

Fountain County

Important Information for New and Additional Structures

Completed forms need to be emailed or mailed to the Zoning Administrator.

Zoning Administrator

Email to: Roger@des-eng.com

Or Mail To: Roger Azar, 214 E Main St, Crawfordsville IN 47932

317-373-7175

WHAT DO I NEED TO KNOW?

The current Fountain County Zoning Code requires a permit to be obtained before any structure may be constructed in Residential, Business, or Industrial. Agricultural Zoned land does not require a Building Permit at this time, but is subject to change. Agriculture zoned areas are still subjected to the State and Federal requirements for Septic, and Flood checks. The County Ordinance still requires a minimum lot size and setback on all structures. Any structure or use that violates State, Federal and/or County Ordinance could result in a penalty fee or removal. Special Exception or variance can be permitted, but must receive approval through the Board of Zoning Appeals process. You can review the current County Ordinance online at fountaincounty.net.

The Fountain County Advisory Plan Commission (APC) meetings are open to the public. Meetings are held each month in the Commissioners Meeting Room, at the Fountain County Courthouse, 301 4th St, Covington IN 47932 at 6:00 p.m.

What Do I Need a Permit For?

County Ordinance 5.01 Administration Responsibility: No permit shall be issued unless the proposed structure or use of structure or land is in complete conformity with the provisions of the Fountain County Zoning Ordinance.

- Exception - No improvement location permit shall be required for:
 - Routine maintenance, repair, or remodeling of existing structures UNLESS it involves a change of use, or additional lot coverage.
 - Essential Services
 - Lot and yard improvements such as children's playhouses, drives, fences, concrete patios, decks, play equipment, retaining walls, sidewalks, and landscaping, UNLESS these improvements are on, over, or within ten (10) feet of a septic system or utility easement, then a permit will be required.
 - A septic permit will be required for all new construction, in areas not serviced by a municipal sewer system. The septic permit must be issued by the Fountain County Department of Health.

Other Important steps

911 Address - A 911 Address must be assigned to any improvement that will be receiving mail from the USPS. Please be sure there is an address assigned and check existing addresses for accuracy. Linda Whitaker, Assessors' Office – Fountain County Courthouse, 765-793-6206.

Driveway & Road Access - If you are putting in a new driveway or road access you must contact the Fountain County Highway Department if on a County Road or the State Highway on State Roads. County Road - Jason Lewis- 765-401-0127, jlewis@fountaincounty.in.gov; State Road – Justin Patterson- 765-376-6769

Flood Plain Check - This will be completed after permit is turned in. If the location is determined to be in the Flood Plain you must contact the Department of Natural Resources for additional steps & requirements before a permit can be considered for approval. **Department of Natural Resources**, Division of Water, 402 W Washington Street Rm W264, Indianapolis, IN 46204, (877) 463-6367

Septic Permit, if required - *A plot plan from the contractor installing the septic should be presented to the Health Department for the Septic Permit Process. Any home additions will also need to contact the Health Department. Environmentalists: Erich Haley and Jenny Eads, 113 W Sycamore Street, Attica, In 47918, 765-762-3035

Plot Plan- All applications for permits shall be accompanied by a plot plan that shows the following items clearly and completely: **useful tool** <https://beacon.schneidercorp.com/>

- the location, dimensions, and nature of the property
- the measurement from each property line to proposed structure
- the location and dimensions of any existing or proposed structures; (no structure shall be located on an easement, existing sanitary sewer, septic system, water utility facility or water well)
- all adjoining thoroughfares and any existing or proposed access to these thoroughfares
- the existing and proposed use of all structures
- location of Septic and Well

Setbacks

*Front setbacks are measured from the right-of-way of the street or road on which the lot has frontage.

** From the top of the slope

	Minimum Road Frontage (feet)	*Minimum Set Back Front	Minimum Set Back Side	Minimum Set Back Rear
Agricultural	100	60	20	20
Business	30	60	10	10
Residential	40	60	5	5
Industrial	100	60	20	20
Landfill	1,000	**660	**660	**660

PERMIT APPLICATION

DATE _____
PARCEL IDENTIFICATION NUMBER _____
NAME OF
PETITIONER/OWNER _____
ADDRESS _____ Email: _____
PHONE NUMBER _____

NAME OF OWNER _____
ADDRESS _____ Email: _____
PHONE NUMBER _____

Dated: _____ Applicant's signature: _____

LOCATION OF PROPERTY:
STREET NO. _____ LOT # _____ IN _____ ADDITION
OR _____ PART OF SECTION # _____ TOWNSHIP _____ RANGE # _____

PRESENT USE OF PROPERTY _____
PROPOSED USE _____

FEE OF \$ _____ TO ACCOMPANY THIS APPLICATION
PAYABLE TO: FOUNTAIN COUNTY TREASURER

REQUEST

- ☐ NEW SINGLE FAMILY DWELLING
- ☐ RESIDENTIAL ADDITION
- ☐ NEW COMMERCIAL
- ☐ COMMERCIAL ADDITION
- ☐ NEW INDUSTRIAL
- ☐ INDUSTRIAL ADDITION
- ☐ NEW AGRICULTURE
- ☐ AGRICULTURE ADDITION
- ☐ ACCESSORY STRUCTURE

DISTRICT

- ☐ AGRICULTURE DISTRICT
- ☐ BUSINESS DISTRICT
- ☐ INDUSTRIAL DISTRICT
- ☐ RESIDENTIAL DISTRICT

SETBACKS

FRONT _____ FT.
SIDE _____ FT.
REAR _____ FT.

SEPTIC PERMIT # _____

FLOOD PLAIN Y/N

Flood-Plain Administrator Signature

DO NOT WRITE BELOW THIS LINE

ZONING CLASSIFICATION _____ PERMIT # _____ DATE _____ ISSUED _____

BOARD ACTION _____

INSPECTIONS:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

COMMENTS:

- ☐ IS LOCATED IN FLOOD PLAIN
☐ IS NOT LOCATED IN FLOOD PLAIN

=====

NOTICE: PLEASE REFER TO THE INSTRUCTION SHEET TO COMPLETE THE APPLICATION.

WE RECOMMEND THAT YOU CONTACT THE FOUNTAIN-WARREN HEALTH DEPT
PHONE (765) 762-3035 FOR STATE REGULATION IN PLANNING YOUR SEPTIC OR SEWAGE DISPOSAL SYSTEM.

ATTICA, INDIANA

IT IS NECESSARY FOR ALL MOBILE HOMES, WHEN INSTALLED, TO BE PERMANENTLY ANCHORED.
ALL MOBILE HOMES SHALL HAVE SKIRTS INSTALLED WITHIN 60 DAYS AFTER INSTALLATION.

Floodplain Check

DATE:

Name: _____

Current ADDRESS: _____

PHONE NUMBER: _____

LOCATION OF PROPERTY ADDRESS: _____

Present Use of Property: _____

Proposed Use: _____

- **Floodplain Management: 765-793-0833**

Is located in the Floodplains: yes ___ / no ___

(If yes contact the DNR Division of Water at 1-877-928-3755)

Is it located in the Fringe: yes ___ / no ___

Floodplain Manager Signature_____ **Date**_____

FOUNTAIN COUNTY PLAN COMMISSION
FEES FOR PERMITS / APPLICATIONS / MISC.

<u>FUNCTION</u>	<u>FEE</u>
NEW HOME	\$ 00.00
HOME ADDITION	\$ 00.00
NEW COMMERCIAL	\$100.00
COMMERCIAL ADDITION	\$ 75.00
NEW INDUSTRIAL	\$250.00
INDUSTRIAL ADDITION	\$200.00
REZONE*	\$ 50.00
VARIANCE*	\$ 50.00
SPECIAL EXCEPTION*	\$ 50.00
ZONING ORDINANCE*	\$ 20.00
COMPREHENSIVE PLAN	\$ 25.00
COMMERCIAL WIND ENERGY CONSERVATION SYSTEM	

*SEE ORDINANCE 2011-8

*THE APPLICATIONS INCLUDE THE LEGAL ADVERTISEMENT AND SURROUNDING PROPERTY
OWNER NOTIFICATIONS.

