

# 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 # _____	Addition _____	Zoning _____
Section # _____	Township _____	County _____
County Road _____	Lot Width _____	Lot Area _____
Utility Company _____		

### Proposed Structure

New Residence _____	Addition _____	Remodeling _____
Detached Garage _____	Attached Garage _____	Storage Shed _____
Porch _____	Fence _____	Retaining Wall _____
Mobile Home _____	Sign _____	Roof _____
Deck _____		

Driveway (must be marked) \_\_\_\_\_ Type: Concrete Asphalt Gravel

### Floor Area/Square Feet

Basement _____	Ground Floor _____	Height Of Structure _____
Non-Living _____		Primary _____
Upper Floor _____	Total Area _____	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, 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.

ILP Fee _____	Date Paid _____	Receipt # _____	Waste Dist _____
FPG _____	Firm Zone _____	As Built Survey _____	Water _____
Highway _____	Wetlands _____	Surveyor _____	
Health _____	Rule 5 _____	Map Number _____	

**Setbacks**

Left Side Yard _____	Front Yard _____	Variance Yes ____ No ____
Right Side Yard _____	Rear Yard _____	

**Zoning District**

R-1 Single Family _____	R-2 Lake Residential _____	R-3 Multi-Family _____
R-4 Mobile Home _____	B-1 General Business _____	B-2 Commercial Rec _____
I-1 Industrial _____	A Agricultural _____	

**Approvals**

**HLCD**

County Letter Required	Yes _____	No _____
Approved	Yes _____	No _____

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Signature, Pete Crowl, Superintendent

Comments: Fee's may apply.

**Water**

Approved	Yes _____	No _____
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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Signature, Brad Haskins, Assistant Superintendent

Curb Box Needing Adjustment	Yes _____	No _____
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Comments: \_\_\_\_\_

**Street**

Approved	Yes _____	No _____
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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Signature, Mark Gerardot, Superintendent

Pipe Required	Yes _____	No _____	Size _____
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Comments: \_\_\_\_\_

**Zoning**

County Building Dept	Yes _____	No _____
Approved	Yes _____	No _____

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Signature, Brent Shull, Town Manager & Zoning Admin.

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

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

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:  
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.