

APPLICATION FOR IMPROVEMENT LOCATION PERMIT TOWN OF GREENTOWN, INDIANA

DATE: _____ PERMIT FEE PAID: _____ RECV BY: _____ PERMIT #: _____

ADDRESS (Location of project): _____

SUB-DIVISION or ADDITION NAME: _____ LOT #: _____

ZONING (check one): R1 R2 R3 R4 B1 B2 C1 II AF PD

DESCRIPTION OF PROJECT (Check all that apply):

- NEW PRIMARY USE BUILDING ADDITION SEPARATE BUILDING
 RESIDENTIAL DWELLING BUSINESS... Specify Business Type or Use: _____
 GARAGE STORAGE BUILDING FENCE DECK SWIMMING POOL SIGN
 DEMOLITION** MOVING OTHER (Specify): _____
 LOT SIZE: _____ APPROXIMATE VALUE OF PROJECT: \$ _____

**** Notify Greentown Historical Society of Building Demolition Requests**

CONTACT INFORMATION.....*Please Print*

APPLICANT'S NAME: _____ PHONE: (____) _____ - _____
(Property Owner or Project Manager)
 BUSINESS NAME (if applicable): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OTHER PHONE: (____) _____ - _____ FAX: (____) _____ - _____ EMAIL: _____
(Last line information is optional)

@ _____

BUILDER OR ARCHITECT: _____ PHONE: (____) _____ - _____
(if other than Applicant)
 ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OTHER PHONE: (____) _____ - _____ FAX: (____) _____ - _____ EMAIL: _____
(Last line information is optional)

@ _____

Be sure to supply all required information on this application. A Plan Drawing which provides complete details of the project (as specified on the back of this page) must be attached to this application. In addition project site markings (stakes, paint, etc.) that identify all portions of the project, including pertinent property lines, must be in place for inspection by Town employees before the Permit can be issued. Failure to provide all information will delay the issuance of your permit.

Initial after reading>>> <<<

hereby agree that any construction commenced at the above address by myself or my agent shall be in accordance with specifications provided with this application, and will be in compliance with all other provisions in the "Zoning Ordinance for the Town of Greentown, Indiana July 2002", and are hereby made a part of the attached Improvement Location Permit by reference and with same force and effect as if set forth herein in full. I hereby agree that as a consideration for the Improvement Location Permit I will obey and be fully governed by the aforementioned regulations and provisions above referred to, and that I will notify the Greentown Police Department when the project site markings are ready for inspection and approval preparatory to any work on the project. I also declare that the information that I have given is true, correct, and complete. I fully realize the penalties for any violation as stated in Section 1.8 of the above mentioned Zoning Ordinance.

APPLICANT'S SIGNATURE: _____ DATE: _____

REQUIREMENTS OF ATTACHED SITE PLAN & CONSTRUCTION DRAWINGS:

There is no need for large architectural drawings for residential applications. A standard 8½x11 page is desirable. Simple hand drawings are acceptable, as long as all required details are clearly indicated.

Please include all of the following details on the Attached Plan Drawing:

1. Full dimensions of the property (lot size) on which the project will be conducted.
2. All existing buildings, fences, decks, pools (showing outside foundation dimensions and distances from lot lines).
3. All streets, alleys, easements, and right-of-ways.
4. Exact location of the proposed project on the lot. All outside dimensions of the proposed structure should be clearly noted (including height), distances from property boundaries, easements, and right-of-ways.

For New Homes & Businesses:

5. Locations of all storm drainage, sanitary sewer, and drinking water lines and their connections to town services.
6. Side elevation drawing which indicates finished floor elevations, and overall building height.
7. Location and number of off-street parking spaces.

(See Section 8.3, page 44 of the Zoning Ordinance)

NOTE: During any construction, you are responsible for any utility lines located on your property. Town employees mark only the water and sewage lines operated and maintained by the Town. Call "811" before digging on your property!!!

A copy of the Zoning Ordinance for the Town of Greentown can be obtained at the Greentown Utilities Office.

Where to Find the Most Common Items in the Zoning Ordinance:

Permit Fees.....	Attachment Inside Back Cover
Activities That Require A Permit.....	Section 8.1, page 43
Standard Setbacks (Front yard, rear yard, side yard).....	Section 5.5, page 26
Height of Structures.....	Section 5.1, page 25
Maximum Lot Coverage.....	Section 5.2, page 25
Minimum Lot Size.....	Section 5.3, page 25
Off-Street Parking.....	Section 5.7, page 27
Signs.....	Section 5.8, page 30 (plus additional revision)
Variances.....	Section 7.4, page 42
Accessory Use Structures.....	Section 4.2, page 19
Site Plan & Construction Drawing.....	Section 8.3, page 44
Changes in Plans after permit is issued.....	Section 8.6, page 44
The 18-month Rule.....	Section 8.9, page 46

I have inspected the site on which the above project is being conducted and on this date find no problems that conflict with any municipal infrastructure, and that all specifications and details comply with all existing regulations of the Town of Greentown.

SIGNED: _____ Plan Commission Administrator.....DATE: _____

SIGNED: _____ Water System Manager.....DATE: _____

SIGNED: _____ Waste Water Manager.....DATE: _____

SIGNED: _____ Street Manager.....DATE: _____

SIGNED: _____ Police Department...DATE PERMIT ISSUED: _____

This Permit is not valid until signed by all above, and presented to the Applicant by the Greentown Police Department.