



DOCKET ID ASSIGNED:

101 W Main St
Madison, IN 47250
(812) 265-8324

Application for a Hillside Permit

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| Application Fee | \$ 25.00 |
| Ad Fee (for Legal Notice) | \$ 15.00 |
| Total Due | \$ 40.00 |

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

Purpose: Per the City of Madison Zoning Ordinance, no person or corporation may add or remove soil, construct driveways, roadways, or otherwise alter the contour of land in any way without first obtaining a hillside permit after a hearing before the Plan Commission.

This application must be filed at least 20 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

OWNER INFORMATION (IF DIFFERENT*)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

** If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

PROPERTY FOR WHICH A HILLSIDE PERMIT IS PROPOSED

Address and/or Legal Description of Property: _____

Parcel I.D. (can be obtained from the office): _____
Present Zoning Classification: _____
Description of Proposed Use: _____

Approximate Cost of Work to be Done: _____

The following supporting documents must be submitted with the application:

- A site plan detailing, the proposed land change, building construction, addition, alteration, or removal. Such site plan shall be drawn at a scale of one (1) inch equals fifty (50) feet, and shall include five (5) foot topographical intervals and existing utility layouts and proposed landscaping plan.
- Soil borings and an analysis of the site where construction is to occur prepared and certified by a Professional Engineer registered in the State of Indiana must be submitted with the application.
- Drawings of any proposed building construction or alteration approved for structural integrity by either a Registered Indiana Professional Engineer or Registered Indiana Architect.

Include any other documents/information which you feel will aid the Board in making its determination.

Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, across streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations.

Date

Signature of Applicant

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| COMPLETED BY PLANNING OFFICE Application Accepted on: _____ Application Accepted by: _____ | Meeting Information: Plan Commission 101 W Main St, Madison, IN 47250 – Council Chambers Meeting Date: _____ Time: 5:30PM |
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Documentation Review (Completed by Planning Office)

- ____ Owner Authorization provided (if req'd)
- ____ Application is complete
- ____ Site plan is adequate
- ____ Soil borings and analysis submitted (if req'd)
- ____ Drawings by registered engineer or architect
- ____ GIS Information to applicant and attached
- ____ Certified Mail Receipts received (attach)
- ____ Certified Mail Green Cards received (attach)

| Staff Notes |
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