Covenants</li> <li><input type="checkbox"/> Nonconforming Status</li> <li><input type="checkbox"/> Landscaping Requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Survey provided and accepted</li> <li><input type="checkbox"/> Site plan provided and accepted</li> <li><input type="checkbox"/> Foundation As-Built Survey <i>(Due after foundation is complete)</i></li> <li><input type="checkbox"/> Post-Construction As-Built Survey <i>(Due at Certificate of Occupancy)</i></li> </ul> <p><b>Action Taken:</b></p> <p style="text-align: center;">Approve <input type="checkbox"/>      Denied <input type="checkbox"/></p>	<p>Date Submitted</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Internal:</b></p> <p>Zoning District: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addresses (House/ Garage Lot)</li> <li><input type="checkbox"/> New Driveway</li> <li><input type="checkbox"/> Placard</li> <li><input type="checkbox"/> Non-Objection Letter</li> </ul>	<p><b>Fees Submitted:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash</li> <li><input type="checkbox"/> Check</li> </ul> <p>Total: _____</p>	<p>_____ <i>Zoning Administrator's Signature</i> _____ <i>Date</i></p>

## Guide for Preparing Site Plan

Use this table as a guide when preparing the site plan for submittal. The larger the project, the more detailed the site plan should be. Questions should be directed to the Zoning Administrator. The Zoning Administrator may require any additional information necessary to determine compliance with the provisions of the Unified Development Ordinance.

	Flatwork	Accessory Structure (Not on a permanent foundation)	Accessory Structure (On a permanent foundation)	Primary Structure	Alteration of Land	Change of Use	Mechanical Equipment (E.G. Generator)
North arrow	X	X	X	X	X	X	X
Property lines	X	X	X	X	X	X	X
Property dimensions	X	X	X	X	X	X	X
Building envelope		X	X	X	X	X	X
Existing structures	X	X	X	X	X	X	X
Proposed structures	X	X	X	X	X	X	X
Adjacent rights-of-way, road surfaces, and alleys	X	X	X	X	X	X	X
Existing structures on adjacent lots				X			
Established building setback line		X		X			X
Viewsheds of adjacent lots				X			
Existing and proposed lot coverage	X	X	X	X		X	
Existing and proposed structure coverage		X	X	X			
Easements with purpose of easement and name of easement holder	X	X	X	X	X		
Location of mature trees with > nine-inch (9") diameter				X	X		
Existing elevation, above sea level				X	X		
Wetland determination					X		
Existing and proposed drainage tile, swales, and drainage plans	X			X	X		
Denotation of floodplain and wetland	X		X	X			
Utility features and lines (electric/water/sewer/etc.)			X	X			
Erosion control methods, locations, and management strategy	X	X	X	X	X		
Existing and proposed two-foot (2') contours					X		
Pond cross section					X		
Details on change of use						X	