



Application for a Zoning Permit

City of Peru Building & Zoning
35 S Broadway, Peru, IN 46970
Phone: 765-473-4881
www.cityofperu.org

For Staff Use Only

Submittal Date:	
Complete Date:	
Fee:	Staff:
Case #	

APPLICATION TYPE

<input type="checkbox"/>	2-MILE JURISDICTION ZONING APPLICATION (NEW CONSTRUCTION)	Ord 151.003
<input type="checkbox"/>	CHANGE OF USE/CHANGE OF OCCUPANCY	Ord 151.044
<input type="checkbox"/>	HOME OCCUPATION	Ord 151.075
<input type="checkbox"/>	ROADSIDE STAND	Ord 151.069
<input type="checkbox"/>	SIGN PERMIT	Ord 151.073
<input type="checkbox"/>	<input type="checkbox"/> TEMPORARY	*7 DAYS OR LESS, NO MORE THAN 6 TIMES A YEAR OR 3 DAYS IN RESIDENTIAL AREA
<input type="checkbox"/>	<input type="checkbox"/> PERMANENT	*LOCATED WHERE BUSINESS IS. SEE ORD 151.073
<input type="checkbox"/>	VARIANCE	Ord 151.046
<input type="checkbox"/>	<input type="checkbox"/> ALLEY CLOSING	*PETITION TO CLOSE AN ALLEY
<input type="checkbox"/>	<input type="checkbox"/> AREA VARIANCE	*USE OF LAND NOT ALLOWED BY CURRENT ZONING DUE TO SIZE
<input type="checkbox"/>	<input type="checkbox"/> FENCE VARIANCE	*OVER 6' IN BACK/SIDES, OVER 4' IN FRONT
<input type="checkbox"/>	<input type="checkbox"/> REZONING	*ASSIGNING A NEW ZONING TO LAND OR PROPERTY.
<input type="checkbox"/>	<input type="checkbox"/> SET BACK VARIANCE	*WAIVER OF SETBACK REQUIREMENT OR HEIGHT RESTRICTION IN CODE.
<input type="checkbox"/>	<input type="checkbox"/> SPECIAL EXCEPTION	
<input type="checkbox"/>	<input type="checkbox"/> USE VARIANCE	*USE OF LAND FOR A PURPOSE NOT ALLOWED BY CURRENT ZONING

APPLICANT INFORMATION

APPLICANT NAME: _____ **PHONE:** _____
ADDRESS: _____ **EMAIL:** _____
PROPERTY OWNERS _____ **PHONE:** _____
ADDRESS: _____ **EMAIL:** _____
PRIMARY POINT OF CONTACT: **APPLICANT** **OWNER**

PROPERTY INFORMATION

ADDRESS OR PROPERTY LOCATION: _____
LEGAL DESCRIPTION OF PROPERTY: _____
PARCEL ID# _____
SECTION: _____ **TWP #:** _____ **TOWNSHIP:** _____ **RANGE:** _____
FLOODPLAIN ZONING: _____
CURRENT PROPERTY ZONING: _____

2-MILE JURISDICTION ZONING APPLICATION (NEW CONSTRUCTION)

SUBDIVISION _____ LOT # _____

PROPOSED WORK: _____

NEW CONSTRUCTION: _____ ADDITION: _____

TOTAL SQ FOOTAGE: _____

1ST FLR: _____ 2ND FLR: _____ 3RD FLR: _____

GARAGE/CARPORT _____ ATTACHED: _____ DETACHED: _____

MANUFACTURED HOME VIN # _____

GENERAL CONTRACTOR: _____

MASONRY CONTRACTOR: _____

ESTIMATED CONSTRUCTION COST: _____

CHANGE OF USE / CHANGE OF OCCUPANCY

There is a requirement from the City of Peru that all Business owners opening a new business are to receive a letter from the Zoning Administrator stating the building's use, and the name of the new owner is correct. There is a \$35.00 charge associated with this requirement and the purpose here is to protect the owner, and the City of Peru, by informing the various city services of the existence of the business, type of business, and owner of business should, for any reason, circumstances should require this information or the owner need to be contacted.

151.044 CERTIFICATE OF OCCUPANCY.

(A) *Generally.* It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use of structure until a certificate of occupancy has been issued by the Zoning Administrator. The certificate of occupancy shall state that the proposed use of the building or land conforms to the requirements of this chapter and that the Zoning Administrator has inspected the property and attested to that fact. Any person, firm or organization that occupies a structure before a certificate of occupancy may be required to remove all furniture or property within the structure before an inspection is made. A certificate of occupancy shall not be issued until culverts have been installed under driveways where needed.

DO YOU CURRENTLY OWN THE PROPERTY: YES NO

ARE YOU PURCHASING THE PROPERTY: YES NO

NAME OF THE BUSINESS: _____

OWNER'S MAILING ADDRESS: _____

RETAIL MERCHANTS LICENSE #: _____

IMPROVEMENTS BEING MADE TO THIS LOCATION? YES NO

IF SO, HAVE YOU OBTAINED A BUILDING PERMIT? YES NO

NOTES REGARDING IMPROVEMENTS: _____

HOME OCCUPATION PERMIT

****ENSURE THAT ALL INFORMATION FOR APPLICANT INFO & PROPERTY INFO IS COMPLETE.**

BUSINESS CLASS:

CLASS A: No supplies or client/customer visits.

CLASS B: Limited supplies & client/customers.

DISCLOSURE:

The Home Occupation business shall be conducted by the people who are RESIDENTS of this dwelling only. Any violation of regulations 3-1 and 3-1-1 of Chapter 3 of the City of Peru Code of Ordinances may result in revocation of this permit, as well as any subsequent fines provided for in the afore mentioned Ordinances and state statutes.

APPLICANT SIGNATURE: _____

DATE OF SIGNATURE: _____

ROADSIDE STAND PERMIT

(A) Any person or organization that offers for sale products from a vehicle, tent, booth or other means shall have an improvement location permit from the Plan Commission for the duration of the sale. This applies to any location within the city. The same fees shall be waived for "not for profit" organization provided proceeds from vendor or numerous vendors are applied directly to the "not for profit" organization. The same fee shall be waived for any vendor or group of vendors operating in conjunction with or under the authority of the Chamber of Commerce, Circus City Festival, Cole Porter Festival, or other festivals within the corporate boundaries of the city.

(B) Fees for permits shall be:

- (1) \$25 per summer season, weekends only.
- (2) \$20 per seven days.
- (3) \$50 per 30 days.
- (4) \$100 per 90 days.
- (5) No permit shall be issued for more than 90 days.
- (6) Permits shall only be issued in a business or industrial area.
- (7) Permits can be renewed.
- (8) Permits must be displayed at location.

[\(Ord. 5-2002, passed 3-4-02; Am. Ord. 21, 2014, passed 7-7-14\)](#) Penalty, see § 151.999

LOCATION OF STAND: _____

START DATE: _____ END DATE: _____

TOTAL # OF DAYS: _____

APPLICABLE FEES: _____

SIGN PERMIT

LOCATION OF SIGN:

	COMMERCIAL LOCATION
	RESIDENTIAL LOCATION

IS THIS AN UPGRADE OF A CURRENTLY EXISTING SIGN?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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NOTES: _____

APPLYING FOR THE FOLLOWING TYPE OF SIGN:

	WALL		WOOD FRAME		FREE STANDING
	ROOF SIGN		PROJECTING		PORTABLE
	CANOPY		MARQUEE		ILLUMINATED
	BILLBOARD		**TEMPORARY		METAL FRAME
	HOME OCCUPATION		*7 DAYS OR LESS, NO MORE THAN 6 TIMES A YEAR OR 3 DAYS IN RESIDENTIAL AREA		

ADDRESS FOR THE SIGN: _____

BETWEEN SIDE STREETS: _____

AND

NUMBER OF SIGNS BEING INSTALLED _____

DIMENSIONS _____

PERMITTED BY ZONING:

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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INSTALLATION CONTRACTOR: _____

CONTRACTOR CONTACT: _____

PHONE: _____

HEARING NEEDED?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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DATE: _____

DOCUMENTS NEEDED:

	ELEVATION OF SIGN (SIZE, MATERIALS, COLOR, DIMENSIONS)
	LIGHTING DETAILS (METHOD & HOURS OF ILLUMINATION)
	WILL SIGN BE LIT: <input type="checkbox"/> YES <input type="checkbox"/> NO

MOCK UP OF SIGNS

SITE & ELEVATION PLAN (Scaled, showing & labeling: location of proposed signs, existing signs, dimensions of all signs, dimensions of existing structures, setbacks from property lines, dimensions of sign plan.)

VARIANCES

	VARIANCE	Ord 151.046
	ALLEY CLOSING	
	Parallel borders of alley to be closed:	_____
	Perpendicular borders of alley to be closed:	_____
	Bordered to the North by :	_____
	Bordered to the South by:	_____
	Bordered to the East by:	_____
	Bordered to the West by:	_____
	REASON FOR CLOSURE:	_____

*A legal notice will be printed in the Peru Tribune no later than 10 days before the scheduled meeting. The Zoning Administrator will present it to the Planning/Zoning Board. If approved, the Zoning Administrator will present it to the Peru City Council. If the Council passes the request, the alley closing will be assigned an Ordinance Number. This will need to be taken to the courthouse to be recorded.

	AREA VARIANCE	*Use of land in a manner which is not allowed by the dimensional or physical requirements of the current zoning regulations.
	FENCE VARIANCE	*Over 6' in back/sides, over 4' in front. See setback regulations.
	REZONING	*Assigning a new zoning to land or property.
	SET BACK VARIANCE	*Waiver of a setback requirement or height restriction in the code.
	SPECIAL EXCEPTION	
	USE VARIANCE	*Use of land for a purpose which is typically not allowed by current zoning regulations.

DESCRIPTION OF REQUEST: _____

NOTES: _____

SETBACK REGULATIONS

NEW HOUSE/PRIMARY USE:

FROM

PRIMARY STREET:	SECONDARY STREET:	LOCAL STREET:
Front: 25'	Front: 35'	Front: 25'
Back: 45'	Back: 45'	Back: 45'
Sides: 10'	Sides: 10'	Sides: 10'

****Attached garage would have the same setbacks as a house**

****Attached decks would have the same setbacks as a house**

SHED OR GARAGE/ACCESSORY USE:

FROM

PRIMARY STREET:	SECONDARY STREET:	LOCAL STREET:
Front: 50'	Front: 35'	Front: 25'
Back: 5'	Back: 5'	Back: 5'
Sides: 3'	Sides: 3'	Sides: 3'

****Accessory building must be 6' from the house.**

****Setback: Downtown Areas:** The downtown area shall be defined as any parcel that is located from the center of 8th Street to the center of Franklin Street and from the center of Wabash Street to the center of Miami Street.

NEW HOUSE/PRIMARY USE:

FROM

PRIMARY STREET:	SECONDARY STREET:	LOCAL STREET:
Front: 10'	Front: 10'	Front: 10'
Back: 10'	Back: 10'	Back: 10'
Sides: 0'	Sides: 0'	Sides: 0'

SHED OR GARAGE/ACCESSORY USE:

FROM

PRIMARY STREET:	SECONDARY STREET:	LOCAL STREET:
Front: 50'	Front: 35'	Front: 25'
Back: 5'	Back: 5'	Back: 5'
Sides: 3'	Sides: 3'	Sides: 3'

RESIDENTIAL FENCES: (no permits needed)

18" from sidewalk & alley

Poles must have 3' depth

Side fences 1" inside property with posts on your property

Owner's side (fence facing out)

Not over 6' high in back & sides

Not over 4' high in front (if set back behind the front of the house, ok for 6')

INDUSTRIAL FENCES:

Light- 6' fence

General – 8' fence

****Must have privacy or chain fence.**

Building & Zoning Department
Phone: 765-473-4881 Ext. 127
Fax: 765-472-5815
Email: sleffler@cityofperu.org

APPLICANT SIGNATURE/OFFICE REVIEW

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROP OWNER: _____ DATE: _____

SIGNATURE OF ZONING ADMIN: _____ DATE: _____

LEGAL NOTICE PUBLISHED IF HEARING
NEEDED: _____ DATE: _____

PLANNING & ZONING COMMISSION

APPROVED BY P & Z: YES NO DATE: _____
CIRCLE ONE

REASON FOR DENIAL (IF APPLICABLE): _____

CITY COUNCIL

APPROVED BY COUNCIL: YES NO DATE: _____
CIRCLE ONE

REASON FOR DENIAL (IF APPLICABLE): _____

CASE NOTES: _____
