



Permit #: _____

IMPROVEMENT LOCATION 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: _____
 Applicant is: Contractor/ Architect/ Engineer Owner Other: _____

Owner Information (if different from applicant)

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)

<input type="checkbox"/> Primary Structure	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Commercial Structure
<input type="checkbox"/> Addition	<input type="checkbox"/> Addition	<input type="checkbox"/> Addition
<input type="checkbox"/> New Structure	<input type="checkbox"/> New Structure	<input type="checkbox"/> New Structure

Alteration of Land Fence/ Retaining Wall Flatwork/ Hardscape
 Other: _____
 Change of use: *(what will be the proposed use?)* _____

Setbacks:

Side yard (1): _____ Roadside/ Front Yard: _____
 Side Yard (2): _____ Lake Side/ Rear Yard: _____

Size (SQ FT): **Height (FT):** **Coverage (Total %):**
 Primary: _____ Primary: _____ Lot: _____
 Accessory: _____ Accessory: _____ Structures: _____

Project Description (provide a narrative which explains the proposed project): _____



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ILP Acknowledgements/ Prerequisites

Please read and initial to acknowledge the construction standards required by the town of Clear Lake.

Performance Standards

Noise: No use shall produce unreasonable noise between the hours of 11:00 pm and 6:00 am. *(Section 5.54.2.a)*

(initial)

Environmental Standards

Soil erosion control shall be left in place for the duration of the project, and until grass/ sod and landscaping is established. *(Section 5.22.C.1.b. Erosion Control & 5.22.E. Stormwater Management)*

(initial)

Construction Parking

Four (4) off- street parking spaces for construction vehicle parking shall be identified prior to an Improvement Location Permit being issued and a figure or equivalent designating the location of approved construction parking spaces shall be posted in the same area as the approved ILP. Construction parking shall not be located on the street but may be located on adjacent properties with permission from the property owner. Contractors shall be required to keep the street free of construction vehicles, mud, dirt, and other debris for the duration of the project. The Zoning Administrator shall have the discretion to waive this prerequisite for small projects. *(Section 5.09.D.3.)*

(Initial)

Parking: Parking within the Town of Clear Lake shall comply with Town of Clear, Indiana Code of Ordinances Title VII: Traffic Code Chapter 72: Parking Regulations paragraph 72.02 Regulations on Roads and Streets *(Section 5.09.C.6.)*

(Initial)

Modification of an Improvement Location Permit

Verify any modifications that may be made to the site plan/ location improvements permits to ensure compliance with the Town ordinances prior to changes. *(Section 9.05)*

(Initial)

Inspections

A pre-pour/ footer inspection must be done prior to the establishment of any foundation to verify placement of any new structure. To schedule an inspection for this you will need to contact the Town of Clear Lake Zoning Administrator. *(Section 1.27.A.9)*

(Initial)

Est. Start Date: _____

Est. Completion Date: _____

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

Office Use Only

Sewer Requirements

Required: Yes No
Relocation Required: Yes No N/A

Street Sewer Superintendent Signature

Date

Zoning Requirements

Zoning District: _____ Placard & Non-Objection Letter Survey (as required) Site Plan

Storm Water Runoff/ Drainage Floodplain/ Easement Affidavit Landscaping Requirements
 Construction Parking Local Subdivision Covenants New Driveway (R.O.W. Required)
 Nonconforming Status: _____

Action: Approved Denied
Fee: Cash Check Online

Zoning Administrator's Signature

Date

Post issuance requirements

Foundation Inspection
Action: Approved Denied

Foundation As-Built Survey (due after foundation is complete)
Action: Approved Denied

Final Inspection
Action: Approved Denied

Fees

Improvement Location Permits

• Projects less than 200 square feet	\$200	
• Projects 200 square feet to 1,999 square feet	\$400	
• Projects 2,000 square feet to 2,999 square feet	\$500	
• Projects 3,000 square feet to 3,999 square feet	\$600	
• Projects 4,000 square feet or greater	\$700	
Commercial projects of any size	\$1,000	
Fence and/or Retaining Wall	\$100	
Flatwork and/or Hardscaping	\$125	
Signs, less than 50 square feet in area	\$50	
Signs, 50 square feet in area or greater	\$1 per square foot	

Total: _____

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	