



IMPROVEMENT LOCATION/BUILDING/DEMOLITION PERMIT APPLICATION

Provisions for Filing:

- I) This application must be completed and must be legible. (Please print.)
- II) This application must be accompanied by all required documents as applicable, including, but not limited to, the following:
 - A) SITE PLAN showing the following items: (A land survey or copy of deed may be required.)
 - 1) Property lines with dimensions.
 - 2) All existing and proposed buildings/improvements. (Include public street & sidewalk improvements.)
 - 3) Dimensions of improvement and distance from proposed improvement(s) to property lines.
 - 4) Building setback lines & easements.
 - B) CONSTRUCTION PLANS/SPECIFICATIONS
 - 1) Specification sheets and manufacturer information for any engineered products.
 - C) SANITARY SEWER/SEPTIC SYSTEM - Letter from Fall Creek Regional Waste District stating the availability of sewers, or a copy of the Septic Permit from the Madison County Board of Health if sewer is unavailable.
 - D) EROSION & SEDIMENT CONTROL - Authorization letter from Madison County Soil and Water Conservation District if the disturbed acreage on the site is 1 acre or more. Letter must state that the Erosion and Sediment Control Plan has been submitted and approved and earthmoving activities may commence.
 - E) CONSTRUCTION DESIGN RELEASE from Indiana Department of Homeland Security.
- III) Permit fee as determined by the Town of Pendleton Fee Schedule. The Planning Department accepts cash, credit cards, or check. Checks can be made payable to the "Town of Pendleton".

1. PROPERTY INFORMATION

Property Address

Current Zoning

Current Use

Development Name

Is this property in a Floodplain? If yes, an Elevation Certificate and/or DNR construction permit may be required.

2. OWNER INFORMATION

Name of Property Owner

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

3. CONTRACTOR INFORMATION (if different from owner)

Name of Contractor

Contractor Email Address

Contractor Phone Number

Contractor Address

City/Town

State

Zip code

4. CONSTRUCTION INFORMATION

Description of Improvement

Estimated Cost of Improvement

Square Footage/Dimensions of Improvement

Height of Improvement

Foundation Type/Construction Type

Will any Engineered Products (trusses, I-joists, laminated beams, etc.) be used?

In New Residence/Addition, number of Bedrooms and Bathrooms

Type of Heat (Gas, Electric, Propane, etc.)

Type of Water Heater

Will an Automatic Sprinkler System be installed?

Water Supply (Pendleton Water or Well)

Sewage Disposal (Fall Creek Regional Waste or Septic)

Will a driveway be installed as part of this project?

Are there any recorded covenants on your property that would prohibit this activity? YES NO

Plumber Name

Plumber Company

Plumber License Number

5. SIGNATURE OF LANDOWNER OR CONTRACTOR

Signature

Printed Name

Date

Office Use Only

Permit Number(s)

Permit Type(s)

Date Issued

Fee Amount

Receipt Number

Check Number

New Address Issued

Required Setbacks:

Front Side Rear

Actual Setbacks:

Front Side Rear

Special Conditions of Permit



Fencing in Easements

The Town of Pendleton is willing to allow a property owner to place fencing in an easement if the fence complies with local ordinances, a permit is obtained, and the owners agree to the following guidelines:

- 1) Indiana **811 MUST BE CALLED** prior to digging any holes on the property.
- 2) No alterations to the elevation of the ground in the easement.
- 3) 2 foot minimum distance from outer perimeter of fence to any sudden elevation (slopes) changes.
- 4) No structures that cannot be readily relocated in easements.
- 5) Owners are responsible for keeping grass trimmed on both sides of fence, to the property line.
- 6) Owners could be asked to remove fence if for some reason a service truck would need access to the area.
- 7) We are not responsible for putting fencing back up if it is taken down for utility services.
- 8) Make sure to check with your HOA for any additional fence requirements.

Fencing in an easement is approved on a case by case basis. If any of the above are disregarded or not followed, the permit could be revoked by the Town and/or the HOA. Please sign below to acknowledge the guidelines of fencing in easements. For any questions, please call Brett Mabrey at 765-778-4100 or email at bmabrey@town.pendleton.in.us.

Printed Name

Signature

Date
