**Town** **of** **Hamilton**

**Improvement** **Location** **Permit** **Application** **Permit** **#** **\_\_\_\_\_\_\_--\_\_\_\_\_\_\_\_\_\_**

Applicant Phone

Address

Owner (if different) Phone

Address

Contractor(s)

General Phone

Electrical Phone

Plumbing Phone

Concrete Phone

HVAC Phone

Other Phone

Building Site Address

Lot # Section #

County Road

Utility Company

Addition Township

Lot Width

Zoning County

Lot Area

**Proposed** **Structure**

New Residence Detached Garage Porch

Mobile Home

Deck

Addition Attached Garage Fence

Sign

Remodeling Storage Shed Retaining Wall

Roof

Driveway (must be marked) Type: Concrete Asphalt Gravel

**Floor** **Area/Square** **Feet**

Basement Non-Living

Upper Floor

Ground Floor

Total Area

Height Of Structure Primary

Accessory

Estimated Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby certify that all information provided on the Improvement Location Permit and site plan submitted is correct and true.

\_\_\_\_/\_\_\_\_/\_\_\_\_ Applicant Signature Date

**SITE** **PLAN** - This application shall be accompanied by a SITE PLAN of the premises drawn showing location of all

proposed and existing structures. The SITE PLAN shall be completed with dimensions of the premises and proposed structures as shown on the Sample Site Plan. An up-to-date Survey "may be required" by the Zoning Administrator showing the exact measurements of the premises with all structures indicated thereon.

**ELEVATION** **CERTIFICATE** - Applications for New structures that are detached and free standing to include

basements "may require" a Certificate of Elevation to obtain the lowest floor elevations of the new proposed structure(s). This is necessary for comparison to the established 100-year flood elevation set for the Town of Hamilton (FPG 902.3) and Ball Lake (FPG 901.9). If the proposed structure is determined to be located in a flood zone based on the FEMA maps, it "Will be Required" to obtain and submit a Certificate of Elevation completed by a licensed surveyor prior to the ILP approval.

**CERTIFICATE** **OF** **OCCUPANCY** - Final approval from the Zoning Administrator must be obtained by the owner or contractor in connection with the Final Occupancy Inspection to be performed by the Steuben County Building Department. The

procedure is for the owner or contractor to request a Final Occupancy Inspection from Steuben County Building Department. The County will then send a faxed copy of the Final Inspection form to the Hamilton Zoning Administrator. The Hamilton Zoning Administrator will verify that the structure is in accordance with the Hamilton Improvement Location Permit as Approved

including compliance with ALL conditions imposed by the Town.

**DETERMINING** **SETBACKS** **in** **ZONING** **DISTRICT** - The following are requirements that must be met in

each District when determining setbacks. In every Zoning District when calculating the size of yards and/or measuring to establish setback lines, all measurements are to be taken from the furthest protruding point of the building and/or accessory structure such as eaves, gutters, steps, decks, porches, air conditioners and the like.

Ord # 153.37 (Agricultural): All Primary & Accessory buildings / structures shall have a minimum of 20 feet from adjoining property lines.

Ord # 153.38 (Single Family Residential): Front - 25 feet, Rear - 20 feet, Side yard 5 feet Ord # 153.39 (Lake Residential): Front - 25 feet, Rear -.20 feet, Side yard; 5 feet

Ord # 153.40 (Multi-Family Residential) Front - 25 feet, Rear - 30 feet, Side yard; 15 feet. Ord # 153.41 (Mobile Home): Front - 10 feet, Rear - 10 feet, Side - 10 feet.

Ord # 153.42 (General Business): No Requirements unless the lot adjoins a residential district, in which case the rear & side yard adjoining the residential district shall meet the yard requirements of that district.

Ord # 153.43 (Commercial Recreation): All uses shall provide a minimum front, side and rear yard setback of 20 feet.

Ord # 153.44 (Light Industrial): When adjoining property is an agricultural, commercial or industrial district; Front - 50 feet, Side - 50 feet, Rear – 50 feet. When adjoining property is a Residential District; Front - 100 feet, Rear - 100 feet, Side - 100 feet.

Ord # 153.45-(Select-Industrial): When adjoining property is an agricultural, commercial or industrial district; Front = 50 feet, Rear = 50 feet, Side S.0 feet. When adjoining property is a Residential District; Front - 100 feet. Rear - 100 feet. Side - 100 feet.

**DRIVEWAYS** - Property owners should be aware that side ditches are necessary for the maintenance of Town Streets and or roads. A pipe may be necessary under driveways and side ditches. Side ditches must be constructed by the owner to allow unrestricted flow of water in the road right-of-way. Trees, brushes and any landscaping must be cut back and maintained by the

owner to allow adequate sight distance. It shall be REQUIRED to show the Exact Location of the proposed driveway, which MUST be inspected prior to construction and MUST be located as shown on the Site Plan.

ILP Fee FPG Highway

Health

Date Paid Firm Zone Wetlands

Rule 5

Receipt # As Built Survey

Surveyor

Map Number

Waste Dist

Water

**Setbacks**

Left Side Yard

Right Side Yard

Front Yard Variance Yes \_\_\_\_ No \_\_\_\_\_

Rear Yard

**Zoning** **District**

R-1 Single Family R-4 Mobile Home

I-1 Industrial

R-2 Lake Residential B-1 General Business

A Agricultural

R-3 Multi-Family

B-2 Commercial Rec

**Approvals**

**HLCD** County Letter Required Yes No Approved Yes No

Signature, Pete Crowl, Superintendent

Comments: Fee’s may apply.

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

**Water** Approved Yes No

\_\_\_\_/\_\_\_\_/\_\_\_\_ Signature, Brad Haskins, Assistant Superintendent Date

Curb Box Needing Adjustment Yes No Comments:

**Street** Approved Yes No

\_\_\_\_/\_\_\_\_/\_\_\_\_ Signature, Mark Gerardot, Superintendent Date

Pipe Required Yes No Size Comments:

**Zoning** County Building Dept Yes Approved Yes

No No

\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Brent Shull, Town Manager & Zoning Admin. Date

Site Visit 1\_\_\_/\_\_\_\_/\_\_\_\_ Site Visit 2\_\_\_/\_\_\_\_/\_\_\_\_ Site Visit 3\_\_\_/\_\_\_\_/\_\_\_\_

Important phone numbers when applying for an Improvement Location Permit in the Town of Hamilton

Zoning Administrator: 488-2297 Sewer: 488-3304

Water: 488-3983 Street: 488-4444

Other important phones numbers to consider when building: Locates (Call BEFORE U Dig): 1-800-382-5544

NIPSCO 1-800-464-7726

Indiana Michigan Power: 1-800-311-4634

REMC: 1-888-233-9088

Steuben County Building DEPT: 668-1000 ext 1250 Driveway Approaches State 260-665-9506

County 668-1000 ext 3600

Steuben County Ditch 668-1000 ext 1805

Northern Indiana Fuel & Light: 1-800-382-5544 Mediacom: 1-800-874-2924 Frontier: Econogas: 1-877-326-6642

IDNR: 1-877-463-6367

The following must be submitted when applying for a Town of Hamilton Permit : 1. **PERMIT** **APPLICATION** — filled out completely

2. **SITE** **PLAN** — Must include all information required by sample site plan 3. **PHYSICAL** **INSPECTIONS** **FOR** **SETBACKS**

A. Proposed structure must be laid out using stakes / string B. As-Built survey may be required once forms are set

C. Failure to request inspection may result in Stop-Work Order

4. **APPROVAL** **PROCESS** — ALL Improvement Location Permits start with the Zoning Administrator.

ordinances, setbacks and any other zoning requirements are first met prior to applicant submitting an Improvement Location Permit. Once the applicant has met the requirements it "Must" go thru each Department (Water, Street and Sewer) for approval.

Once the application has been approved by each department, the Zoning Administrator will review the ILP and be the Final Approving Authority. The applicant then takes a provided copy of the Hamilton ILP to the Steuben County Building Department

for final processing and setting up inspection.

5. **RELEASE** **LETTER** from Hamilton Lake Conservancy - For any type of construction the Hamilton Lake Conservancy District will inspect the Improvement Location Permit and visit the location to determine that the construction will not interfere with the

existing grinder station easement, discharge line, valves or any other apparatuses connected to the operation of the sewer utility collection system. If approved, a Letter of Release will be issued to the applicant that must be taken to the Steuben County Health Department in conjunction with your approved Town of Hamilton Improvement Location Permit.

6. **CERTIFICATE** **OF** **OCCUPANCY** -Final approval from the Zoning Administrator must be obtained by the owner or contractor in connection with the Final Occupancy Inspection to be performed by the Steuben County Building Department. The

procedure is for the owner or contractor to request a Final Occupancy Inspection from Steuben County Building Department. The County will then send a faxed copy of the Final Inspection form to the Hamilton Zoning Administrator. The Hamilton Zoning Administrator will verify that the structure is in accordance with the Hamilton Improvement Location Permit as Approved

including compliance with ALL conditions imposed by the Town.

7. **FINAL** **INSPECTION** -The following approvals must be obtained by the owner / contractor Prior to requesting a Final Occupancy inspection. This form MUST BE SUBMITTED to the Steuben County Building Department 24hours in advance to

the requested date of the Final Inspection. FAX: 260-665-8483

A. Certificate of Occupancy -The Hamilton Zoning Administrator will verify that the structure is in accordance with the Hamilton Improvement Location Permit as Approved including compliance with ALL conditions imposed by the Town.

B. Final Approval -From the Steuben County Health Department that the new well and septic system have been properly installed, inspected and tested; OR that the new improvements do not interfere with the existing systems. C. Final Approval -From the Hamilton Lake Conservancy District that the new sewage disposal system has been properly installed, OR that the new improvements do not interfere with the existing system.

D. Final Approval -From the Hamilton Water Utility that the new water tap or water line extension has been properly installed and is in compliance, OR that the new improvements do not interfere with the existing system. E. Final Approval -From INDOT / County / Town that the driveway, culverts and clearing have been properly installed, OR that the new improvements do not interfere with any drainage issues.

\*\*\* After submitting the above approvals and the proper posting of your Street Address Numbers, you may request a Final Inspection from the Steuben County Building Department.