



IMPROVEMENT LOCATION PERMIT PACKET

Town of Clear Lake, 111 Gecowets Drive, Fremont, IN 46737
Office: (260) 495-9158 **Mobile:** (260) 243-6701 **Email:** zoning@townofclearlake.org

What is an Improvement Location Permit (ILP)?

An Improvement Location Permit, commonly referred to as an ILP, is an official document issued by the Town of Clear Lake authorizing property owners or their hired contractors to complete work on their property. An ILP ensures projects are compliant with the Town's Unified Development Ordinance (UDO).

When do I need an ILP?

An ILP is required prior to permanent construction, installation, addition, alteration, or relocation of a structure; prior to permanent alteration to the land; and prior to establishing a new land or change in existing land use. When in doubt, ask the Town's Zoning Administration team. Some examples include, but are not limited to:

- Constructing new or modifying a primary structure (e.g. house/cottage)
- Constructing new or modifying an accessory structure regardless of the type of foundation it is on (e.g. garage, shed)
- Installing a new or modifying flatwork (e.g. patio, driveway)
- Installing new or modified outdoor mechanical equipment

What do I need to include when applying for an ILP?

Aside from the completed application that is found in the following pages, please submit details to show compliance with Article 02: Zoning District and Article 05: Development Standards of the UDO. This may include site plans, building elevations, floor plans, landscaping plans, drainage plans, etc. 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. The Zoning Administrator may require any additional information necessary to determine compliance with the provisions of the Unified Development Ordinance.

Required Item	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 with 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	
Issued sewer connection permit (where applicable)				X			
Issued right-of-way permit (where applicable)	X		X	X			
Permit fees	X	X	X	X	X	X	X



Permit #: _____

IMPROVEMENT LOCATION PERMIT APPLICATION

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

Applicant Information

Name: _____

Full Address: _____

Phone: _____ Email: _____

Applicant is: ☐ Contractor/ Architect/ Engineer ☐ Owner ☐ Other: _____

Owner Information (if different from applicant)

Name: _____

Full Address: _____

Phone: _____ Email: _____

Project Information

Address: _____ Parcel ID#: _____

Current/Proposed Use: _____ Lot Size: _____

Existing Structure Size: _____ Existing Lot Coverage: _____

Estimated Start Date: _____ Completion Date: _____

Project Type (Check all that apply)

- ☐ Flatwork
- ☐ Accessory Structure
- ☐ Primary Structure
- ☐ Alteration of Land
- ☐ Change of Use
- ☐ Generator/Mech Equipment
- ☐ Fence/Retaining Wall
- ☐ Demolish/Move Structure
- ☐ Other: _____

Project Details

Street / Front Yard Setback _____

Lake / Rear Yard Setback _____

Side Yard Setback (1) _____

Side Yard Setback (2) _____

Structure Height (in feet) _____

Structure Size (in square feet) _____

Proposed Lot Coverage _____

Estimated Project Cost _____

Grinder Information for Project (Check all that apply)

- ☐ Existing grinder, no changes
- ☐ Existing grinder, shared with neighbor
- ☐ Existing grinder, needs relocated
- ☐ Existing grinder, needs updated easement
- ☐ New grinder

The Project includes... (Check all that apply)

- ☐ New, updated, or relocated mechanical equipment
- ☐ New, updated, or relocated generator
- ☐ Work at, near, or under the street

Project Description (Provide a narrative which explains the proposed project)



Permit #: _____

ILP Acknowledgements/ Prerequisites

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

Development Standards

Adequate information has been submitted to confirm compliance with the development standards listed in *Article 02: Zoning Districts* and *Article 05: Development Standards* of the Unified Development Ordinance, and any other applicable standards in the Town's Unified Development Ordinance.

(Initial)

Performance Standards

No use shall produce unreasonable noise between the hours of 11:00 pm and 6:00 am. (*Section 5.54*)

(Initial)

Environmental Standards

Erosion control shall remain in place for the duration of the project and until grass/sod and landscaping is established.
(*Section 5.22*)

(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 sketch or equivalent designating the location of approved construction parking spaces shall be posted in the same area as the ILP Placard. Contractors shall keep the street free of construction vehicles, mud, dirt, stone, and other debris for the duration of the project. The Zoning Administrator shall have the discretion to waive this prerequisite for small projects. (*Section 9.05*)

(Initial)

Parking within the Town of Clear Lake shall comply with *Title VII: Traffic Code* of the Town of Clear Lake Code of Ordinances, specifically *Section 72.02 Regulations on Roads and Streets*.

(Initial)

Road Closure

In the event a total closure of a street is required, the contractor shall give a minimum 24-hour notice to Steuben County 911 and Fremont Fire Dept. Proper signage advising motorists shall be installed in accordance with *Title VII: Traffic Code, Section 72.02*.

(Initial)

Modification of an Improvement Location Permit

Modifications made to a project or scope of work after issuance of an ILP shall be reported to the Zoning Administrator prior to being constructed/implemented to ensure compliance with the Unified Development Ordinance. (*Section 9.05*)

(Initial)

Foundation Notifications, Inspections + As-Built Survey

I understand that I am required to notify the Zoning Administrator at the time the foundation is poured; I'm required to provide an as-built survey to the Zoning Administrator within 30-days of the foundation being poured; and notify the Zoning Administrator when the project is complete. (*Section 9.05*)

(Initial)

Complete Submission

I have reviewed this entire application, including Page 1, which outlines all required components of a complete application. I understand that it is my responsibility to submit all required information and supporting documentation.

(Initial)

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.

In cases where this ILP is for a generator, the undersigned agrees to indemnify and hold the Town of Clear Lake harmless (including attorney fees) from any damage caused to third parties by the hookup or utilization of the generator to the Town of Clear Lake's Sewer System.

Applicant Signature

Date

Office Use Only

Zoning Administrator Approval

Zoning District

Permitted Land Use

Administrative Subdivision

- ☐ Construction Parking
- ☐ Letter of Non-objection
- ☐ Placard
- ☐ Foundation Notice/As-Built Required
- ☐ Other Permits Required

Notes: _____

Zoning Administrator Final Action

- ☐ Approve
- ☐ Deny

Zoning Administrator

Date

Superintendent Approval

- ☐ New Grinder
- ☐ Relocated Grinder
- ☐ Easements In Place
- ☐ Stormwater / Drainage
- ☐ Demolish or Move Structure
 - ☐ Bond Required

Bond Amount: _____

- ☐ Other Permits Required

Notes: _____

Superintendent Final Action

- ☐ Approve
- ☐ Deny

Street Superintendent

Date