



Case Number:

ILP-- _____

Address:

Date Received:

City of Richmond

Improvement Location Permit (ILP) Application

Department of Metropolitan Development
50 North 5th Street
Richmond, IN 47374

For questions, contact:

Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

Applicability

An Improvement Location Permit (ILP) is required before permanent construction, installation, addition, alteration, or relocation of a structure; before permanent alteration to the land; and before establishment of a new or change to an existing land use.

The following are examples of projects that require an Improvement Location Permit:

- *Constructing a new dwelling unit*
- *Constructing a new commercial unit*
- *Constructing a garage or carport*
- *Adding a room to a primary structure*
- *Adding an impervious surface*
- *Changing a structure's height*
- *Digging a recreation pond*
- *Installing a manufactured home*
- *Installing a swimming pool*
- *Installing a new driveway*
- *Installing a deck or patio (over 400 sq. ft)*
- *Installing any structure over 200 sq. ft*

After your application is complete, the Zoning Administrator shall review the project to determine if it complies with the Unified Development Ordinance.

THIS ILP APPLICATION SERVES AS ZONING VERIFICATION FOR YOUR PROJECT ONLY. Additional permits, including but not limited to, building permits, driveway permits, drainage approvals, and sewer tap permits may be required depending on the type of and/or scope of your project.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. It is the responsibility of the applicant to ensure that the request is complete. Staff will not perform work required to provide missing information.

Site Plans

Applicable plans and descriptions of the use and proposed site must accompany the application.

The supporting information shall accurately and completely describe the proposed project, including:

1. All existing and proposed structures
2. Lot dimensions, property lines, and measured setbacks
3. Labelled streets and/or alleys adjacent to property
4. Measured distances between structures and distances to property lines
5. Proposed landscape buffers or landscaped areas (include any existing mature trees)
6. Proposed elevation drawing of the building, indicating max height of structure at peak

The Zoning Administrator may request additional information such as:

1. Location of existing and proposed utility lines
2. Location of septic system, reserve area, geothermal loop, or other on-site utility
3. Evidence that proposed structure is greater than thirty (30) feet from a floodplain or wetland. Certification by a licensed engineer or surveyor may be required.

Improvement Location Permit Application

Address of Property to be Improved: _____

Parcel Number: _____

Current Zoning: _____ Current Use: _____

Overlay District (if applicable): _____

	Property Owner	Contractor
First/Last Name		
Mailing Address		
City/State/Zip		
Phone Number		
Email Address		

Description of Improvement: _____

Estimated Date to Begin Construction: _____

Estimated Date of Completion: _____

Improvement Measurements	
Length <i>Measured from widest point to widest point</i>	
Width <i>Measured from widest point to widest point</i>	
Total Area of Improvement	

Lot Coverage	
Lot Area (sq. feet)	
Lot Coverage (sq. feet) <i>Area of existing structures AND improvements</i>	
Percent Lot Coverage (%) <i>Lot Coverage / Lot Area</i>	

	Proposed	UDO Requirement	Compliance	Field Check Needed	Variance Needed
Height <i>(if applicable)</i>					
Front Yard Setback					
Rear Yard Setback					
(1) Side Yard Setback					
(2) Side Yard Setback					
Parking Spaces					
Landscaping: Trees					
Landscaping: Shrubs					

Applicant Certification

I, _____, affirm the accuracy of all information provided with this application, including the plot plan, legal description, and dimensions of the proposed improvements shown. I 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 or does not adhere to design standards for items including, but not limited to, driveways, landscaping, architecture, etc. that are found in Article 5 of the UDO.

Applicant Signature: _____ Date: _____

Zoning Administrator Approval

- Permit Issued
 Permit Denied
 Permit Issued with Conditions

Staff Signature: _____ Date: _____

Staff Comments: _____

Floodplain		Historic Designation		Aquifer District	
State Design Release		BZA		Two-Mile Fringe	