



Improvement Location Permit Application Policy and Procedure

Construction Requiring a Permit:

No structure or site improvement shall be erected, moved, or added to on platted or unplatted land, without an Improvement Location Permit first being issued by the Zoning Administrator, or his or her designee. No Improvement Location Permit (ILP) shall be issued unless the project is in compliance with the provisions of this Ordinance, the Subdivision Control Ordinance, and other applicable regulations of the Town of Lizton.

Permit Required

The Town of Lizton requires that an Improvement Location Permit be obtained for any of the actions listed below. A single Improvement Location Permit may be issued for a combination of these actions, if they occur together. The list below is not a complete list.

- (1) New development, after rezoning or plat approval;
- (2) Adding or subtracting dwelling units or leased space in multifamily or commercial structures;
- (3) Any use that exceeds 144 square feet in area and/or has a permanent foundation (including structures other than buildings such as towers and antennas);
- (4) Any temporary use of land or temporary structure;
- (5) Electrical, plumbing, HVAC units, etc.;
- (6) Swimming pools with a depth greater than 30 inches (in-ground pools shall be required to obtain a permit, above ground pools less than 15 feet in diameter shall not be required to obtain a permit, but shall comply with this Ordinance);
- (7) Additions to all structures;
- (8) Changes of use;
- (9) Placement or replacement of manufactured or mobile homes;
- (10) Parking lot construction or alteration;
- (11) Removal of required trees and plants within buffer yards and landscaping areas required by this Ordinance;
- (12) Mineral extraction;
- (13) Telecommunication towers, buildings, and antenna;
- (14) Any exterior construction that adds to or alters the height of an existing structure.

The Zoning Administrator may from time to time require an Improvement Location Permit for other land uses not shown in the above list for activities as deemed fit.

Submittals Required for Permit Application:

Application for an Improvement Location Permit

All applications for an Improvement Location Permit must be accompanied by the following items:

(1) Site Location Map

A site location map showing the subject property and the general features of property within 600 feet of the subject property.

(2) Site Plan

A detailed 2 scale plot plan, drawn to scale with the dimensions indicated showing the following: the entire property including all rights-of-way, easements, property lines, required buffer yards, and setbacks; all existing and proposed structures or other site improvements with the dimensions of such improvements; the distances from all existing and proposed improvements to the property lines; the location of any existing or proposed septic field; the location of any existing or proposed driveways and/or parking areas; elevations of all existing or proposed structures or alterations; natural, physical or hazardous conditions existing on the lot; the location of any required landscaping, labeled according to size and species; the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds; and finished floor elevations.

(3) Use Description

A detailed description of the existing or proposed uses of the property and any structures.

(4) Waste Disposal Verification (if applicable)

A sewer access permit from the appropriate public sewer provider.

(5) Driveway Approval (if applicable)

A driveway permit from the Zoning Administrator.

(6) Dwelling Units/Tenant Spaces (if applicable)

An indication of the number of dwelling units, or tenant spaces the building is designed to accommodate.

(7) Flood Hazard Area Information (if applicable)

Any other information necessary to meet the Flood Hazard Area Requirements of the Zoning Ordinance.

The application shall include any other information as lawfully may be required by the Zoning Administrator may require an Improvement Location Permit for other land use activities as deemed fit.

The Zoning Administrator or his/her staff, including existing or proposed building or alteration; existing or proposed uses of the building and land; the number of families, the number of units, or rental units the building is designed to accommodate; conditions existing on the lot; building setback distances from property lines, and other matters as may be necessary to determine conformance with and provide for the enforcement of this Section. The plans shall be retained by the Zoning Administrator.

Action by the Zoning Administrator:

Action by the Zoning Administrator

Within thirty (30) days after the receipt of a complete application, or within such time as set forth above, the Zoning Administrator shall either approve or disapprove the application. If the application is approved, the Zoning Administrator shall issue a placard to the applicant. The placard is to be posted in a conspicuous place on the property in question and will attest to the fact that the plans for construction or alteration are in compliance with the provisions of this Ordinance. If disapproved, the Zoning Administrator shall notify the applicant in writing indicating the reasons for the disapproval within five (5) days of the decision.

Permit Conditions:

Expiration of Permits

(1) Initiation of Work

If the work described in any ILP has not begun within twelve (12) months from the date of issuance, the permit shall expire; and shall be canceled by the Zoning Administrator or his/her staff. If visible work has not begun in one (1) year the permit is void.

(2) Completion of Work

The Zoning Administrator may grant two (2) extensions for up to one (1) year each for work completion. Requests for extensions must be received within one (1) month of the expiration. No extension will be granted unless all appropriate extension fees, as defined by the adopted fee schedule, are paid to the Zoning Administrator and the project continues to conform with all applicable requirements of the Town.

If the work described in any ILP has not been completed within two (2) years of the date of issuance, the permit shall expire and be canceled by the Zoning Administrator and written notice shall be given to the persons affected, together with notice that future work as described in the canceled permit or an extension shall not proceed unless and until a new ILP has been obtained.

Inspection

Scheduling of inspections are the responsibility of the person or parties receiving permits. All permits must be posted in front window or a conspicuous place. If not posted, no inspections will be made.

Inspections will be made by contacting the Building Inspector. All inspections will occur on the day scheduled. Inspector may be late from time to time, DO NOT continue until inspection sheet has been signed.

- Residential additions and remodels will have up to five (5) inspections for footer, foundation, underslab, rough-in, and final occupancy. Alterations and accessories may require up to four (4) inspections.
- Pools will have two (2) inspections, rough-in and final. Electrical will have one final inspection.
- Commercial and office buildings, industrial buildings, churches, libraries, schools will be inspected as determined by Building Inspector.

Inspection details can be found on the town's Policies and Procedures Guidelines.

Exemptions

No Improvement Location Permit shall be required for the types of improvements listed below, provided any such improvement complies with the applicable requirements of this Ordinance, the Subdivision Control Ordinance, and any other adopted standards of the Town of Lizton.

(1) Routine maintenance, repair, or interior non-structural remodeling of existing buildings not involving any change of use, additional lot coverage, or increase in structure size.

(2) Essential services, as defined in this Ordinance.

(3) Lot and yard improvements such as drives, sidewalks, patios, decks, retaining walls, play equipment, gazebos less than 144 square feet in area, above ground pools less than 30 inches in depth and 15 feet in diameter, and landscaping.

(4) Mini-barns and storage containers that are portable and less than 144 square feet or less in area.

Failure to Obtain an Improvement Location Permit

The failure to obtain an ILP as required by this Ordinance shall be deemed a violation of this Ordinance and subject to the provisions of *Section 11, Enforcement and Penalties*.

Occupancy Requirements**Certificate Requirements**

It shall be unlawful and in violation of this Ordinance for any builder or property owner(s) to allow any improvement that requires an Improvement Location Permit to become occupied or utilized prior to:

- (1) Legally obtaining an Improvement Location Permit;
- (2) Successfully completing all required inspections, including the final inspection; and
- (3) Obtaining a Certificate of Occupancy from the Zoning Administrator.

Inspection

Upon the completion of the work approved through an Improvement Location Permit, the permit holder shall contact the Building Inspector and schedule a final inspection to verify the installation of improvements consistent with the requirements of this Ordinance.

Certificate Issuance

The Zoning Administrator or designee shall issue the Certificate of Occupancy if the improvements comply with this Ordinance, the Subdivision Control Ordinance, and other applicable requirements. The Zoning Administrator, or his or her designee, may also issue a limited or temporary Certificate of Occupancy at his/her discretion.