

Single-Family Dwelling in AG Building Permit Application Packet

Boone County Area Plan Commission



Per the Boone County Zoning Ordinance, single-family homes outside of a platted subdivision are considered a “restricted use” in the Agriculture (AG) District. They require a thorough preliminary review by the Technical Advisory Committee (TAC) before a building permit can be issued. This application packet is for the purpose of that preliminary review. A separate application for the actual building permit will be required following TAC approval.

STEP 1: Pre-Application Review.

Pre-Application review is required for all applications. Please email your entire draft application, forms, and attachments by the Pre-App Review date on the Application Schedule to the Executive Director at nschell@co.boone.in.us. Be sure to note “Application for a Single-Family Dwelling in AG Building Permit” in the subject line along with the applicant’s last name. Questions can be sent to this email or call (765) 482-3821.

STEP 2: Submittal Details and Checklist.

If materials are submitted electronically, they must be in the format shown. If items on the checklist are sent in separate PDFs, they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). (For example: 01 Application.pdf; 04 Aerial Map.pdf; 06 Narrative.pdf; etc.).

1. **Application Form:** Fill out all applicable fields completely and leave the fields blank that do not pertain. The form must be signed by the applicant(s). The 10-digit county identification Parcel Number (Do not use the State ID) is required on ALL permit applications and can be found on the Boone County GIS website at: [Boone County GIS Map Viewer](#). You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Narrative:** Provide a detailed narrative describing the nature of the application, the size of the lot, the desired land use, the details of the proposed development, and the expected timeline for permits and construction.
3. **County Location Map:** Using the map on page 5 of this packet, indicate where the property is generally located in the county with a star.
4. **Aerial Map of Site:** Provide an aerial map of the subject parcel formatted for 8 ½” x 11” in size, showing a close-up of the site and all adjacent properties. The map can be obtained from Google Maps, Boone County GIS, or other similar aerial mapping programs. Be sure to outline the subject parcel.
5. **Conceptual Site Plan:** Submit a basic site plan formatted for 8 ½” x 11” or 11” x 17” in size, showing the basic layout of your proposed home site. Include proposed home location, any accessory structures, septic system, well, and driveway. This plan must include the proposed setback dimensions of all structures. (A Plot Plan from a licensed engineer or surveyor will be required with the building permit application submittal. The plot plan may be submitted with this application in place of the conceptual site plan.)
6. **Deed:** This is evidence of property ownership as well as any restrictions associated with the property. A copy of the recorded deed for the property with the Recorder’s Stamp, available from the Boone County Recorder’s Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.
7. **Attachments A:** Complete necessary attachment as applicable.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the Executive Director has completed the Pre-Application Review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and schedule the Technical Advisory Committee Meeting (TAC). Filings submitted or completed after the posted submittal deadline may be placed on the application cycle for the next regular meeting. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

2027 Application Schedule

The following table depicts the deadlines for submitting your application for review.

Pre-App Review	Filing Completion	TAC Meeting
November 13, 2026	November 20, 2026	December 2, 2026
December 21, 2026	December 28, 2026	January 6, 2027
January 15, 2027	January 22, 2027	February 3, 2027
February 12, 2027	February 19, 2027	March 3, 2027
March 22, 2027	March 29, 2027	April 7, 2027
April 16, 2027	April 23, 2027	May 5, 2027
May 14, 2027	May 21, 2027	June 2, 2027
June 18, 2027	June 25, 2027	July 7, 2027
July 16, 2027	July 23, 2027	August 4, 2027
August 13, 2027	August 20, 2027	September 1, 2027
September 17, 2027	September 24, 2027	October 6, 2027

- **TAC Meeting:** The Technical Advisory Committee (TAC) Meetings are held at the APC Office, 116 W Washington Street, Room 101, Lebanon, IN 46052, (765) 482-3821. After the meeting, you will be given written comments and requirements that will be applicable to applying for your building permit.

For Office Use Only

File # _____

Single-Family Dwelling in AG Building Permit



This application is being submitted for:

- ☐ A lot or parcel that already exists
☐ A new lot that has yet to be created

Applicant Info

Name:	
Street Address:	
City, State, Zip:	
Primary Contact Person regarding this petition:	
Phone:	E-Mail:

Property Owner

Name:	
Street Address:	
City, State, Zip:	
Phone:	E-Mail:

Premises Affected

10-digit County Parcel Number	Acreage			
Approximate address:				
Township:				
Flood Zone on Site:				
Zoning of Adjacent Properties:	North:	South:	East:	West:

Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	
Notary Public's Name (printed)	Signature of Notary
My Commission Expires State County	Subscribed and sworn to before me this ____ day of _____, 20____.

Single-Family Dwelling in AG Application

Narrative and History

Provide a detailed narrative describing the nature of the application, the desired land use, and the details of the proposed development including information such as number of lots, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (the history of lot splits, rezoning, platting, amendments, other approvals, etc.) if applicable.

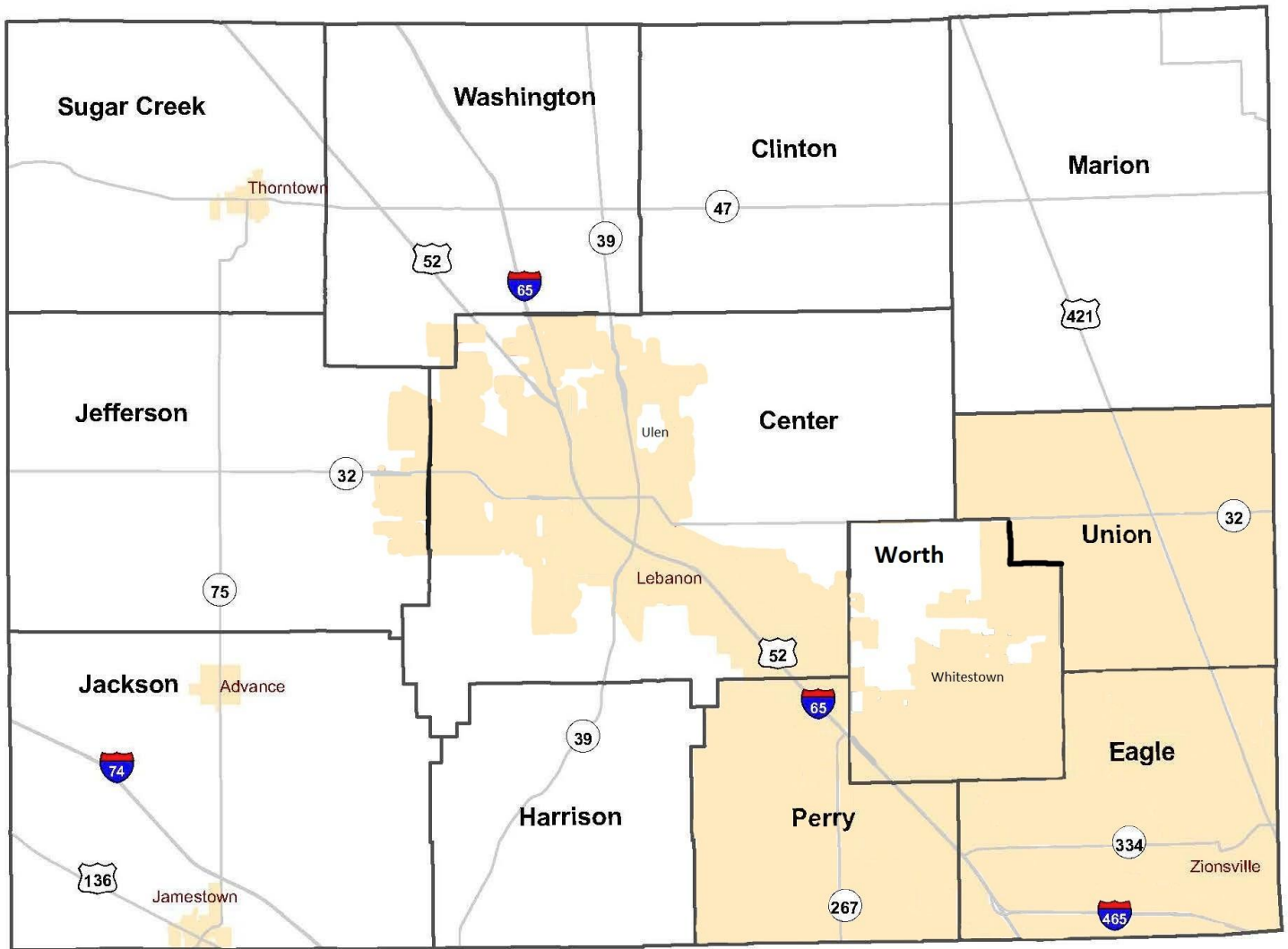
Narrative

History of the Project/Lot Splits (if applicable)

Provide additional sheets if needed.

County Location Map

Add a  to this map indicating the general area where the subject property is located.



Attachment A: Consent of Property Owner

Complete and submit ONLY if the applicant is different from property owner.

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____is) (____is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____