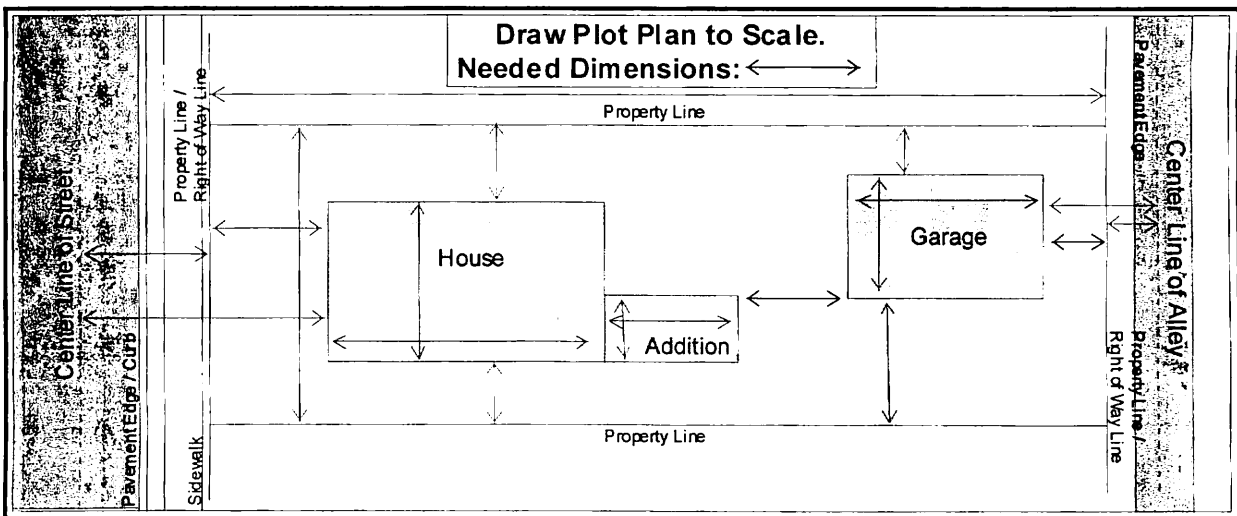


**NOTE: PROPERTY OWNER'S SIGNATURE IS REQUIRED FOR ALL PERMIT APPLICATIONS.**

The following items must be submitted with the application for an Improvement Location Permit:

1. A **complete legal description** of the property - Lot Number and Addition or full Metes and Bounds Description. Tax codes and short tax descriptions are not acceptable.
2. A **plot plan drawn to scale** showing the location and sizes of all existing and proposed buildings. (See example at bottom of page) See reverse side for zoning standards. **Drawing must include all rights of ways, utility and drainage easements!**
3. A **permit fee** which is calculated at \$1.00 per \$1,000.00 of estimated or contracted cost of the improvement. The minimum fee is \$15.00. The maximum fee is \$1,000.00. (There is an additional permit surcharge for "after the fact" permits of \$10.00 per \$1,000.00 estimated cost.)
4. **FOR NEW HOMES:**
  - a. Verify the property is an approved building lot. Unapproved lots may require subdivision approval.
  - b. If building in **Howard County**, then submit with the Improvement Location Permit Application:
    1. A **Septic System Permit** from the Howard County Health Department (Phone: 765-456-2403) **OR**
    2. A **Sanitary Sewer Tap Permit** from the City of Kokomo or other provider. **AND**
    3. A **Driveway Permit** from the Howard County Highway Department (Phone: 765-456-2802)
5. If building in the **City of Kokomo**, then after receiving an Improvement Location Permit, obtain a **Building Permit** from the Kokomo Permit Office located in Kokomo City Hall. 100 S. Union St. The Kokomo Building and Electrical Inspectors will inspect each phase of the project. You may contact the Building Permit Office at (765) 456-7362 for additional information on their requirements and permit fees.

### EXAMPLE OF A PLOT PLAN



### Regulations for CITY OF KOKOMO Improvement Location Permits

	R1	R2	R3	R4	R5
Minimum Lot Area (per dwelling unit):	15,000sq.ft.	10,000sq.ft.	7,200sq.ft.	6,000sq.ft.	4,000sq.ft.
Minimum Lot Width:	100ft.	80ft.	60ft.	35ft.	30ft.
Maximum Lot Depth (multiplied by Lot Width):	3 X	3 X	3 X	3 X	3 X
Minimum Lot Frontage (from accessible Public Street):	50ft.	40ft.	30ft.	25ft.	25ft.
Sewer and Water (municipal hookups required?):	yes	yes	yes	yes	Yes
Maximum Structure Height:					
<i>Primary Structure</i>	45ft.	45ft.	40ft.	40ft.	45ft.
<i>Accessory Structures</i>	20ft.	20ft.	20ft.	20ft.	20ft.
Minimum Front Yard Setback:					
When adjacent to:					
<i>Arterial</i>	30ft.	30ft.	30ft.	25ft.	10ft.
<i>Collector or Local Street</i>	25ft.	25ft.	25ft.	25ft.	25ft.
Minimum Side Yard Setback (per side):					
<i>Primary Structure</i>	10ft.	8ft.	6ft.	5ft.	3ft.
<i>Accessory Structures</i>	5ft.	5ft.	3ft.	3ft.	3ft.
Minimum Rear Yard Setback:					
<i>Primary Structure</i>	20ft.	20ft.	20ft.	15ft.	10ft.
<i>Accessory Structures</i>	5ft.	3ft.	3ft.	3ft.	3ft.
Maximum Lot Coverage (of combined Primary and Accessory Structures, as a percentage of total Lot Area):	35%	40%	45%	70%	75%
Minimum Main Floor Area:					
<i>One story Primary Structures</i>	1,700sq.ft.	1,400sq.ft.	1,100sq.ft.	960sq.ft.	860sq.ft.
<i>Multiple-story Primary Structures</i>					
First Floor Area	1,000sq.ft.	900sq.ft.	800sq.ft.	700sq.ft.	600sq.ft.
Finished Floor Area	1,700sq.ft.	1,400sq.ft.	1,100sq.ft.	960sq.ft.	860sq.ft.
Minimum Floor Area Per Unit (average for multiple-unit Primary Structure):	no	no	no	no	850sq.ft.
Landscaping Requirements					
<i>Trees in Yard Planting Area</i> Lot Area	Less than 10,000 sq. ft. 10,000 to 20,000 sq. ft. Over 20,000 sq. ft.	1 tree 2 trees 3 trees plus 1 additional tree per 10,000 sq. ft. over 20,000 sq. ft.			
<i>Foundation Plantings</i>	2 shrubs or trees within 6 ft. of foundation facing street				

### Regulations for HOWARD COUNTY Improvement Location Permits

	AZ & A1	RS1	RS2	R1
<b>Principal Building</b>				
Minimum Lot Area in Sq. Ft. per dwelling unit:				
<i>With Sewers</i>	20,000sq.ft.	15,000sq.ft.	10,000sq.ft.	7,200sq.ft.
<i>Without Sewers (Septic) (1, 3)</i>	30,000sq.ft.	44,000sq.ft.	36,000sq.ft.	30,000sq.ft.
Minimum Lot Width				
<i>With Sewers</i>	120ft.	100 ft.	80 ft.	60ft.
<i>Without Sewers (Septic)</i>	120ft.	140 ft.	130 ft.	120ft.
Minimum Lot Frontage at Road R/W	50 ft.	50 ft.	50 ft.	50 ft.
Maximum Building Height (4):	40ft.	40 ft.	40 ft.	40ft.
Minimum Front Yard Setback(2):				
<i>Federal or State Highway</i>	75ft.	75ft.	75ft.	75ft.
<i>Arterial Highway</i>	50ft.	50ft.	50ft.	50ft.
<i>Feeder Highway or Residential Street</i>	40ft.	30 ft.	25 ft.	25ft.
Side Yard Setback (as a percentage of Lot Width, not to be <5 or >16):	10%	10%	10%	10%
Minimum Rear Yard Setback:	25ft.	25ft.	25ft.	20ft.
Minimum Ground Floor Area:				
<i>One-story Dwelling</i>	720sq.ft.	720sq.ft.	720sq.ft.	720sq.ft.
<i>Two-story Dwelling</i>	720sq.ft.	720sq.ft.	720sq.ft.	720sq.ft.
Minimum number of Off-street Parking Spaces (per dwelling unit) (5):	2	2	2	2
Maximum Lot Coverage (as a percentage of total Lot Area):	30%	30%	30%	30%
<b>Accessory Building</b>				
Minimum Side Yard Requirement:	5ft.	5ft.	5ft.	5ft.
Minimum Rear Yard Requirement:	5ft.	5ft.	5ft.	5ft.
Distance between Principal and Accessory Buildings:	6ft.	6ft.	6ft.	6ft.

**Note:** In an R1 Residential District, an Accessory Building may not be erected before the Principal Building, except on a farm.

- (1) See section 3.7-A
- (2) Setback to be measured from future right-of-way line
- (3) Larger area may be required to meet standards of Private Sewage Disposal Ordinance
- (4) See Section 3.7-D (3) for additional height restrictions
- (5) Excluding parking spaces in a garage or under a carport.

