

**TOWN OF WATERLOO
OFFICE OF THE PLAN COMMISSION**

Improvement Location Permit Application Instructions

Application Requirements:

1. A completed application form
2. The payment of all required filing fees
3. A legal description of the property
4. A site plan drawn to scale showing the following:
 - a. Location of the proposed structure, or alterations or changes to be made to present structure
 - b. The dimensions of the lot to be improved
 - c. The size of side, rear, and front yard setbacks
 - d. Existing and proposed streets and alleys adjoining or within the lot
 - e. The manner in which the location is to be improved
 - f. Any public utility lines adjoining or within the lot to be altered
5. All applications for a new construction Improvement Location Permit shall not be approved until the Zoning Administrator has obtained comments from the Waterloo Street, Water and Sewer Departments.
6. If the permit application is for a new residential, business, institutional, or industrial structure, the applicant must also apply for water and sewer connections on the permit.

Application Review

1. Completed Improvement Location Permit applications shall be reviewed by the Zoning Administrator. If the application is in compliance with the provisions of this Ordinance, the Improvement Location Permit shall be issued.
 - a. If the proposed construction requires a Building Permit from the DeKalb County Building Department, then the Improvement Location Permit shall be taken to the Building Department by the applicant.
 - b. If the proposed construction does not require a Building Permit from the DeKalb County Building Department, then the Improvement Location Permit shall be picked up by the applicant, and the applicant can then start work on the approved project.
 - c. A copy of both the Improvement Location Permit and the Building Permit, if required, shall be posted in a prominent place on the project site during the construction process so that they are visible from a public street.

If there are any questions concerning the above, please contact the Zoning Administrator at (260) 837-7428. State law requires that two full working days notice be given to all affected utilities prior to the start of any excavating. Call Indiana Underground Plant Protection Systems (IUPPS) at 811 to notify member utilities; non-member utilities must be notified by the applicant.

FEE SCHEDULE

Improvement Location Permits

Single Family Dwellings	\$50.00
Two Family Dwellings	\$100.00
Accessory Structures (Section 4.4)	\$50.00
Temporary Structures (Section 4.5)	\$50.00
Business, Industrial, Institutional, Utility, and Multi-Family projects increasing gross floor area by less than 10%	\$100.00
Agricultural Structures	\$50.00

Development Plans

(Business, Industrial, Institutional, Utility, and Multi-Family Projects increasing gross floor area by more than 10%, and any new or expanded commercial or industrial off-street parking areas)	\$200.00 (plus any consulting fees incurred by the Town. Payment is a condition of approval.)
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Planned Unit Developments

	\$400.00 (plus any consulting fees incurred by the Town. Payment is a condition of approval.)
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Variances of Use

	\$250.00
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Variances from Development Standard

	\$250.00
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Special Exceptions

	\$250.00
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Amendment of Official Zoning Map

	\$250.00
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Amendment to Comprehensive Plan

	\$1,000.00 (plus any consulting fees incurred by the Town.)
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Temporary Use Permits (no charge for garage sales)

	\$50.00
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Zoning Use Permits (including home occupation)

	\$50.00
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Sign Permits

	\$50.00
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Parking Lot Permits

	\$50.00
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Communication Tower Permits

	\$50.00
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Garage Sale Permits

	No Charge
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Department Charges

Certified Mailing (Price per certified letter)	Actual Cost
Public Hearing Newspaper Publication	Actual Cost

TOWN OF WATERLOO, INDIANA
IMPROVEMENT LOCATION PERMIT APPLICATION

Date: _____ Fee: \$ _____ ILP Number: _____

Applicant: _____ Phone #: _____

Address: _____

Owner: _____ Phone #: _____

Address: _____

General Contractor: _____ Phone #: _____

Location of Property: Lot # _____ in _____ Addition

Street Address: _____ Township: _____

Lot Size: _____ X _____ or _____ Sq. Ft. / Acres

Zoning Class: _____ In Floodplain: YES / NO Elevation Certificate: _____

Setbacks: Front: _____ ft.: Rear: _____ ft: L Side: _____ ft: R Side: _____ ft

_____ feet from the centerline of the street right-of-way. Must keep improvements 75 feet from any County Regulated Drain.

Use of proposed Building / Structure: _____

Size of Proposed Bldg / Structure:

_____ X _____ = _____

Living _____ Sq. Ft.

_____ X _____ = _____

Basement _____ Sq. Ft.

_____ X _____ = _____

Non-Living _____ Sq. Ft.

Other _____ Sq. Ft.

Type of material to be used (wood-frame, steel frame, block, modular, etc.):

Number of Off-Street Parking Spaces (including garages and carports): _____

Estimated Value of Improvements: \$ _____ Estimated Completion Date: _____

The undersigned agrees that any construction, reconstruction, enlargement, relocation, or alteration of structures, or any change in the use of land or structure, requested by this application will comply with and conform to all applicable laws of the State of Indiana and Ordinances of the Town of Waterloo. Under penalty of perjury the above information is, to the very best of my knowledge, true and correct. For Utility Location Requests, call §11. Verification for location of utilities and/or easements is required.

Signed: _____ Owner / Agent / Contractor