

BUILDABLE LOT LETTER REQUEST

APPLICANT INFORMATION

DATE: _____

APPLICANT: _____ **ORG/BUSINESS:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____
Address City State Zip

PROPERTY INFORMATION

	1	Parcel ID	Address	City	Zip	Township
ADDRESS	2	Parcel ID	Address	City	Zip	Township
	3	Parcel ID	Address	City	Zip	Township

CURRENT USE(S)

Current Zoning _____ *To verify zoning go to the following link <http://sjcindiana.com/996/Zoning-Map>*

Yes No If "Yes" describe. _____

_____ Date Approved

Mail or drop off application and fees to the address below. Make checks payable to "Area Plan Commission".

ATTN: Area Plan Commission
227 W. Jefferson
11th Floor County City Building
South Bend, IN 46601

APPLICATION CHECKLIST

1. Application
2. Property information for parcels that could not fit on application, if applicable.
3. _____ . (See attached).
4. Fees: \$50 _____ .

LOTS OF RECORDS

COUNTY:

Agricultural or Residential zoned properties:

Note #1 Property must have frontage on a dedicated, improved or unimproved (dirt or gravel) public road. If deed recorded after 4/11/78, frontage must be on an improved, dedicated public road.

Note #2 Deeds are always required to determine legal lots of record.

IF ANY OF THE CONDITIONS BELOW ARE MET, A BUILDING PERMIT CAN BE ISSUED:

1. Was the deed recorded prior to March 20, 1961?
2. Is there a recorded subdivision with the same subdivision name and lot number for the parcel in question, such as "Lot 16 Pinewood Estates"?

If deed recorded after 4/11/78, the lot(s) must have 100' of frontage on an existing, improved, dedicated County right-of-way, or the owner/developer must construct the right-of-way to County standards.

3. Is there a primary structure with a deed recorded on or before 6/27/08.
4. Is the parcel 20 acres or more and 600' frontage?

A building permit can be obtained for each separate 20-acre parcel with 600' of frontage. No part of this 20-acre parcel can be combined with another parcel for the purpose of applying for an additional 20-acre residential permit.

Property zoned Agricultural

1. A parcel 10 acres or more with 300' of frontage with a deed recorded on or before April 13, 1979.
2. A parcel 10 acres or more with 100' of frontage and was zoned "R" Residential, with a deed recorded prior to April 13, 1979.
3. A lot or parcel with a 100' frontage and 15,000 sq. ft. of lot area and was zoned "R" Residential on or before April 13, 1979, with a deed recorded prior to March 30, 1966.

Property zoned Residential

1. 10 acres or more with 300' frontage, zoned agricultural prior to 4/13/79, and deed recorded prior to 4/13/79.
2. 10 acres or more with 100' frontage, zoned residential prior to 4/13/79, and deed recorded prior to 4/13/79.
3. 10 acres or less, previously zoned "A" Agriculture prior to 4/13/79, and deed recorded prior to 3/20/61.
4. A lot or parcel with 100' frontage and 15,000 sq. ft. of lot area, and deed recorded prior to March 30, 1966.

NOTE: A lot of record as defined above, which is reduced in lot area as a result of action by a governmental unit or entity.