

TOWN OF MORRISTOWN

IMPROVEMENT LOCATION PERMIT APPLICATION PACKAGE

Morristown Plan Commission

418 W. Main Street
Morristown, IN 46161
Phone: 765.763.6748
Fax: 765.763.6245
<http://www.morristown.in.gov>

(Last Revised February 2009)

IMPROVEMENT LOCATION PERMIT APPLICATION

Morristown Plan Commission
418 W. Main St.
Morristown, IN 46161
P: 765.763.6748 F: 765.763.6245

1. Owner/Contractor:

Owner:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Contractor:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

2. Location Information:

Address of Property: _____

Zoning Classification: _____

Size of Lot: _____ feet by _____ feet

Flood Zone: _____ Yes _____ No _____ Panel #

Subdivision: _____

Lot & Parcel#: _____ / _____

Area of Lot: _____ square feet

3. Use of Property:

Existing Use of Building and/or Land: _____

(Please list number of units for multi-tenant facilities, including residential)

Proposed Use of Building and/or Land: _____

(Please list number of units for multi-tenant facilities, including residential)

4. Type of Construction Activity:

Nature of Structure (Principal, Accessory, Etc.) (if Appropriate) _____

Nature of Land Alteration (if Appropriate) _____

Type of Construction Activity _____

To comply with State Law (Indiana Code, IC22-11-21), you must state whether you are using advanced structural components (e.g. engineered lumber) in the roof, floor, or both; as well the type of components and their location.

Are you using engineered lumber in the floor joists? _____ Yes _____ No Location: _____

Are you using engineered lumber in the roof trusses? _____ Yes _____ No Location: _____

Are you using engineered lumber in the I-Joists? _____ Yes _____ No Location: _____

5. Supplemental Information:

Height of Structure: _____

Gross Floor Area (if applicable): _____

Value of Construction: _____

Living Area (if applicable): _____

6. Required Supplemental Information:

The following information must be provided as elements of the Improvement Location Permit Application:

☐ Site Location Map

☐ Site Plan (if applicable)

☐ Waste Disposal Plan (if applicable)

☐ Drainage and Erosion Control Plan

☐ Use Description

☐ Dwelling Units/Tenant Spaces (if applicable)

☐ Flood Hazard Area information (if applicable)

I have read the information above and hereby agree that any construction commenced at the address indicated by me or my agent shall be in accordance with specifications given hereto. I further agree that as a consideration of an Improvement Location Permit, I will be governed by such Zoning and Building Ordinances of the Town of Morristown, Indiana, as are now in effect. I further declare that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.

Signature of Applicant: _____ Date: _____

Office Use Only

Application #: _____ Date Received: _____ - _____ Fee: _____ Released for Construction: Yes No

IMPROVEMENT LOCATION PERMIT PROCEDURES

CONSTRUCTION REQUIRING A PERMIT

No structure or major infrastructure shall be erected, moved, or added to without an Improvement Location Permit issued by the Town of Morristown. No Improvement Location Permit shall be issued unless the project is in conformity with the provisions of the Development Standards and all other applicable regulations of the Town of Morristown. The Town of Morristown requires that an Improvement Location Permit be obtained for the following:

1. Sign Permit
2. Swimming pools (in ground or above ground)
3. Demolition of Buildings
4. Surface and sub-surface drainage work and/or grading (including land alteration) excluding agricultural uses
5. Adding or subtracting dwelling units or leased space in multifamily or commercial structures
6. Parking lot construction or alteration
7. Ponds or lakes
8. Mineral extraction
9. The change of use of any property or structure
10. Telecommunications towers, buildings, and antenna
11. Any exterior construction that adds to or alters the height of the existing structure
12. Variance
13. Amendment
14. One or two family residential dwellings (including modular and mobile homes)
15. Additions to existing residential structures
16. Accessory Structures
17. Moving or changing the location of a building
18. Access to a Roadway (excluding agricultural)

SUBMITTALS REQUIRED FOR PERMIT APPLICATION

The following items must accompany all applications for an Improvement Location Permit:

1. Site Location Map: A site location map showing the subject property and the general features of the adjacent property.
2. Site Plan (if applicable): A detailed site plan, drawn to scale with the dimensions indicated showing the following:
 - a. the entire property including all rights-of-way, easements, property lines, required buffer yards, and setbacks (dimensions required);
 - b. all existing and proposed structures or other site improvements with the dimensions of such improvements;
 - c. the distances from all existing and proposed improvements to the property lines;
 - d. the location of any existing or proposed septic field;
 - e. the location of any existing or proposed driveways and/or parking areas;
 - f. natural, physical or hazardous conditions existing on the lot;
 - g. the location of any required landscaping, labeled according to size and species;
 - h. the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds; and
 - i. finished floor elevations.
3. Waste Disposal Plan (if applicable): A copy of either a septic permit from the Shelby County Health Department or a sewer access (tap-on) permit from the Town of Morristown.
4. Use Description: A detailed description of the existing or proposed uses of the property and any structures.
5. Dwelling Units/Tenant Spaces (if applicable): An indication of the number of dwelling units, or tenant spaces the building is designed to accommodate.
6. Flood Hazard Area Information (if applicable): Any other information necessary to meet the Flood Plain District requirements of the Development Standards.
7. Drainage and Erosion Control Plan: Existing and proposed grading, by contours or spot elevations, sufficient to show positive drainage. Locations of ditches, culverts, etc with arrows to show direction of flow. At a minimum, land-disturbing activities shall include the installation of perimeter type erosion control measures such as straw bales, silt fences and gravel drives. Tracking of sediment into the street is to be minimized. Bare areas are to be reseeded.

PERMIT CONDITIONS

Improvement Location Permits issued on the basis of submitted plans and applications only authorize the use, arrangement, and construction set forth in such approved plans and applications. Any other use, arrangement, or construction not authorized shall be deemed a violation of the Development Standards and subject to, enforcement and penalties, by the Town of Morristown.

PERMIT EXPIRATION

If the work described in any Improvement Location Permit has not been completed within 1 year of the date of its issuance, the permit shall expire. The Town is not required to provide written notice to the persons affected.

OCCUPANCY REQUIREMENTS

It is unlawful and in violation of Town Ordinances for any builder or property owner to allow any new or significantly remodeled structure to become occupied or utilized prior to:

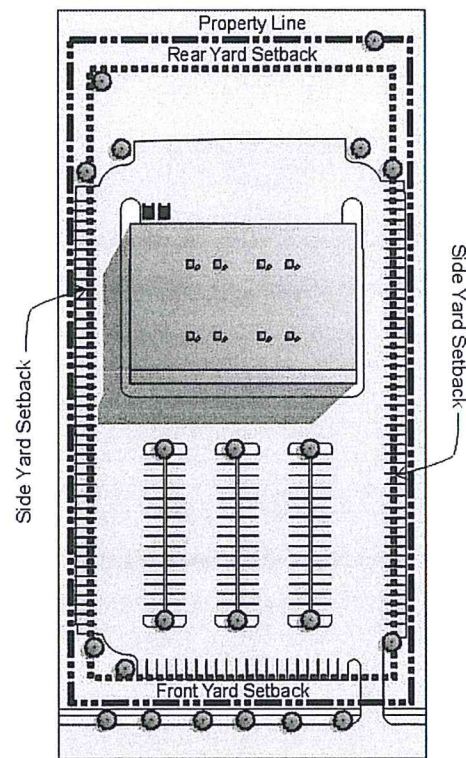
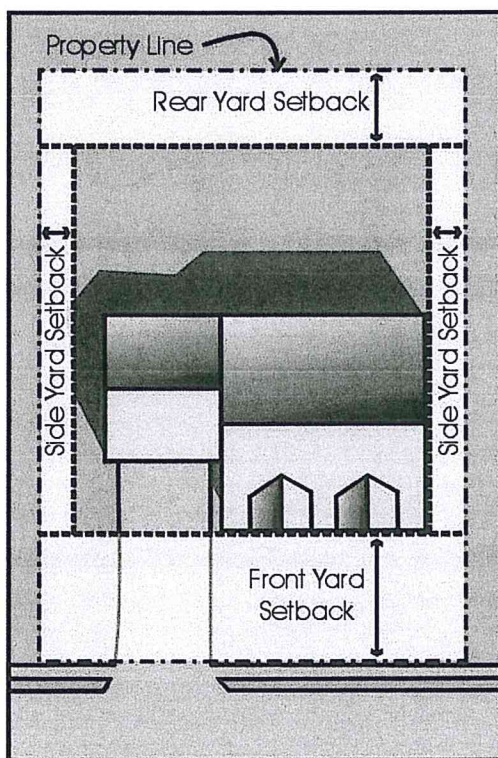
1. Legally obtaining an Improvement Location Permit;
2. Passing all required inspections, including the final inspection; and
3. Receiving a Certificate of Occupancy from the Town of Morristown.

COMPLETION OF WORK

Upon completion of the work approved through an Improvement Location Permit, the permit holder should contact the Town Hall to schedule a final inspection to verify the installation of improvements consistent with the requirements of the Development Standards. The Building Official, any other municipal official, and any other person requested by the Plan Commission may also take part in the inspection.

SITE PLAN EXAMPLES

The following is an example of a site plan that is to be submitted with every application for an Improvement Location permit. The graphic on the left shows a typical residential site plan, while the graphic on the right shows a commercial site plan. All items listed in the Submittal Requirements section of this packet should be depicted on a site plan similar to the ones shown here. Dimensions of all information shown here must be indicated. The square footage of the footprint of all structures must also be provided.



Improvement Location Permit Application Fees		
Sign Permit		\$80.00
Swimming pools	Above ground	\$50.00
	In-ground	\$100.00
Demolition of Buildings	1st building	\$100.00
	Each additional unit (on same lot)	\$15.00
Surface and sub-surface drainage work and/or grading (including land alteration) excluding agricultural uses)		\$100.00
Adding or subtracting dwelling units or leased space in multifamily or commercial structures		\$150.00
Parking lot construction	Operated by private enterprise for revenue purposes; excludes Local, State, Federal Governments units	\$5.00 per stall
	Maximum charge	\$1,000.00
Ponds or lakes		\$500.00
Mineral extraction		\$1,000.00
The change of use of any property or structure		\$50.00
Telecommunication towers, buildings, and antenna	Commercial Use	\$100.00
Any exterior construction that adds to or alters the height of the existing structure		\$125.00
Variance		\$150.00
Amendment		\$300.00
One or Two Family Residential Dwellings (including modular and mobile homes)	Single Family	\$155.00
	Two Family	\$310.00
Additions to existing residential structures	Fee applies per room up to a total of 3 (Greater improvements are considered Residential dwellings above)	\$125.00
Accessory Structures		\$50.00
Moving or changing the location of a building	Principal building	\$155.00
	Residential	\$50.00
Access to a Roadway (excluding agricultural)	Industrial/Commercial	\$150.00