

**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 ☐ H ☐ AF ☐ PD ☐

DESCRIPTION OF PROJECT (Check all that apply):

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> NEW PRIMARY USE BUILDING | <input type="checkbox"/> ADDITION | <input type="checkbox"/> SEPARATE BUILDING | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> RESIDENTIAL DWELLING | <input type="checkbox"/> BUSINESS...Specify Business Type or Use: _____ | | |
| <input type="checkbox"/> GARAGE | <input type="checkbox"/> FENCE | <input type="checkbox"/> STORAGE BUILDING | <input type="checkbox"/> DECK |
| <input type="checkbox"/> DEMOLITION** | <input type="checkbox"/> MOVING | <input type="checkbox"/> OTHER (Specify): _____ | <input type="checkbox"/> SWIMMING POOL |

LOT SIZE: _____ APPROXIMATE VALUE OF PROJECT: \$ _____

****NOTIFY GREENTOWN HISTORICAL SOCIETY OF BUILDING DEMOLITION REQUESTS**

IMPERVIOUS SURFACE AREA IMPROVEMENTS (Measured in square feet)

Rooftop Area: _____ ft² Pavement Area: _____ ft² Gravel Area: _____ ft²

Total Impervious Surface for this Project: _____ ft² ERU's: _____

(3,210 ft² is equivalent to 1 ERU)

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 >>> _____ <<<

I 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 the 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 8 1/2 x 11 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 constructed.
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 drawings which indicate finished floor elevations, and overall building height.
7. Location and number of off-street parking spaces. All outside dimensions of proposed pavement, including gravel.

(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.

Latest Revision, November 2017



Town of Greentown

112 N. Meridian St. ~ P.O. Box 247
Greentown, IN 46936

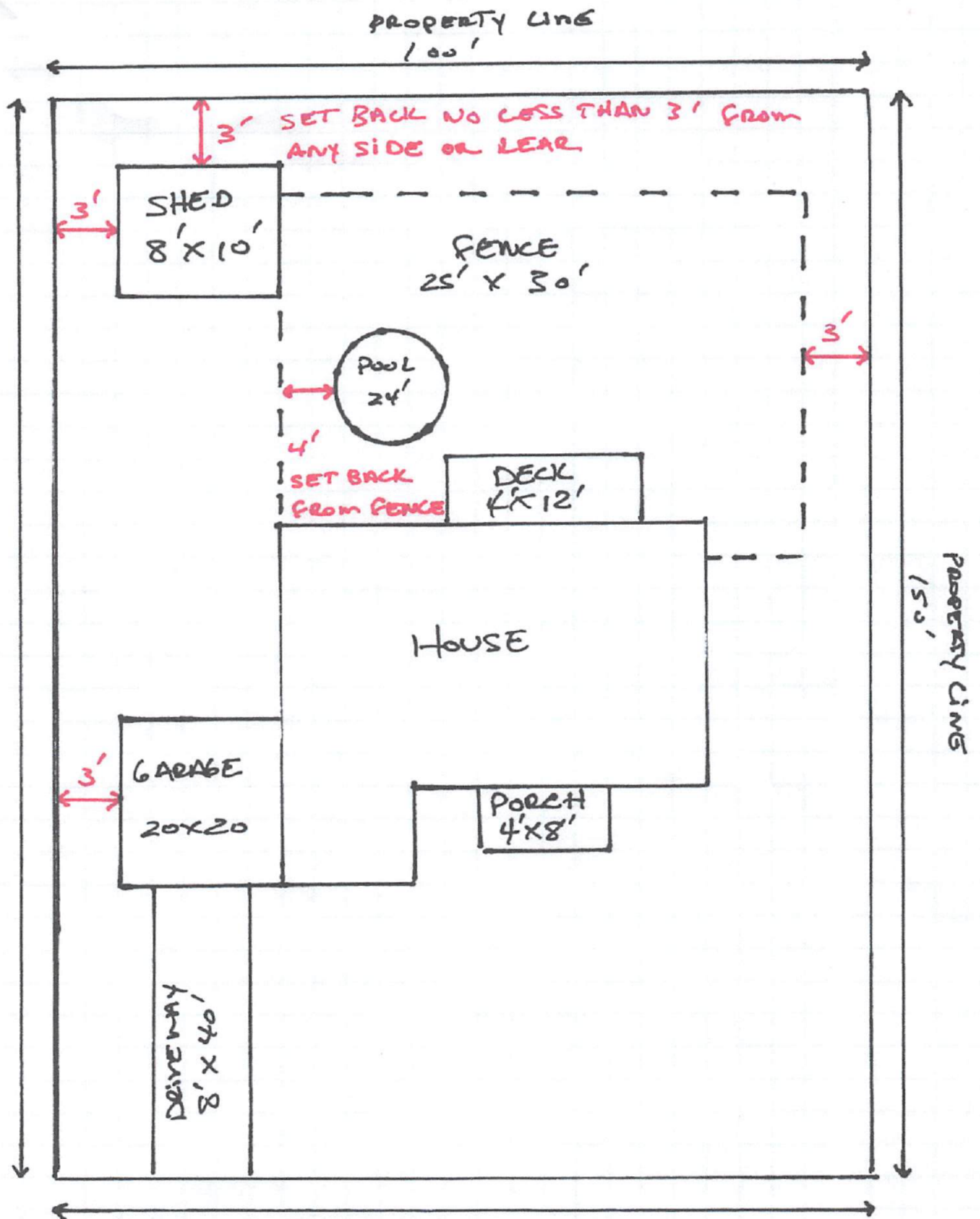
Phone (765) 628-3263

Fax (765) 628-4002

Location Improvement Permit Requirements

- Please include full dimensions of the property (Lot Lines) on site plan and clearly noted distances of proposed project from property lines.
- No accessory use structure shall be constructed less than three (3) feet from any side or rear lot.
- Examples of Accessory Use Structures:
 1. Sheds
 2. Driveways which include gravel, asphalt, concrete
 3. Fences
 4. Swimming pools
 5. Retaining walls
 6. Carports
- A variance would be required if wanting to be closer than the required three (3) feet.
- Determination of property line is from a staked survey. If no survey is available when determining property line, the applicant must have written documentation from adjoining property owner mutually agreeing on property line. If adjoining property owner does not agree it is the applicant's responsibility to get survey done at their expense.

By: Michael McKinstry
Greentown Plan Commission Administrator



SITE PLAN EXAMPLE