

**City of Richmond  
Improvement Location Permit Application**

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**Department of Metropolitan Development  
50 North 5<sup>th</sup> St  
Richmond, IN 47374**



The City of Richmond  
Unified Development  
Ordinance

## Improvement Location Permit Application

*Applicability:* An Improvement Location permit shall be required prior to permanent construction, installation, addition, alteration, or relocation of a structure; prior to permanent alteration to the land; and prior to establishment of a new land or change an existing land use. The follow are examples of projects necessitating an Improvement Location Permit process:

- Constructing a new dwelling unit
- Constructing a detached garage
- Constructing a public sidewalk
- Room addition on a house
- Installing a new driveway
- Installation of a dwelling unit, manufactured
- Installing a swimming pool
- Construction of a pool house
- Constructing a carport
- Constructing a deck or patio over 400 sq. ft
- Installing a permanent free standing or wall mounted sign
- Modifying a structure's height
- Constructing a recreation pond
- Adding impervious surface
- Installation of an accessory structure over 200 ft in area.

After application is verified as being substantially complete, the Zoning Administrator shall review the project to determine if it complies with the Unified Development Ordinance. The Administrator shall render a "decision to approve" or a "decision to deny" based on the information submitted, project review, discretion exercised and interpretations made.

**PLEASE NOTE:**

**This ILP serves as Zoning Verification for your project only.**

**Additional permits, including but not limited to, sewer tap permits, driveway permits, drainage approvals, and building permits, may be required depending on the type of and/or scope of your project.**

# Improvement Location Permit Application

## Filing Requirements

Most of the required information may be obtained from the Geographic Information System (GIS) found at [www.richmondindiana.gov](http://www.richmondindiana.gov) and/or Department of Metropolitan Development (DMD) team members can assist by printing a map of your site from GIS to help you provide the following information. An appointment may be required to receive assistance from DMD team members

(For Permanent Construction, Installation, Addition, Alteration, or Relocation of a Structure)

1. *Projects involving non-inhabitable structures not mounted on a permanent foundation (such as a swimming pool, deck, etc...) as applicable:*
  - a. A drawing of the parcel with dimensions
  - b. The building envelope (the resulting developable area after applying setbacks)
  - c. The location of existing structures on lot
  - d. The location of the proposed structure
  - e. An affirmation stating the proposed project is not located within a floodplain or easement. (see page 6)
2. *Projects involving non-inhabitable structures mounted on a permanent foundation (such as a garage) as applicable:*
  - a. All the above requirements
  - b. Existing adjacent right-of-ways, street easements or alley easements, and the name of the street or alley, if applicable.
  - c. Easements on the parcel or adjacent to the parcel, if any.
  - d. Denotation of any existing structure on adjacent parcels if within 20 ft of the subject parcel's property line (this will be shown if you print your property
3. *Projects involving inhabitable buildings (such as a house, room addition, commercial structure, etc...) as applicable:*
  - a. All the requirements in section 1.
  - b. Denotation of the location of mature trees, greater than nine(9) inches in caliper (this may help you achieve the required landscaping requirements if the trees noted will remain upon completion of the project)
  - c. When reasonable evidence exists that the proposed structure is within thirty (30) ft of a floodplain or wetland, the Planning Director may require a certification by a licensed engineer or surveyor that the proposed project is not within thirty (30) ft of a floodplain or wetland.
  - d. Location of where utility lines will be run to the building and whether they are above or below grade.
  - e. Location of a septic system, reserve area for a replacement septic system well, geothermal loop, or other on-site utility system.

# Improvement Location Permit Application

## APPLICATION INFORMATION

### PROPERTY OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

### CONTACT INFORMATION:

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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### CONTRACTOR

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

### CONTACT INFORMATION:

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

# Improvement Location Permit Application

**Application For:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**Legal Description:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Lot Dimensions:** \_\_\_\_\_

**Total Lot Area:** \_\_\_\_\_

**Dimensions of Building (project)** \_\_\_\_\_ Ft. X \_\_\_\_\_ Ft.  
*(Measured from widest point to widest point)*

**Building Height:** \_\_\_\_\_

**Total Square Feet of Building (when completed):** \_\_\_\_\_

**Total Lot Coverage %:** \_\_\_\_\_ **Front Yard Setback:** \_\_\_\_\_

**Rear Yard Setback:** \_\_\_\_\_ **Side Yard Setbacks:** \_\_\_\_\_

Is property is Floodway? Yes      No

Is property in Floodway Fringe? Yes      No

If Yes to either of the above, what is the minimum lowest floor elevation? \_\_\_\_\_

Is property in a Historic Preservation Conservation District? Yes      No

Is the property in an aquifer protection district? Yes      No

If Yes, has an aquifer survey been completed Yes      No

Estimated Date to begin construction: \_\_\_\_\_

Estimated Date to complete: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

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## APPLICANT SIGNATURE

I \_\_\_\_\_

- Affirm the accuracy of all information provided with this application including the plot plan, legal description, and dimensions of the proposed improvements shown.
- Understand that the City of Richmond reserves the right to revoke this permit upon finding that the work performed is not consistent with the information supplied in this permit request.
- Affirm that the City of Richmond has design standards for items including, but not limited to, driveways, landscaping, architecture and etc. that are found in article 5 of the Unified Development Ordinance (UDO) and agree to adhere to applicable standards.
- Affirm that the proposed project is not located within a floodplain or easement, and if it is, have provided all required supporting documentation as outlined in this application and/or requested by the zoning administrator.
- Affirm that the project will be built at the elevations per the drainage plan approved for the project to comply with all drainage/storm water requirements.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OFFICE USE ONLY

Zoning District \_\_\_\_\_ Flood Zone \_\_\_\_\_ Type of Land Use \_\_\_\_\_

*Setbacks:*

Front \_\_\_\_\_ Rear: \_\_\_\_\_ Sides: \_\_\_\_\_

Height: \_\_\_\_\_ Lot Coverage \_\_\_\_\_

Parking Spaces: \_\_\_\_\_

Permit Issued  Permit Denied \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permit Issued with the following conditions: \_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_