

DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 215B West High St., Lawrenceburg, IN 47025
Phone (812)537-8821 Fax (812)532-2029 E-mail: planning@dearborncounty.in.gov

Location Improvement Permit Instructions

◆ LOCATION IMPROVEMENT PERMIT APPLICATION

All individuals requesting a Location Improvement Permit must complete an application form which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The applicant is responsible for all the information that is given. ***If the Section #, Township #, Range #, Map #, and Parcel # is unknown, the Assessor's Office can assist you.***

◆ PLOT PLAN

In addition to the completed application form, ***all individuals requesting a Location Improvement Permit are required to submit a plot plan or "site plan," as required by Article 17 of the Zoning Ordinance.*** The purpose of this plot plan is to provide complete and accurate information about many important features of your property.

MINOR PLOT PLAN

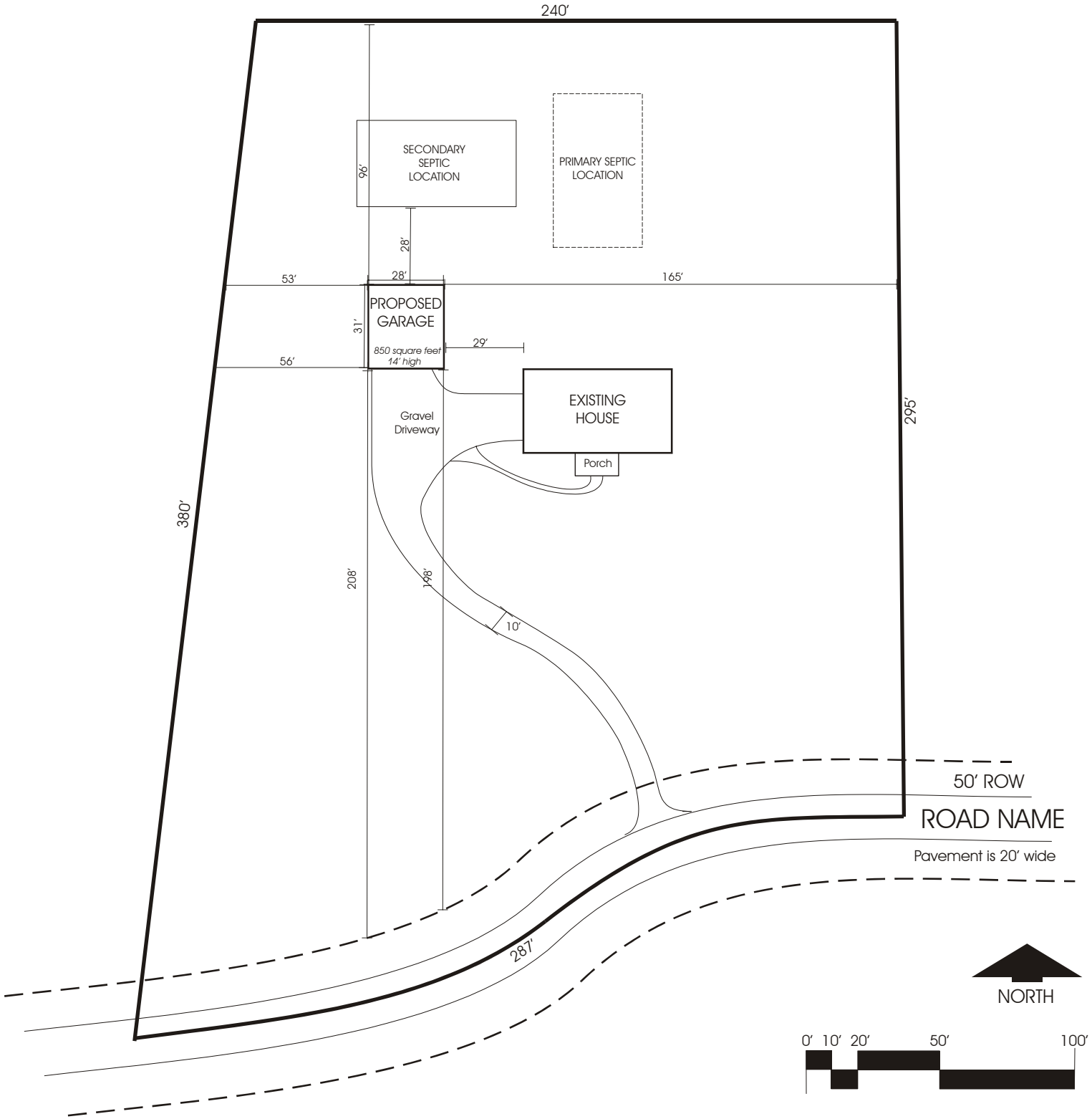
A plot plan that requires no exterior utility construction (e.g., storm sewer, water, sanitary sewer, etc.), no additional access points or curb cuts, and no status as a residential living unit. Typically this review pertains to the construction of accessory uses and minor additions.

Please use the attached list of requirements provided for Minor Plot Plans to assist you in creating a plot plan. If you have any questions, please direct them to the Dearborn County Planning & Zoning Office. The responsibility for the accurate completion of the application and site plan is your own. Please do not expect the Planning and Zoning Office to draw the plot plan for you. Special attention should be made to ensure that your plot plan is complete, organized, accurate and neat. *The lack of appropriate information could result in a delay or denial of your application.*

In order to expedite the required permit process, you may also apply for other necessary permits at the same time that the Location Improvement Permit is submitted. A Health Permit, Driveway Permit and a Building Permit may also be required, depending on the specific request. The Dearborn County Planning & Zoning Office cannot release the Location Improvement Permit until the necessary Health & Highway Permits are received.

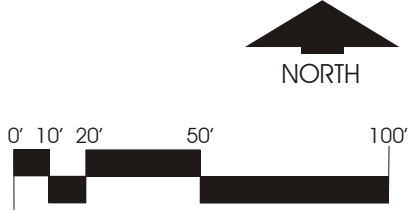
Applications take 1-5 business days to process depending upon the completeness & accuracy of the plot plan, application form, and the number of releases required from other departments

MINOR PLOT PLAN EXAMPLE



Health Department Note
 This plot plan has been reviewed by _____
 Environmental Health Specialist with the Dearborn County
 Health Department.

 Signature



The Smith Property	
Clay Township	Section 17
	Range 2W
Smith Acres Lot 12	Map 11-17 Parcel 023.003

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Requirements for Minor Plot Plans

In order that all the required plot plan information be properly documented and correctly designed, it is necessary that ALL plot plans be technically drawn to a **scale of no less than 1" = 50'**. The plans should be submitted on standard paper sizes. In situations where the scaled lot is larger than the preferred paper size a large scale plot plan with a close up view of the major features is acceptable;

Please check off each item of information that is required to submit to the Dearborn County Plan Commission as it is provided below (on the left side of the page). **PLEASE NOTE THAT BEFORE AN APPLICATION CAN BE SUBMITTED, ALL ITEMS MUST BE CHECKED OFF (ON THE LEFT SIDE OF THE TABLE BELOW) OR YOU WILL BE REQUIRED TO RESUBMIT YOUR APPLICATION.**



<input type="checkbox"/>	A complete and accurate application form	
<input type="checkbox"/>	A graphic scale and north arrow	
<input type="checkbox"/>	Location and labels of all existing and proposed structures (e.g., labels for house, garage, etc.)	
<input type="checkbox"/>	Property boundaries / dimensions of the parcel or lot	
<input type="checkbox"/>	Location and width of all public and private streets, driveways, and other vehicular circulation areas adjacent to the property	
<input type="checkbox"/>	Exterior dimensions of structure (including decks or porches and overhang measurements)	
<input type="checkbox"/>	Dimensional tie downs from all four corners of the proposed structure(s) to the appropriate property lines	
<input type="checkbox"/>	Square footage, height of proposed building or addition, and acreage of the lot	
<input type="checkbox"/>	Approximate location of all utilities (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, telephone lines, laterals, water meters, and so on)	

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