



Kevin Smith, Mayor

# CITY OF ANDERSON

## Improvement Location Permit Application

Department of Municipal Development  
120 East Eighth Street • Anderson, Indiana 46018  
Office: (765) 648-6168 • Fax: (765) 648-5916 • www.cityofanderson.com

*Print in Ink • Incomplete Applications Will Not Be Processed • Permit Valid for One Year*

**NOTE: If the construction is increasing the "footprint" size of an existing structure or if it is a new structure or sign on the premises, then a site plan must be submitted.**

**1. LOCATION OF CONSTRUCTION ACTIVITY**

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

Lot #: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Zoning: \_\_\_\_\_

Immediate Contact Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION**

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**5. STRUCTURE INFORMATION**

Dimensions: \_\_\_\_\_

Height: \_\_\_\_\_

Road Frontage: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

1<sup>st</sup> Floor Sq. Ft.: \_\_\_\_\_ 2<sup>nd</sup> Floor Sq. Ft.: \_\_\_\_\_

Garage Sq. Ft.: \_\_\_\_\_ Basement Sq. Ft.: \_\_\_\_\_

Front Setback: \_\_\_\_\_ Right Setback: \_\_\_\_\_

Left Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_

**3. INDICATE USE OF IMPROVEMENT**

Residential (1 & 2 Family)       Multi-Family

Commercial or Industrial

**Type:**

New Sign\*    Face Change / Off Premise    Billboard / Pylon

Misc Sign    Interstate Sign    Canopy

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

New Construction / Type \_\_\_\_\_

Addition / Type \_\_\_\_\_

Miscellaneous / Type \_\_\_\_\_

Manufactured Home

\* Roof Sign, Pole Sign, Ground Sign or Wall Sign

**6. ADDITIONAL INFO REQUIRED ON SITE PLAN:**

1. All permanent improvements, right-of-ways and their dimensions.

2. The proposed structure and their dimensions.

*Note: After a satisfactory scaled site plan is submitted to the Planning Department, staff will review for approval within 24 hours. The permit will be based on compliance with all zoning requirements and development standards. Planning reserves the right to withhold approval and refer the site plan for further review and/or approval to any Board, Commission, Department or Legal Council.*

**4. CONTRACTOR INFORMATION**

Contractor: \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Approved       Application Denied

Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Special Conditions \_\_\_\_\_