

Building Application Instructions and Requirements

1. Applications with all required documents must be submitted to the CSCD Building Compliance Officer three (3) weeks prior to the Building Commission monthly meeting. The deadline must be met otherwise the application will be presented to the Building Commission at their next monthly meeting. The Building Commission meets the first Tuesday of every month.

2. The following are required documents.

- a. Completed building application form.
- b. A brief statement of what the project is and how it will be constructed and proposed start date.
- c. Copy of warranty deed.
- d. Copy of the most recent survey.
- e. Plot plan with location and dimensions of structure to scale, with setbacks annotated.
- f. If a variance is required all documentation must be provided to request a variance.
- g. Construction prints and or drawings to scale with all dimensions, to include an elevated view.
- h. Septic field and location.
- i. A detail sediment control plan and materials to be used.
- j. A detail drainage plan and materials to be used.
- k. A detail shoreline stabilization plan and materials to be used.
 1. Application for docks requires verification of shoreline linear feet on a survey.
- m. Contractors must provide a copy of their license and copy of their certification of liability.
- n. Applications for docks must include a list of materials to be used.
- o. If a structure is to be modified or renovated a current picture must be provided.
- p. Affidavit of bedrooms is required for all new construction, modifications and additions.
- q. Any other information to clarify the proposed project and construction.

3. Failure to provide the above information and not submitting the application in the specified timeframe indicated will and can cause a delay in the processing of the application.

4. Attached are the application form and a copy of the checklist used to process your application. If you need assistance please call the CSCD office during normal business hours at 317-933-2893.

**Cordry-Sweetwater Conservancy District
Application Request for Construction**

Application Number: _____ Date Received: _____

Name: _____

Address: _____ Lot Number _____

Primary Telephone #: _____ Secondary Telephone #: _____

Mailing Address: _____

Proposed Project: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Name of Contractor: _____

Address: _____

Primary Telephone #: _____ Secondary Telephone #: _____

Contractors License # _____ (a copy of license must be attached)

Does the contractor have insurance? _____ (a copy of the certificate of liability must be attached)

Detail of Proposed Project:

Dwelling: _____ Dimensions: _____ Square Footage: _____

Addition to Dwelling: _____ Dimensions: _____ Square Footage: _____

Garage: _____ Dimensions: _____ Square Footage: _____ No of Bays _____

Deck Attached: _____ Dimensions: _____ Square Footage: _____

Deck Detached: _____ Dimensions: _____ Square Footage: _____

Dock: _____ Dimensions: _____ Square Footage: _____ No of Slips _____

Boat Shelter: _____ Dimensions: _____ Square Footage: _____ Height _____

Other: _____ Dimensions: _____ Square Footage: _____

Detail Construction Plans Attached? _____ (required and must be to scale and include all dimensions, an elevation view and materials to be used)

Brief Description of Project Attached? _____ (required)

Detail Plot Plan to Scale Attached? _____ (required and must show all current structures, septic field, proposed structure, dimensions and setbacks)

Detailed Sediment Control Plan Attached? _____ (required for all construction which will disturb the soil. The plan must indicate the type of material and method)

Detailed Drainage Plan Attached? _____ (required)

Detail Shoreline Control Plan Attached? _____ (required for all docks and must indicate the material and method)

Is an Affidavit of Bedrooms Attached? _____ (required for new construction or additions to structures)

If a modification or an addition is proposed for a current structure the following additional items are required:

Is a Current Picture Attached? _____ (required with date of picture)

House Total Square Footage _____ First Floor Square Footage _____

Second Floor Square Footage _____ Basement Square Footage _____

Number of Bedrooms _____ Number of Baths _____ Porch Square Footage _____

Deck Attached Square Footage _____ Deck Detached Square Footage _____

Garage Total Square Footage _____ Number of Bays _____

Docks Total Square Footage _____ Boat Shelter Square Footage _____

Height of Boat Shelter at Normal Pool _____ Number of Boat Slips _____

The following statement(s) must be signed by owner and contractor:

I affirm no modifications or additions will be made once the application is approved. I further acknowledge if any modification or addition is made without CSCD granting approval I will be required to remove said modification or addition. I further acknowledge no construction may start until written approval is granted by CSCD. I understand I am responsible and required to notify the CSCD when the project is started and again when the project is completed.

Signature of Owner: _____ Date: _____

I _____ the contractor for _____ affirm no modifications or additions will be made to the project without approval of the CSCD. I further acknowledge no construction may start until written approval is granted by CSCD. I further acknowledge and understand if I violate CSCD Building Rules it could result in my company not being permitted to operate within the CSCD.

Signature of Contractor: _____ Date: _____

NOTE: Some projects require a Brown County Building Permit. You will be advised if this is needed.

Date Reviewed By Building Commission: _____

Results of Building Commission Review: _____

Date Building Permit Issued: _____

CSCD Representatives Signature: _____ Date: _____

Cordry-Sweetwater Bedroom Affidavit

I affirm under penalties of perjury, that my home is considered to be a _____ bedroom home, as described by definition and accepted by the Brown County and Indiana State Health Departments. *"Bedroom means any room in a residence that contains all of the following: forty-five square feet or more and at least one operable window or exterior door approved for emergency egress or rescue. A bedroom is **none** of the following: bathroom, utility room, living room and grand room. By Brown County Health Department's definition the following **would** be considered a bedroom: in-home office, sewing room, recreation room, den, storage room, music room and so on"*

Name of Owner (print): _____ Signature: _____

Witness By: _____ Date: _____

CSCD Building Application Checklist and Approval Process

Permit Number _____ Date Received: _____

Name: _____

Address: _____

Name of Contractor _____

Contractors License Number _____ (copy attached)

Contractors Certificate of Liability _____ (copy attached)

Project Description: _____

Date to Building Commission _____

Results of Building Commission's review: _____

Date Approved: _____ Date Owner Notified: _____

Date Permit Issued: _____ Date Project Started: _____

Brown County Permit Required? _____ Date issued: _____ (copy attached)

Date of first inspection: _____ Results of first Inspection: _____

(picture attached)

Date of second inspection: _____ Results of second inspection: _____

(picture attached)

Date of third inspection: _____ Results of third inspection: _____

(picture attached)

Date of final inspection _____ Results of final inspection: _____
(picture attached)

I verify the work was completed to specifications and in accordance with all documents contained in this application and pictures attached.

(Date and signature of CSCD official)

Building Compliance Checklist for Application Packet

1. All items completed on application? _____ (required)
2. Owner of property verified? _____ (required)
3. Brief statement of what is to be constructed: _____
_____ (required)
4. Did owner sign application? _____ (required)
5. Did contractor sign application? _____ (required)
6. Copy of warranty deed attached? _____ (required)
7. Copy of most recent survey attached? _____ (required)
8. Plot plan attached with location of structure with dimensions to scale? _____ (required)
9. Are setback dimensions annotated on plot plan? _____ (required)
10. Does structure need a variance? _____ (required)
11. If a variance is required has all documentation been provided? _____ (required)
12. Is a drawing to scale attached with all dimensions, in detail, height, width and length? _____ (required)
13. Is an elevation view of project to scale with dimensions attached? _____ (required)
14. Is the location and size of septic field annotated on plot plan? _____ (required)
15. Is a detail sediment control plan attached? _____ (required for any structure on land)
16. Is a detail drainage plan attached? _____ (required for any structure on land)
27. Is a septic permit required? _____ If so what was the date approved and is a copy attached? _____ (required)
18. Is a detail shoreline stabilization plan attached? _____ (required for all docks)
19. If application is for a dock what is the linear feet of shore line? _____ (required)
(must be verified by survey)

20. What is the square footage of the dock? _____(required)

21. Does the square footage in number 20 equal square footage per linear feet in number 19 using the 8 square feet per linear foot rule? _____ (required) Calculated square footage _____

22. What is the height of the boat shelter from the water at normal pool?. _____ Is it 14 feet or less? _____(required)

23. Does the boat shelter meet the four (4) foot overhang and two (2) foot overhang rule? _____(required)

24. Has an initial site visit been made? _____ Date _____ Is a picture attached? _____ Do all the drawings and plot plan match project? _____(all required)

25. Is the application ready for review by the Building Commission and all information above verified? _____ Date _____

Building Compliance Office (signature) _____ (date) _____
(required)