

# Town of Hamilton Improvement Location Permit Application

This Section for office use only (Complete other side of form and submit for approval)

PERMIT NO. \_\_\_\_\_ Application Date: \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ ILP Expiration Date \_\_\_\_\_

Name \_\_\_\_\_

ILP Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_

FPG \_\_\_\_\_ Firm Zone \_\_\_\_\_ Map Number \_\_\_\_\_

Highway \_\_\_\_\_ Wetlands \_\_\_\_\_ Surveyor \_\_\_\_\_

Health \_\_\_\_\_ Rule 5 \_\_\_\_\_ As Built Survey \_\_\_\_\_

Waste District \_\_\_\_\_ Hamilton Water \_\_\_\_\_

### 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 - 10 feet or 10% of lot width whichever is less.

**Ord # 153.39 (Lake Residential):** Front - 25 feet, Rear - 20 feet, Side yard; 10 feet or 10% of the lot width as measured from the front yard (lake side).

**Ord # 153.40 (Multi-Family Residential):** Front - 25 feet, Rear - 30 feet, Side yard: 15 feet or 10% of lot width whichever is less.

**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 - 50 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, bushes 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.

# Town of Hamilton Improvement Location Permit Application

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner (If different from Applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## BUILDING SITE

Address \_\_\_\_\_

Lot No \_\_\_\_\_ Addition \_\_\_\_\_ Zoning \_\_\_\_\_ Section No \_\_\_\_\_

Township \_\_\_\_\_ County \_\_\_\_\_ County Road \_\_\_\_\_ Lot Width \_\_\_\_\_ Lot Area \_\_\_\_\_

Utility Company: AEP / REMC (circle one)

## PROPOSED STRUCTURE(s)

- |   |  |   |                                      |                               |
|---|--|---|--------------------------------------|-------------------------------|
| <input type="checkbox"/> New Residence  | <input type="checkbox"/> Addition        | <input type="checkbox"/> Remodeling     | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Detached Garage  | <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Storage Shed   | <input type="checkbox"/> Sign        | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Porch  | <input type="checkbox"/> Fence           | <input type="checkbox"/> Retaining Wall |                                      |                               |
| <input type="checkbox"/> Driveway (must be marked at site) Type of Drive: Concrete _____ Asphalt _____ Gravel _____ |  |   |                                      |                               |

Size \_\_\_\_\_ Cost / Value of Improvements \_\_\_\_\_

## FLOOR AREA / SQUARE FEET

Basement _____	Ground Floor _____	Height of Structure: _____
Non-Living _____	TOTAL AREA _____	Primary: _____
Upper Floor _____		Accessory: _____

## SETBACKS

Left Side Yard \_\_\_\_\_ Right Side Yard \_\_\_\_\_ Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Variance Required: Yes / No

## ZONING DISTRICT

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> R-1 Single Family    | <input type="checkbox"/> R-2 Lake Residential | <input type="checkbox"/> R-3 Multi-Family | <input type="checkbox"/> R-4 Mobile Home |
| <input type="checkbox"/> B-1 General Business | <input type="checkbox"/> B-2 Commercial Rec   | <input type="checkbox"/> I-1 Industrial   | <input type="checkbox"/> A- Agricultural |

# Town of Hamilton Improvement Location Permit Application

<b>CONTRACTORS</b>
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General \_\_\_\_\_ Phone \_\_\_\_\_

Electrical \_\_\_\_\_ Phone \_\_\_\_\_

Plumbing \_\_\_\_\_ Phone \_\_\_\_\_

Concrete \_\_\_\_\_ Phone \_\_\_\_\_

HVAC \_\_\_\_\_ Phone \_\_\_\_\_

OTHER \_\_\_\_\_ Phone \_\_\_\_\_

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

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>APPROVALS</b>
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Hamilton Lake Conservancy District County Letter Required Yes / No Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Pete Crowl, Superintendent HLCD Date

Remarks: \_\_\_\_\_

Hamilton Water Utility Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Justin Stouder, Superintendent HWU Date

Curb Box Needing Adjusting: Yes / No Remarks: \_\_\_\_\_

Hamilton Street Department Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Mark Gerardot, Superintendent HSD Date

Pipe Required: Yes / No Size: \_\_\_\_\_ Remarks: \_\_\_\_\_

Zoning Administrator County Building Department: Yes / No Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Milton J. Otero, Town MGR, Zoning Admin, Town of Hamilton Date

Variance Required: \_\_\_\_\_

Site Visit # 1 \_\_\_\_\_ Site Visit # 2 \_\_\_\_\_ Site Visit # 3 \_\_\_\_\_

BZA Action: (If Applicable) \_\_\_\_\_

**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

Steuben County Building DEPT: 668-1000 ext 1250

Driveway Approaches	State	260-665-9506
	County	668-1000 ext 3600
	Town	488-2297

Steuben County Ditch 668-1000 ext 1805

**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

Northern Indiana Fuel & Light: 1-800-382-5544

Mediacom: 1-800-874-2924

Frontier: 1-877-462-8188

Econogas: 1-877-326-6642

IDNR: 1-877-463-6367

# IMPROVEMENT LOCATION PERMIT

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. He ensures that all 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 **24 hours 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.

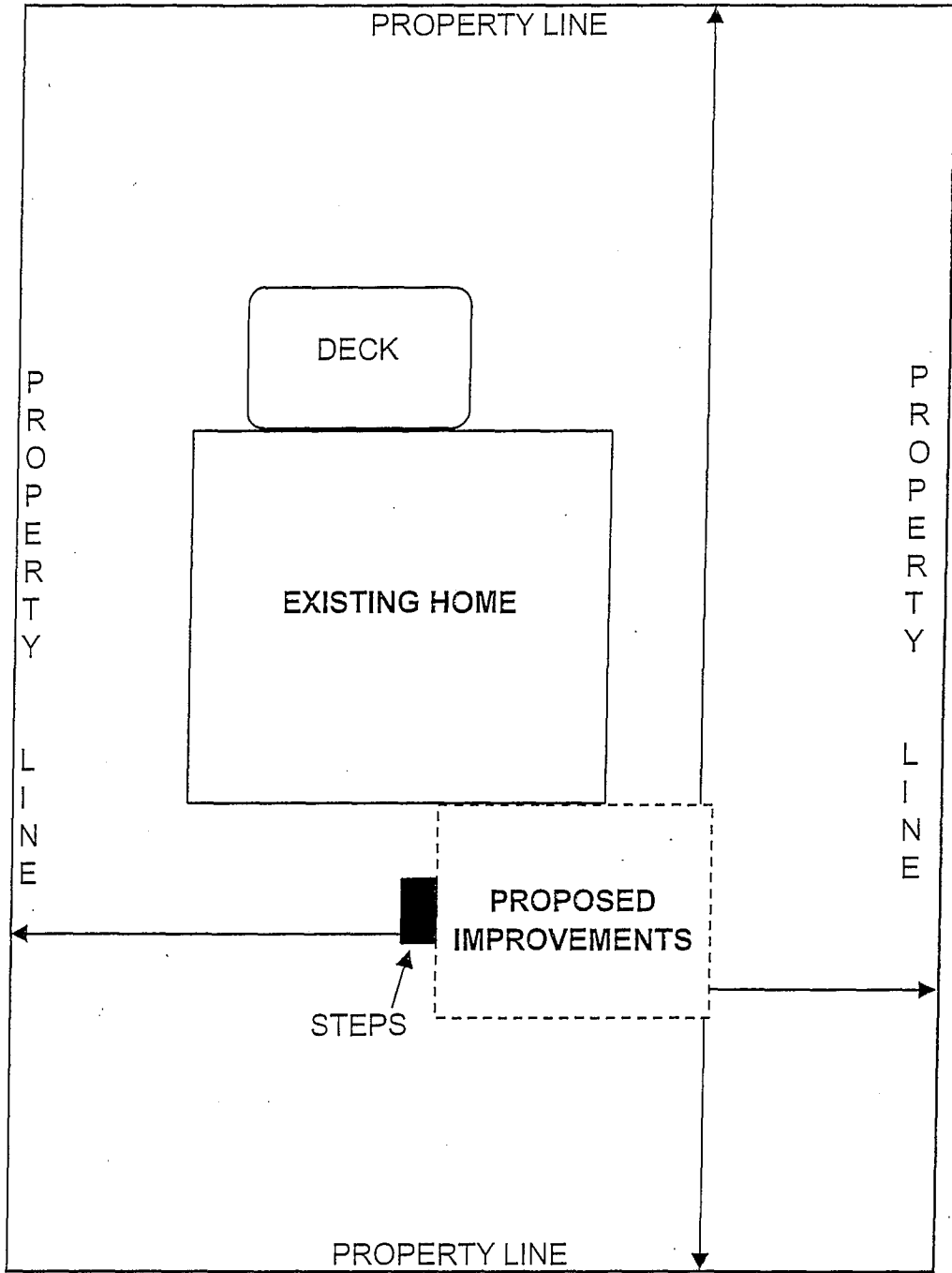
E. **Final Approval** - From INDOT / County / Town that the driveway, culverts and clearing have been properly installed, OR that the new improvements do not interfere with any drainage issues.

**\*\*\* 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.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**LAKE / STREET NAME or LANE NUMBER**



**LAKE / STREET NAME or LANE NUMBER**

SAMPLE SITE PLAN LAYOUT