

**IMPROVEMENT LOCATION PERMIT (ILP) PLAN REVIEW –  
TECHNICAL COMMITTEE**

**APPLICATION CHECKLIST  
HANCOCK COUNTY AREA PLAN COMMISSION – TECHNICAL REVIEW  
COMMITTEE**

*Filing Deadline is 11:00 AM*

The following items must be submitted before an ILP Plan Review can occur. Any questions regarding these items should be directed to the Plan Commission office at (317) 477-1134.

- ❑ **Application Form with original signatures (attached):**  
*If the petitioner is not the landowner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*
  
- ❑ **Summary Statement:**  
*A statement of the characteristics and operation of the development, including population densities, presence of any adult uses, number of potential employees, and written commitments being made regarding the development plan.*
  
- ❑ **Site Plan – 1 Full Size Set (18"x24") and 8 Stapled Reductions (11" x 17") and 1 pdf:**  
*The site plan submission shall include information pursuant to Section 156.107 of the Hancock County Code as follows:*
  - ❑ Cover Sheet pursuant to HCC 156.107(C)(3)(c)
  - ❑ Property Survey pursuant to HCC 156.107(C)(3)(d)
  - ❑ Site Plan pursuant to HCC 156.107(C)(3)(e)
  - ❑ Landscape Plan pursuant to HCC 156.107(C)(3)(f)
  - ❑ Stormwater Drainage Plan pursuant to HCC 156.107(C)(3)(g)
  - ❑ Lighting Plan pursuant to HCC 156.107(C)(3)(h)
  - ❑ Erosion Control/Sedimentation Plan pursuant to HCC 156.107(C)(3)(i)
  - ❑ Construction Plan pursuant to HCC 156.107(C)(3)(j)
  - ❑ Street Plan and Profile pursuant to HCC 156.107(C)(3)(k)
  - ❑ Sanitary Sewer Plan and Profile pursuant to HCC 156.107(C)(3)(l)
  - ❑ Utility Plan pursuant to HCC 156.107(C)(3)(m)
  - ❑ Grading Plan pursuant to HCC 156.107(C)(3)(n)
  
- ❑ **Warranty Deed, Quitclaim Deed, or Contract:**  
*The deed or contract must be executed and recorded.*
  
- ❑ **Filing Fee: \$ \_\_\_\_\_**  
*Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.*
  
- ❑ **Review Process pursuant to HCC 156.106(B):**  
*After submittal of the complete application as determined by the Planning Director, the ILP will be scheduled for review/comment by the county's Technical Committee. The Committee may approve, approve with modifications, deny, continue, or forward the petition to the Plan Commission for final consideration. The applicant and/or representative must be present at the meetings to present the ILP and address any questions the Committee or Commission may have. ILP approval is required prior to commencement of construction activities and/or issuance of a permit related to the project.*

**ILP PLAN REVIEW – TECHNICAL COMMITTEE**

**APPLICATION  
HANCOCK COUNTY AREA PLAN COMMISSION**

**Petitioner’s Contact Information:**

Petitioner’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address / City / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project Description:**

I (We), the above listed petitioner, request Development Plan Review approval for property located at:

\_\_\_\_\_.

Name of Development: \_\_\_\_\_ Number of lots: \_\_\_\_\_

Township Name: \_\_\_\_\_ (Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_)

Present Use / Zoning of Property: \_\_\_\_\_

**Owner’s Contact Information:** *If the petitioner is not the landowner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner’s original signature.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address / City / Zip: \_\_\_\_\_

**Registered Engineer or Surveyor Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address / City / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

**Petitioner or Agent Signature**

\_\_\_\_\_

**Date**