

II Instructions

A. Personal Information

1. Name: The name or names of the owner of the property.
2. Address: The current mailing address of the applicant.
3. Phone Numbers: These are necessary for communications between the Executive Director and the applicant.

B. Property Information

4. The Section, Township, and Range can be found at the beginning of your legal description on your deed or at the Ripley County Surveyor's Office.
5. The Tax Parcel Number can be found on your tax statement, from the Auditor's Office, or the Surveyor's Office. The Executive Director may be able to furnish this information. If a new lot has been created, the new survey and deed will need to be recorded in the Recorder's Office, before the Auditor will issue a new Tax Parcel Number.
6. Proof of ownership can be a deed or a land contract. If it is an unrecorded land contract, a copy of the contract will be necessary. The location of your deed or land contract is sometimes marked in the right hand corner of the first page. If not, the information can be obtained in the Recorder's Office.
7. A survey is not necessary for an Improvement Location Permit. If one can be found in the recorder's office, the location of the survey is being requested. A copy of the survey (recorded or not) could be helpful for drawing the site plan.

C. Utilities & Infrastructure Information

8. A letter from the appropriate water company stating their permission for service may be requested. If water will be furnished by well or cistern, a letter from the Ripley County Health Department may be necessary.
9. A letter from the appropriate electric company stating their permission for service may be requested.
10. A letter from the appropriate sewer company stating their permission for service may be requested. If a septic tank is currently being used, or is intended to provide the sewer system, a letter from the Health Department stating the tank's current capabilities or stating the Department's approval for a septic tank may be necessary.

D. Site Plan Information: (Ripley County Ordinance Section 80:39 & Ordinance Number

2004-32. Section 1. Amendments (K & L)

1. A site plan does not have to be drawn by a professional engineer, surveyor, or architect, but it does have to be complete and neatly drawn.
2. It shall be drawn on an 8" x 11" clean white paper in ink.

3. It does require the use of a straight edge and should be properly dimensioned and drawn to scale.
4. It shall be labeled "Site Plan".
5. It shall have the Tax Parcel Number listed along with the name and address of the petitioner.
6. The address or location of the property by Section, Township and Range shall be shown on the site plan. Section, Township, and Range can be located at the beginning of the deed description, on a survey, or on the property tax bill. The Assessor's or Surveyor's Office can also help the petitioner locate these numbers.
7. Label the current Zone of the property. The Executive Director will have this information.
8. It shall show the actual shape and dimension of the lot to be built upon, include acreage and/or lot number.
9. It will show the location and size of all buildings, existing and proposed, with the distance measured to the street or road and the property lines. This distance is called the setback line. There are minimum distance allowed in Ripley County. Ask the Executive Director what the minimum setback lines are appropriate for the zone in which this property is located.
9. It will show the location of all entrances to the property. If a new entry is to be made, a culvert permit shall be required from the Ripley County Highway Department.
10. Show all adjoining roads or streets, their names, and their proposed right-of-way according to Ripley County Comprehensive Plan Amendment Resolution No 2004-34
11. Primary and Secondary septic sites will be shown.

E. All fees must be paid at the time of application. Fees are non-refundable.

CONSTRUCTION INFORMATION

Contractor: _____

Address: _____

Phone: Home/Business _____ Cell _____

Size of Proposed Structure:

Width _____ Length _____ Height _____ Area – sq. ft. _____

Foundation (Check all that applies):

Poured Concrete _____ Block _____ Pole _____ Anchored _____ (pre-manufactured storage bld.)

Basement (Check one): Poured Concrete _____ Block _____

Walls (Check all that applies):

Poured Concrete _____ Block _____ Brick _____ Metal _____ Vinyl _____ Wood / Log _____

Roof (Check one): Shingle _____ Metal _____ Other _____

Septic (Please Supply): Septic Permit Number _____ or
Letter from Sewer Provider

Electrical (Check which applies):

S.E. IN. REMC _____ Decatur Co. REMC _____ Duke _____

Accessory Building: Yes _____ No _____

(Check which applies):

Concrete Floor Yes _____ No _____

Electric Yes _____ No _____

Plumbing Yes _____ No _____

Insulation Yes _____ No _____

Attached Garage: Yes _____ No _____

(Check which applies):

Concrete Floor Yes _____ No _____

Electric Yes _____ No _____

Plumbing Yes _____ No _____

Insulation Yes _____ No _____

Manufactured Home License # _____

Manufactured Home Installation Manual

(Both the License # and installation Manual shall be supplied in order to obtain permit)

Plumber's License # _____

(Shall be supplied in order to obtain permit)

Incomplete or inaccurate information may result in delay or denial of requested permit.

(Applicant's Signature)

(Date)