Application for Improvement Location Permit (ILP)

PLEASE COMPLETE ALL SECTIONS -- IF A SECTION IS NOT APPLICABLE, PLEASE INDICATE WITH ‘N/A’

|  |  |  |
| --- | --- | --- |
| Address of Property: |  | Zoning: |
| Civil Township: | Parcel Number: | |
| Subdivision: | Lot Number: | Lot Size (Acres): |
| Structure Type: |  |  |
| Improvement Description: |  | |
|  |  | |
| Estimated Cost: | Square Footage of Structure: | |

An Improvement Location Permit (ILP) shall be valid for the longer of: (a) six months after date of issuance; or (b) the length of any required building permit covered by the ILP within six months after the date of issuance of the ILP.

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| Property Owner Name: |  |
| Email: |  |
| Address: | Phone: |
| Name of Developer/Contractor/Agent: |  |
| Contractor Company Name (If Applicable): |  |
| Email: |  |
| Address: | Phone: |

Please submit a site plan drawn to scale of not more than 1”=100’ showing (1) the actual shape and dimensions of the lot; (2) the exact size and location of the lot; (3) the principal and accessory structures currently existing and proposed to be built; (4) the area of the existing and proposed improvements; (5) the building lines in relation to lot lines for the existing and proposed improvements; (6) the number of stories or the height of the existing and proposed improvements; (7) the number of dwelling units (if applicable) of existing and proposed structures; (8) the current and proposed use to be made of the improvements or lands; (9) the location of streets, alleys, thoroughfares, public ways, water ways, or railroad right-of-ways abutting or within the lot; (10) the location and dimensions of all off-street parking and off-street loading facilities; (11) the location and dimensions of all screening and buffering devices; and (12) all other information required by the Director for the proper administration and enforcement of this Ordinance.

The Director may waive or relax any or all of the site plan requirements listed above, as circumstances dictate.