

IMPROVEMENT LOCATION PERMIT

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

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

APPLICANT INFORMATION

Name _____ E-mail _____

Address _____
lake permanent

Phones _____
preferred other

PROJECT INFORMATION

Project Address _____ Property Owner _____

Contractor _____

Contact Info _____

Project Description _____

Est. Start Date _____ Est. Completion Date _____

Provide a to-scale site plan illustrating the proposed improvements. The table on page 2 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 **submitted 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*

FOR OFFICE USE ONLY

Prerequisites:	<input type="checkbox"/> Administrative Subdivision	Application	Approved
	<input type="checkbox"/> Floodplain/Easement Affidavit		Denied
	<input type="checkbox"/> Nonconforming Status		
Internal:	<input type="checkbox"/> Local Subdivision Covenants	Survey and Site Plan provided and accepted	
	<input type="checkbox"/> Addresses (house/garage lot)	Foundation As-Built Survey	<i>Due after foundation is complete</i>
	<input type="checkbox"/> New Driveway or Improvements in ROW	Post-Construction As-Built Survey	<i>Due at Certificate of Occupancy</i>
	<input type="checkbox"/> Sewer/Grinder/Well/Drainage		
	<input type="checkbox"/> Placard		
	<input type="checkbox"/> Non-objection Letter		

Zoning Administrator's Signature _____ *Date*

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
North arrow	X	X	X	X	X	X
Property lines	X	X	X	X	X	X
Property dimensions	X	X	X	X	X	X
Building envelope (Including measurements from property lines & road surfaces)		X	X	X	X	X
Existing structures	X	X	X	X	X	X
Proposed structures (Including measurements from property lines & road surfaces)	X	X	X	X	X	X
Adjacent right-of-ways, road surfaces, and alleys	X	X	X	X	X	X
Existing structures on adjacent lots				X		
Established building setback line		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