



Dubois County Board of Commissioners
 c/o Dubois County Auditor
 One Courthouse Square
 Jasper, Indiana 47546
 (812) 481-7000
<https://www.duboiscountyin.org/>



COMMERCIAL SOLAR ENERGY SYSTEM PERMIT APPLICATION

| APPLICANT INFORMATION | | |
|-------------------------------|-----------------------------------|---|
| APPLICANT NAME: | CONTACT NAME: | |
| PHONE: | EMAIL ADDRESS: | |
| LOCATION ADDRESS FOR PROJECT: | | |
| LEGAL DESCRIPTION: | Approximate Cost: | |
| Present Use of Property: | Lot/Property Size: | Flood Hazard Area: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposed Use of Improvement: | Proposed Improvement Size (SqFt): | Proposed Improvement Maximum Height (Ft): |

| <u>TYPE OF WORK:</u> | <u>CONTRACTORS:</u> | |
|--|---------------------|---------------|
| <input type="checkbox"/> New Improvement | General: | Phone: |
| <input type="checkbox"/> Additional Improvement | Electric: | Phone: |
| <input type="checkbox"/> Alteration of Improvement | Plumbing: | Phone: |
| | Gas: | Phone: |

Owner's Certificate: *I certify the information included in this permit application to be true and correct; that it is compliant with requirements of any plat for this real estate, and that I shall comply with and be subject to any and all applicable laws and ordinances as it relates to this project, including but not limited to Dubois County Ordinance No. 2022-12, as amended.*

Applicant's Signature: _____ Date: _____

| FOR OFFICE USE ONLY | | |
|---|------------|---------------|
| Taxing Units Impacted: | Permit Fee | Permit Number |
| Approval by Dubois County Board of Commissioners: | | Approval Date |

SITE PLAN

SITE PLAN SHOULD INCLUDE LOT SIZE, ALL SET BACK DISTANCES, ROAD NAMES, AND IMPROVEMENT DIMENSIONS.

(May attach a separate Site Plan)

No Building materials, supplies, or equipment shall be stored or placed on any thoroughfare. No construction debris, excavation dirt/refuse, or any other materials/substances emanating from this construction site shall be permitted to remain overnight on any public thoroughfare, and shall be cleaned and cleared from the thoroughfare, at the end of each workday. No improvement, temporary or permanent, shall be constructed on any County, City, Municipal or Utility easement.

CHECKLIST

The above or attached Site Plan must include the following information. Please check each box accordingly as you complete.

- Lot size dimensions in feet
- Improvements dimensions in feet
- Outline of the footprint of proposed improvements and existing improvements
- Measurements in feet between proposed improvements and property line on ALL four sides
- Location and dimensions of easements and/or driveways
- Road names
- Arrow pointing in the north direction

Property corners and proposed improvement(s) must be staked/marked on your property



COMPLETING YOUR PERMIT

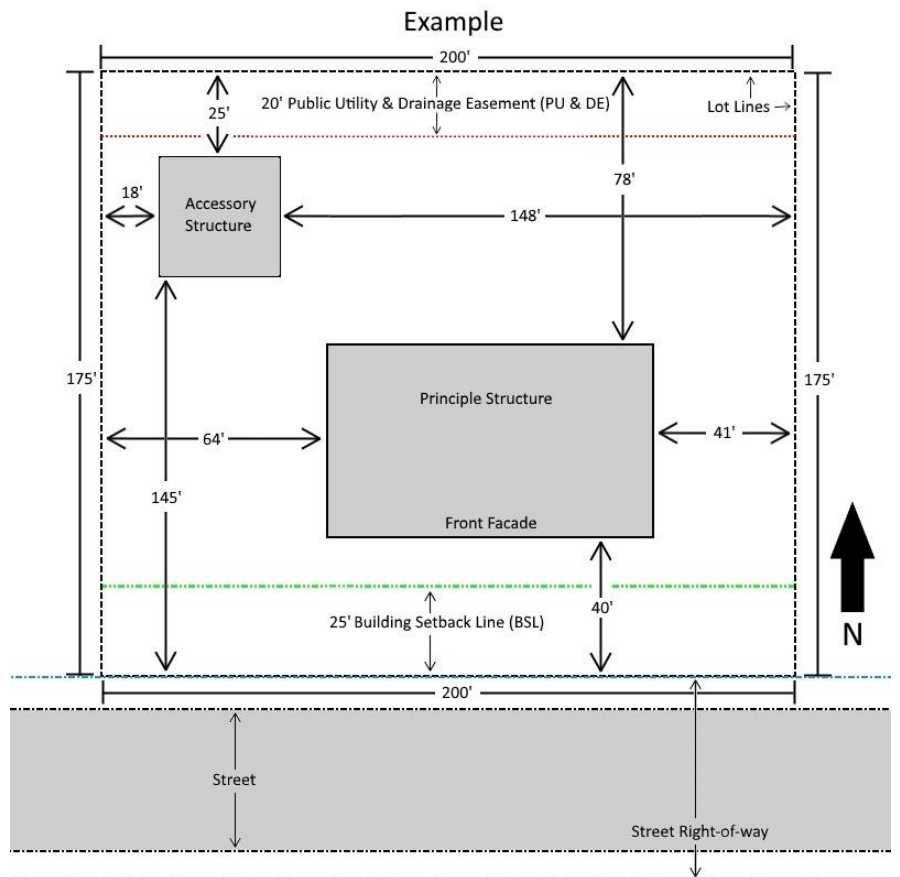
Simple Steps to Ensure an Accurate Application

1. Fill Out the Permit with ALL Required Information.
2. Know the Property Lines. If unsure, refer to the PLAT or DEED for the subject property. Understand the terms below and how they affect the property: easements, rights-of-way, setbacks.
3. Include Setback Measurements from ALL sides of the new improvement(s) from its furthest point to the property lines. See example drawing below. Setbacks are based on County Ordinance 2022-12: AN ORDINANCE ESTABLISHING AND ADOPTING DEFAULT STANDARDS FOR COMMERCIAL SOLAR ENERGY SYSTEMS
4. Contact the County Auditor's Office: 812.481.700; or the County Engineering Department: 812.482.5505, with questions.

SITE PLAN

A site plan is a "scaled" drawing that shows an overhead view of your lot indicating existing and proposed improvements. Please include these requirements for your site plan:

- Lot size and improvements dimensions
- Footprint of proposed and existing improvements
- Dimension distances between proposed improvements and property line on ALL four sides
- Location and dimensions of easements and driveways
- Road names
- Arrow pointing in the north direction



Understanding These Terms:

Right-of-Way Line is the limit of publicly owned land encompassing a Public Way.

Setback Line (SL) is the distance which a *building, improvement, or other improvement* is set back from a street or road as identified in the County records.

Public Utility & Drainage Easement (PU & DE) allows utility companies or government agencies the right to use the area. The property owner must keep the land maintained; including making sure the easement retains the same slope for drainage. No improvements of any type, such as a portable lawn shed, swing set, fence, or landscaping, even temporarily, are permitted in this area. *Easements can be located along any property line.*