

**AREA PLAN COMMISSION  
EVANSVILLE-VANDERBURGH COUNTY**

Room 312 Civic Center Complex  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, IN 47708  
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<b>FOR OFFICE USE ONLY</b>	
Date Filed	_____
Fee Paid	_____
Staff Initials	_____

**IMPROVEMENT LOCATION PERMIT APPLICATION**  
**NEW RESIDENTIAL CONSTRUCTION/ADDITION/ACCESSORY STRUCTURE**

Project Address: \_\_\_\_\_ Location: City \_\_\_ or County \_\_\_

Project Description (i.e. new structure, addition, accessory building, pool): \_\_\_\_\_

Subdivision, Block #, Lot #, or attach legal description: \_\_\_\_\_

<u>Property Owner</u>		<u>Applicant</u>
_____	Name:	_____
_____	Company:	_____
_____	City/St/Zip:	_____
_____	Phone #:	_____
_____	E-mail:	_____

Permit Fee: \$100.00 per application for new single family/duplex or \$50.00 for accessory structure/addition to existing structure. Make checks payable to the Evansville-Vanderburgh County Area Plan Commission.

Items to be submitted with this application: Site Development Plan, completed application, and application fee. Failure to provide adequate information will result in your Improvement Location Permit being delayed.

Note: An Improvement Location Permit is required to be issued prior to the start of any construction. If any construction begins prior to the procurement of the Improvement Location Permit, a late fee of three times the normal permit fee will then be required.

If you have questions on a particular line in this application, please refer to the numbers shown in square brackets [ ]. The numbers correlate to the Departments to contact and are shown at the bottom of this checklist.

**SITE DEVELOPMENT PLAN**

- All site drawings must be drawn to engineer's scale. (i.e. 1:10, 20, 30, 40, 50, 60)
- All site drawings must be submitted on 8½" x 11", 8½" x 14", or 11" x 17" paper.
- Name, address, phone number and company name (if applicable) of person certifying site plan accuracy.
- Show scale; north arrow; subdivision name, section, block and lot number(s) or attach a legal description; and address as assigned by the Area Plan Comm.
- Indicate accurate lot dimensions and overall size of lot. [6,7]
- Show all street and/or alley right-of-way widths from centerline and physical center of pavement. [3 or 4]
- Indicate all required setbacks for front, rear, and side yards including thoroughfare, if applicable. [1]
- Indicate existing and proposed easements and their widths located within or adjacent to lot. [7]
- Include dimensions and location from property lines on all existing structures.
- Include dimensions and location from property lines on all proposed additions or structures.
- Indicate distances between all structures including existing/proposed unattached accessory structure(s).
- Show sidewalk and street pavement width and location.
- Include size and location of existing/proposed curb cuts or driveways.
- Show location, type, and height of existing and proposed fences including dimensions to lot lines from the edge of fence.
- Indicate height of all existing/proposed structures measured from ground level to peak of roof.
- Indicate square footage for all floors separately, attached garage, and any covered porches.
- Show the flood protection grade (FPG) if the property is located within a floodplain.

[1] Area Plan Commission 435-5226  
[2] Building Commission 436-7879  
[3] City Engineer 436-4990

[4] County Engineer 435-5773  
[5] County Surveyor 435-5210

[6] Assessor's office 435-5267  
[7] Recorder's office 435-5215

I, the undersigned owner or authorized agent, affirm, under penalties for perjury, that the foregoing representations on this application are true and correct, and that the required site development plan submitted is in conformance with all applicable laws or ordinances. I will take responsibility for all work that is allowed by the permit granted under this application. I understand that the issuance of the Improvement Location Permit does not eliminate the need to obtain other permits that may also be required by applicable laws or ordinances. I further agree to hold harmless and indemnify the City of Evansville and Vanderburgh County for any claim against the City and/or County as a result of any act of commission or omission on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_