

Private Provider Permit Complete Application Checklist

Scope-Specific Requirements: Improvement Location Permit



- Permit selection indicating that ILP (Improvement Location Permit/zoning permit) scope is applicable
- Permit contact and license holder for each permitted scope
 - Copy of proof of qualification
 - Copy of proof of insurance
- A scaled, complete, & accurate site plan meeting the minimum requirements of Sec.740-802.A of the City of Indianapolis Consolidated Zoning and Subdivision Ordinance, including:
 - Major circulation; specific location and dimensions of buildings, structures, and parking areas; open space areas, recreation facilities, and other details to indicate the character of the proposed development and its compliance with the zoning ordinance.
 - Boundary lines, dimensions and acreage of the entire development site;
 - Legal description of the property
 - Address of proposed structure or use, as well as address verification if a new unit or building address is required
 - Location of right-of-way line or lines of all streets, alleys and easements located adjacent to or within the lot.
 - Location of centerline of all streets and dimension to right-of-way lines;
 - Names of all adjacent streets, private drives and interior access roads;
 - Location and dimensions of existing and proposed frontage lanes and passing blisters;
 - Location, boundaries and name of any stream, creek, ditch, legal drain or other water course that traverses or abuts the property;
 - Location of any on-site or adjacent transit facilities;
 - Existing structures (location, dimensions to lot lines and size), except structures to be razed prior to or contemporaneously with construction pursuant to the permit;
 - Proposed location of structures on lot, indicating dimensions to all lot lines;
 - Accurate dimensions and height of structures proposed;
 - Setbacks, minimum required front, side and rear yards;
 - Location and dimensions of existing and proposed curb cuts, driveways and interior access drives, including connection to public streets;

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- Parking schedule with quantity of vehicle and bike parking, and calculations and credits indicated;
- Off-street and on-street parking areas, loading areas, stacking spaces and circulation patterns for vehicles, truck, equipment and bicycles showing dimensions; and tabulation of the number of off-street and on-street parking, loading, and stacking spaces in a conspicuous place on the plan;
- ☐ Scaled building elevations of all sides of the existing or proposed structure meeting requirements of Sec.740-802.B of the City of Indianapolis Consolidated Zoning and Subdivision Ordinance, including plans for all proposed buildings, additions and parking garages. Exterior elevation plans of existing and proposed (front, rear, left and right sides) must indicate:
 - Type of exterior finishing and textures;
 - Floor and ceiling heights;
 - Dimensions of doors, windows, roof overhangs;
 - Height, location, and materials of foundation;
 - Door and window schedule listing the details of each, quantity used on site, and the transmissivity rating and reflectivity rating of the glass;
 - Table with transparency calculations for each side and each floor;
 - Location, and dimensions of all roof elements, such as chimney, HVAC, elevator housing.
- ☐ Landscaping plan meeting requirements of Sec. 740-802.C - of the City of Indianapolis Consolidated Zoning and Subdivision Ordinance, drawn upon a copy of the site plan and indicating:
 - A completed Green Factor worksheet, if subject to Green Factor requirements;
 - Location of existing trees and landscaping materials, indicating size, species (common and botanical name) and if it is to be removed;
 - Placement of proposed trees and landscaping materials, indicating size at time of planting and species (common and botanical name);
 - Existing and proposed screens, walls, and fences, indicating materials, height, and location;
 - Placement of all proposed drainage facilities, indicating type of facility and if the facility is to be designed to be wet or dry;

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- Square footage of each area used in calculating the green factor requirements;
- Other information as necessary to demonstrate compliance with Chapter 744, Article IV: Landscaping and Screening.
- Any other information, plans or exhibits required by or to indicate compliance with applicable Codes, this article, covenants, commitments and conditions of grants of variance, if applicable.
- Applicant contact information and property owner contact information
- Plan reviewer documentation as outlined in state code
 - Plan reviewer affidavit
 - Copy of proof of qualification
 - Copy of proof of insurance