

TOWN OF NEW HARMONY

No. _____

APPLICATION FOR IMPROVEMENT LOCATION PERMIT

Application is hereby made by the undersigned for an Improvement Location Permit in accordance with the terms and provisions of the Comprehensive Zoning Ordinance, for work to be done, in the Town of New Harmony, Indiana, within the area covered by the zoning ordinance of the Town of New Harmony, Indiana, described as follows:

Located at _____ Current Zoning _____ Floodway: Yes__ No__ Fringe: Yes__ No__

Historic Structure: Yes__ No__ Description of Structure _____

New Structure__ Remodel__ Storage Bldg__ Fence__ Roof__ Other (Specify) _____

Describe Improvements: _____

Use or Occupancy Intended: _____

Date: _____ Cost Involved: _____ Owner: _____

Address: _____ Phone No: _____ Cell Phone No: _____

Contractor/Person responsible for Improvements: _____ Phone No: _____

***The application **must** be accompanied by building plans and specifications, a plot plan and such information as may be necessary to provide for the enforcement of the Zoning Ordinance. Plans shall be drawn to scale and shall show dimensions in figures. Building and plot plans shall be signed by the person preparing them and by the owner of the property or building involved.

In consideration of the granting of a permit for which this application is instituted, the undersigned Owner or his duly authorized representative does hereby agree to abide with all the conditions, terms, and provisions of the Zoning Ordinance as well as any amendments, revisions, or supplements as well as any official orders of the Zoning Administrator or of the Plan Commission relative to corrections, alterations or rejections as required.

***No operations shall be started; no materials or equipment delivered to the site nor any excavation made until a permit is duly granted and a true copy of the plans and specifications are filed with and approved by the Zoning Administrator as part of the record.

***NOTE: Read additional information concerning gas lines on the reverse side of this form.

STATE OF INDIANA)
) SS:
COUNTY OF POSEY)

The undersigned, being duly sworn upon his oath, says that he is the same person named in the foregoing application permit and that the matters and things set forth in the application are true.

SIGNATURE OF APPLICANT

SUBSCRIBED and SWORN before me the undersigned Notary Public in and for said State and County, this _____ day of _____, 20 _____.

NOTARY PUBLIC

Printed Name of Notary

Residing in: _____ County, Indiana
My Commission Expires: _____

Referred to: Zoning Appeals			
Initial		Date	President of BZA
_____		_____	Date
_____		_____	_____
Plan Commission			
Initial		Date	President PC
_____		_____	Date
_____		_____	_____
_____		_____	_____
ZONING ADMINISTRATOR: _____ Date: _____			
Permit No. _____ Fee: _____			

THE TOWN OF NEW HARMONY
GUIDELINES FOR
PROPERTY IMPROVEMENT PERMIT

New Harmony Municipal Code 17.12.180 Improvement location permit and approval

The New Harmony Town Plan and Historic Preservation Commission review and approval is required for any of the following projects:

1. Demolition of any building/structure;
2. Moving any building/structure;
3. Conspicuous alteration in the exterior appearance of existing buildings/structures other than changes in color;
4. Any new construction of a principle building or accessory building/structure in view from a public street;
5. Any change in the type of material or in the design of an existing sidewalk; and
6. Signs as specified in this chapter.
7. Improvement and/or replacement of mobile homes.

A. An improvement permit shall be issued by the Zoning Administrator after the New Harmony Town Plan and Historic Preservation Commission has reviewed the project and approval has been given.

B. Painting other than painting of a sign is to be considered ordinary maintenance and repair; while review and approval by the New Harmony Town Plan and Historic Preservation Commission of colors is not required, anyone considering an exterior color change may confer with the Commission with respect to choosing an appropriate range of colors.

C. Nothing in this chapter shall be construed so as to prevent the ordinary maintenance or repair of any exterior elements of any building/structure.

The New Harmony Town Plan and Historic Preservation Commission meets the first Thursday of the month at 5:00 PM in the Town Hall located at 520 Church Street.

INSTRUCTIONS:

1. An application is available from the Administrator's office at the Town Hall. It shall be completed and returned with all attachments and drawings to the Zoning Administrator who will review the application within 5 working days from the submission date.

2. The application shall be filed by the owner or his representative and it shall state the intended use of the building/structure and of the land. The application shall be accompanied by building plans and specifications, a plot plan and such other information as may be necessary to provide for the enforcement of the zoning ordinance. Plans shall be drawn to scale and show dimensions in figures. **New Harmony Municipal Code 17.72.010**

3. If the proposed work is for any projects described in ordinance 17.12.180, the application must come before the Commission for review and approval; if the project does not involve what is described in ordinance 17.12.180, the Zoning Administrator may approve the application permit.

4. If the application does not require review by the Commission, but requires a **variance**, the Commission will make a recommendation and forward the application to the New Harmony Board of Zoning Appeals. Meeting of the Board shall be held at the call of the chairman and at such other times as the Board may determine for the efficient conduct of business. **New Harmony Municipal Code 2.28.040**

a. Meetings of the Board of Zoning Appeals require 30 day public notice.

b. The applicant shall give personal notice of the time, place and purpose of the hearing by hand with signatures obtained (form provided), or by certified mail, to all owners of property within 300 feet of the property to be affected by said appeal or application.

New Harmony Municipal Code 2.28.100

c. Applicant or representative is required to appear at the Board of Zoning Appeals meeting for review and approval of request.

Any owner or agent, and any person or corporation who shall violate any of the provisions of this title or fail to comply with any of the requirements thereof or who shall construct, demolish, move or conspicuously alter and building/structure or who shall put into use any lot in violation of any detailed statement or plan submitted hereunder, or who shall refuse reasonable opportunity to inspect any premises, shall be liable to a fine of not more than two hundred dollars (\$200.00) or to imprisonment for not more than ninety (90) days, or both such fines and imprisonment. Each and every day the violation continues shall be deemed a separate and distinct violation. **New Harmony Municipal Code 17.72.040**

Any request for specially scheduled meetings will be subject to an assessed fee.

Applicant _____ **Date** _____

*******CONTRACTOR'S COPY *******
Or PERSON RESPONSIBLE FOR
IMPROVEMENTS

Important Information-Please read the following pages!

CALL 811 BEFORE YOU DIG!
IT IS THE LAW!

GAS LINES: All gas lines on said properties must be located and marked by a qualified employee with the Town of New Harmony (CALL 811) and all gas lines must be in accordance with D.O.T. Pipeline Safety Regulation 192.361. (See Below) All property owners are responsible for any fees associated with the relocation of said gas lines.

**PART 192 – TRANSPORTATION OF NATURAL OR OTHER GAS BY PIPELINE:
MINIMUM FEDERAL SAFETY STANDARDS**

192.361 Service Lines: Installations.

- Depth – Each buried service line must be installed with at least 12 inches (305 millimeters) of cover in private property and at least 18 inches (457 millimeters) of cover in the streets and roads. However, where an underground structure prevents installation at those depths, the service line must be able to withstand any anticipated external load.
- Support and backfill – Each service line must be properly supported on undisturbed or well-compacted soil, and material used for backfill must be free of materials that could damage the pipe or its coating.
- Grading for drainage – Where condensate in the gas might cause interruption in the gas supply to the customer, the service line must be graded so as to drain into the main or into drips at the low points in the service line.
- Protection against piping strain and external loading – Each service line must be installed so as to minimize anticipated piping strain and external loading.
- Installation of service lines into buildings – Each underground service line installed below grade through the outer foundation wall of a building must: (1) In the case of a metal service line, be protected against corrosion; (2) In the case of a plastic service line, be protected from shearing action and backfill settlement; and (3) Be sealed at the foundation wall to prevent leakage into the building.
- Installation of service lines under building – Where an underground service lines is installed under a building: (1) It must be incased in a gas tight conduit; (2) The conduit and the service line must, if the service line supplies the building it underlies, extend into a normally usable and accessible part of the building; and, (3) The space between the conduit and the service line must be sealed to prevent gas leakage into the building and, if the conduit is sealed at both ends, a vent line from the annular space must extend to a point where gas would not be a hazard, and extend above grade, terminating in a rain and insect resistant fitting.

[Amdt. 192-75, 61 FR 18512, April 26, 1996; Amdt. 192-85, 63 FR 37500, July 13, 1998]

TYPES OF PERMITS NEEDING INSPECTION

- Conspicuous alteration in the exterior appearance of property or building/structure.
- Any renovations that alter any bearing member of the structure (ie. Footer, foundation, beams, bearing wall, roof support structure, etc.)
- Swimming pool – Fencing requirements.
- New houses, garages, pole barns, or commercial structures.
- Other types of permits required by the town may or may not require on site inspections.

Building Inspections: Town of New Harmony
520 Church St.
P.O. Box 340
New Harmony, IN 47631
(812)682-4846

Schedule your inspection at least one day in advance of the desired date by calling the number above. Work shall not go beyond the point in each successive inspection without first obtaining approval from the respective inspector. The types of inspections that apply to your job need to be called in the order as they appear below.

- **Preliminary inspection** – Required when renovation will require altering the supporting structure (bearing walls, beams, etc.), adding a story to existing building (adequacy of footer and foundation), or adding walls or roof to an existing porch or deck.
- **Footing inspection** – Trenches and piers must be dug to meet the International Residential Code or as specified in the engineer approved plans utilizing the required rebar, forms, grade stakes, and footing steps (if required). Any fill under footings must be certified for bearing capacity by an Indiana registered engineer. Footings must be free of standing water, ice, mud, debris, etc. **Call for inspection PRIOR TO POURING CONCRETE.**
- **Basement wall inspection** – All formwork for concrete walls and reinforcement for concrete or masonry walls must be installed and secured in place. **Call for inspection PRIOR TO POURING CONCRETE.**