

PERMIT APPLICATION

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

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

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) _____

Agriculture District

DATE: _____

Name: _____

LOCATION ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

Parcel Identification Number _____

• **SETBACKS:** Front _____ ft. Side _____ ft. Rear _____ ft.

• **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)

Floodplain Manager Signature _____ **Date** _____

• **Septic Permit #** _____

Fountain County

Important Information for New and Additional Structures

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. It is encouraged that you still get a permit if zoned Agriculture, because any structure in this area is 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 in the Agricultural Zoned land. 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.

Once the updates to the Ordinance are finalized, the APC will advertise a Public Hearing Date in the Fountain County Neighbor and on the website. The Public Hearing will be for the draft recommended to the Fountain County Commissioners.

WHO NEEDS TO FILE A PERMIT?

Anyone who lives in a municipal area will fall under the ordinances and permit process for that city/town.

Attica- 765-762-2467

Covington- 765-793-2331

Hillsboro- 765-798-6880

Kingman- 765-397-3921

Mellott- 765-918-8298

Newtown- 765-610-1971

Veedersburg- 765-294-2728

Wallace- 765-585-9726

Lake Holiday Hideaway Incorporated Area- (765) 397-3450

Dual permit, County and Lake Holiday. The Lake has their own Ordinances that are more restrictive than the County. If the County approves your permit but the Lake has ordinances that prevents your improvement, the lake has the right to stop your improvement from being added.

*State Law requires any property not connected to a City Sewer must contact the Fountain County Health Department for a Septic Permit.

*Federal Law requires all structures be checked on the DNR Floodplain Maps.

WHY IS THE COUNTY MAKING THESE CHANGES?

These zoning code updates are intended to be a step toward creating a land development code which will streamline regulations and make development easier for residents and businesses by creating better coordination between zoning code, building code and permitting process.

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.

- An Improvement location permit shall be obtained before any structure in the Business, Residential, Landfill, and Industrial zoning districts may be constructed *unless it falls under an exception, see below
- If a building permit is required by the County Ordinance, a building permit must be obtained from the appropriate county staff. Nothing in the Ordinance negates the requirements of the County Building Code, rules, regulation, and Ordinances.
- *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.
- All Applications for permits shall be accompanied by a plot plan.
- All applications for permits shall be made by the recorded owner (or the recorded owner's contractor) of the lot on which the improvement is to be located. Contract purchasers, equitable owners, lessees, or other holders of less than a fee simple interest shall not make applications.

Inspections

The County does not have an inspector at this time, and will not do any inspections. However, if there is a complaint on a structure that has been built, the county will investigate the claim. If an Ordinance Violation is found, fees and legal fines at your expense could be incurred for not following the Local, State or Federal Law.

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,

lwhitaker@fountaincounty.in.gov

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 and the State if you are located on a State Road.

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. Check is done at Fountain County Emergency Management 765-793-6264

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
jenfwhealth@gmail.com
ehaleyhealth@gmail.com

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/>

- * Search property & go to map
- * Check box County Property Dimensions
- * Use the measuring tool at the top to measure from property line to where the improvement is going to sit.

- 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

Blue Print

Please provide a copy of the improvement blue prints

Cost of Improvement

Please Provide the total cost of the improvement.

Return Completed Form

Completed Permits must be turned in to:

Assessor's Office
301 4th Street, Covington, In 47932
Assessors' Office – Fountain County Courthouse
(765)793-6206
aroarks@fountaincounty.in.gov

or

Jon Schrock
Zoning Administrator
jschrock@fountaincounty.in.gov
(704) 974-2577

After Permit is approved, the permit must be displayed in a location that it can be easily viewed. for example, the front property window, structure being built, or on a utility post. if it is posted outside in the weather please put in a zip-lock bag.

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.

