



## Residential Improvement Permit Application

Date:

Address:

Homeowner (Name and contact information):

Contractor/Engineer/Architect (Name and contact information):

Type of project:

- Construction of a new residence
- Addition to an existing residence
- Accessory structure
- In-ground pool or spa
- Driveway / ROW alteration

Please submit a Site Plan drawn to scale showing the location of existing and proposed buildings within property boundaries, as well as driveways, patios, decks, pools, courts, walks, etc. Be sure that the plans:

- Verify that all right-of-way drainage is being accommodated appropriately (i.e., culvert and roadside swale sizing, positive drainage is being achieved, etc.). Please note that we will use the City of Indianapolis Storm water Construction Standards for all hydrologic and hydraulic calculation requirements and drive culvert standards (materials, minimum size and slope, etc.).
- Verify that any proposed work within the R/W will result in no negative impact to the R/W infrastructure (roadway, signage, vegetation, etc.)
  - It is recommended that you would take pre-project photos, as any damage to the existing roadway or other R/W features due to the construction project, will be required to be repaired by the contractor / construction project.
- Verify that lot drainage is being handled correctly and that no negative impacts to neighboring parcels due to any increased runoff by the project.
- Verify that appropriate erosion control measures are being installed to protect adjacent waterways and adjoining parcels.
  - Please note that all contractor parking will be required to be accommodated off of the roadway throughout the construction of the home. It shall be accommodated on a stabilized pad, as to limit any potential tracking of sediment / debris on the public roadway.



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- We will also want to verify that the proposed plans that we receive match the approved ILP plans received from the City of Indianapolis. We may provide advisory comments if we notice something is not in conformance with City of Indianapolis standards.

Submit this application to Robert Parrin, [clerktreasurer@williamscreek.org](mailto:clerktreasurer@williamscreek.org).

Submit this application and required documents to Willie Hall at Crossroad Engineers  
[whall@crossroadengineers.com](mailto:whall@crossroadengineers.com)

The following fees will be assessed which include five hours of plan review and feedback by the Town Engineer. If a permit applicant requires additional Town Engineer review and feedback prior to the Town Engineer's determination, or if a permit applicant chooses to appeal the determination of the Town Engineer, the permit applicant is responsible for any additional Town Engineer fees that may result.

<b>Project</b>	<b>Fee</b>
Construction of a new residence	\$1500 + .10/sq ft
Addition to an existing residence	\$1200 + .10/sq ft (additional square footage only)
Accessory structure	\$1000 + .10/sq ft
In-ground pool or spa	\$600
Driveway / ROW alteration	\$500

Expedited review fee (for initial review or appeal): \$1,000