



# Improvement Location Permit

FOR OFFICE USE ONLY  
Petition ILP \_\_\_\_\_ - \_\_\_\_\_  
Fees \$ \_\_\_\_\_

## 1. Applicant/Property Owner:

### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

## 2. Proposed Improvement

- Single Family Residence
- Residential Addition
- Commercial Structure
- Commercial Addition
- Conversion to Duplex/Multifamily

- Shed
- Sign
- Fence
- Canopy/Awning
- Other

- Swimming Pool
- Parking Lot
- Garage
- Deck

## 3. Project Information:

Estimated Cost: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
 Does the project alter an existing septic/sewer system? Y N Does the project include adding a septic/sewer system? Y N  
 Does the project alter an existing well/water system? Y N Does the project include adding a well/water system? Y N

## 4. Location of Property:

Address of Property: \_\_\_\_\_  
 Name of Subdivision: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
 On Public Sewer System: \_\_\_\_\_ On Public Water: \_\_\_\_\_  
 On Septic System: \_\_\_\_\_ On Well: \_\_\_\_\_

## 5. Certification:

I certify the accuracy of all information provided on and with this application. This includes the plot plan, legal description, and dimensions of the proposed structures(s) shown.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## 6. For office use only

### Zoning Administrator

Setbacks: \_\_\_\_\_  
 Permitted Use: \_\_\_\_\_  
 Building Height: \_\_\_\_\_  
 Flood Plan: \_\_\_\_\_  
 Landscaping: \_\_\_\_\_

### Building Department

Sidewalk at Street: \_\_\_\_\_  
 Yard Light Required: \_\_\_\_\_  
 Electrical: \_\_\_\_\_  
 Plumbing: \_\_\_\_\_  
 Structural: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

### County Highway

Clear View at driveway and intersections: \_\_\_\_\_  
 Curb Cut/Driveway Cut: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Health Department

Septic System: \_\_\_\_\_  
 Leach Field: \_\_\_\_\_  
 Other: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

\*\* Any Improvement Location Permit without a Plan Commission Seal Affixed is invalid \*\*  
 An Improvement Location Permit is Valid for twelve (12) months from approved date.



P.O. Box 408 • Leo, Indiana 46765  
phone / fax 219.627.6321

# Certificate of Compliance

FOR OFFICE USE ONLY:	
Petition CoC	_____
Fees \$	45.00

### 1. Applicant/Property Owner:

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### 2. Property Information:

Location (Lot #): \_\_\_\_\_

Improvement Location Permit # \_\_\_\_\_

Completion Date: \_\_\_\_\_

### 3. Compliance Inspection

Did the project comply with all building standards? Y N

Did the applicant get all necessary permits? Y N

Did the project comply with all use standards? Y N

Did the project comply with all commitments/agreements? Y N

### 4. Zoning Administrator Review:

Inspection was completed on: \_\_\_\_\_

By (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IMPROVEMENT LOCATION PERMIT APPLICATION PACKAGE  
Procedure for completing an Improvement Location Permit Application

1. Complete the requested information in as much detail as possible.
2. Supply a drawing of the improvement you plan to make. The drawing must include complete dimensions of the project, including square footage, distance from all property lines, building lines, utility easements, right of way, building height, and legal drains. The Zoning Administrator reserves the right to request a site survey.
3. When you have completed the application form, deliver it to the Town Office at 13909 Pony Express Run Leo. An appointment with the Zoning Administrator can be made ahead of time by calling 627-6321.
4. The Zoning Administrator will examine the application within 10 working days. If the proposed project is in compliance with the Leo-Cedarville Zoning Ordinances, an Improvement Location Permit will be processed. If there are any problems or questions, the Zoning Administrator will contact you.
5. An application fee will be charged at the time of applying for the ILP. The cost of the permit will depend upon the type and extent of improvements. An applicant must pay the fee no matter if the permit is approved or denied.
6. This permit is only for compliance to the Leo-Cedarville Zoning Ordinance and/or Subdivision Control Ordinance. **In addition to this permit you MUST:**
  - a. Also obtain a building permit from the Allen County Building Department located in the Citizens Square Building, Suite 150, 200 East Berry Street, Fort Wayne, (449-7131). A building permit must be obtained BEFORE construction begins.
  - b. Also obtain a permit if your project includes adding, modifying, or improving the driveway or entrance into your property off of the adjacent road. This permit can be obtained from the Allen County Highway Department located in the Citizens Square Building, Suite 280, 200 East Berry Street, Fort Wayne 46802. (449-7369)
  - c. Also obtain a permit if your project includes adding, modifying, or improving a septic system or well on the subject property. This permit may be obtained from the Allen County Health Department located in the Citizens Square Building, Suite 280, 200 East Berry Street, Fort Wayne. (449-7532). If the property requires to be hooked up to a sewer system contact the Leo-Cedarville Sewer District (627-2084)
7. If the project includes building living space or adding on to an existing living space, a Certificate of Occupancy will be issued but only after completing a Certificate of Compliance for a fee of \$45.00.
8. The Leo-Cedarville Flood plan Ordinance will govern all building, filling, earthwork of any kind, placement of utilities, or any other improvement. The Zoning Administrator

reserves the right to ask any applicant to have a surveyor certify the elevation of the land if there is question of being in the flood fringe (of 100 year floodplain)

9. The ILP is to show where sidewalks, yard lights and driveway will be installed.
10. Upon the completion of the project, complete section 1 only of the Certificate of Compliance and return it to the Town Office with a check for \$45.00 made payable to the Town of Leo-Cedarville. The Certificate of Compliance will be completed by the Plan Commission Administrator within 10 days of submission, who will then mail it to you. At this point you may take it to the Allen County Building Department and they will issue you a Certificate of Occupancy.



**TOWN OF LEO-CEDARVILLE DEPARTMENT OF PLANNING SERVICES  
 FEE SCHEDULE FOR PLANNING SERVICES  
 Adopted JANUARY 2008**

**IMPROVEMENT LOCATIONS PERMITS (ILP)**

The following fee schedule shall apply to all permits and process outlined in this ordinance.

1. ILP for residential structure.....	\$175.00
2. ILP for residential addition.....	\$100.00
3. ILP for residential accessory structures.....	\$ 20.00
• ie. Fence, shed, etc. (see zoning manual for permitted uses).	
4. ILP for non-residential (commercial) structure or addition.....	\$250.00
5. Certificate of Compliance for primary structure and additions.....	\$ 45.00

**BOARD OF ZONING APPEALS**

1. Use variance.....	\$255.00
Per additional use variances.....	\$ 50.00
Publication Cost.....	\$ 50.00
2. Variance of Development Standards.....	\$255.00
Per additional development standards variance.....	\$ 50.00
Publication Cost.....	\$ 50.00
3. Special Exceptions.....	\$255.00
Publication Cost.....	\$ 50.00
4. Administrative Appeal.....	\$380.00
Per additional administrative appeal.....	\$ 50.00
Publication Cost.....	\$ 50.00

**PLANNING COMMISSION**

1. Review of Primary Plat.....	\$700.00
Review of Secondary Plat.....	\$700.00
Review of Primary Development Plan.....	\$700.00
Review of Secondary Development Plan.....	\$700.00
Petition for Rezoning.....	\$700.00
Review of Primary Minor Plat.....	\$400.00

**SIGNS**

1. All permanent types.....	\$ 75.00
Temporary signs.....	\$ 20.00