



Town of Cedar Lake

Department of Planning, Zoning and Building
7408 Constitution Avenue, P.O. Box 707, Cedar Lake, IN 46303
Tel: (219) 374-7400 Fax: (219) 374-8588
www.cedarlakein.org

*OFFICE USE ONLY	
DOCKET NO.	_____
FILING FEE	_____
RECEIPT NO.	_____

PLANNING APPLICATION

PROPERTY ADDRESS: _____ ZONING _____

TAX KEY NUMBER(S): _____

PETITIONER(S) INFORMATION	
NAME: _____	Phone: _____
ADDRESS: _____	Alt. Phone: _____
CITY, STATE, ZIP: _____	Email: _____

OWNER(S) INFORMATION	
NAME: _____	Phone: _____
ADDRESS: _____	Alt. Phone: _____
CITY, STATE, ZIP: _____	Email: _____

ENGINEER INFORMATION (if applicable)	
NAME: _____	Phone: _____
ADDRESS: _____	Alt. Phone: _____
CITY, STATE, ZIP: _____	Email: _____

REQUEST (check all that apply):
 SUBDIVISION REZONE SITE PLAN
 PUBLIC WAY VACATION PUD AMENDMENT

DESCRIBE THE REQUEST:

I (We), the undersigned, now state that the information contained in this application and all attached exhibits are true and correct to the best of my (our) knowledge.

Signature(s) of Owner(s)

Signature(s) of Petitioner(s)

STATE OF INDIANA)
) SS:
COUNTY OF LAKE)

STATE OF INDIANA)
) SS:
COUNTY OF LAKE)

Subscribed and sworn to before me on this ____ day of _____, 20__.

Subscribed and sworn to before me on this ____ day of _____, 20__.

Notary Public
My Commission expires: _____

Notary Public
My Commission expires: _____

Fee Schedule

Application	Fee
Preliminary Plat	\$275.00 minimum*
Rezone	\$100.00
Public Way Vacation	\$200.00
Site Plan/ PUD Amendment	No filing fee

* See Subdivision Requirements

APPLICATION PROCEDURES

The following procedure applies to all applications filed with the Board of Zoning Appeals. The applicant is responsible for submitting all necessary information to the Board and attending all hearings and meetings. Any questions regarding these procedures should be directed to the Town of Cedar Lake Planning, Zoning and Building Department at 219.374.7400.

1. **Submitting a Request:** Applicant should contact the Planning, Zoning and Building Department to discuss the application request. Department staff will review the request and discuss the Zoning Ordinance and requirements associated with same with the applicant.
2. **Filing the Application:** The applicant is responsible for completing the application form, providing all necessary materials for the request and providing the required filing fee according to the above deadline and meeting schedule. The following materials are required at the time of submission:
 - a. A completed application, complete with signatures of the Petitioner and Owner, if different.
 - b. Any materials necessary to detail the nature of the request, including any details requested in the Application Requirements section.
 - c. Filing fee, as specified in the fee schedule above.
3. **Legal Notices:** Legal notice must be given to all adjacent property owners via certified mail, return receipt, as well as published as a legal advertisement at least ten (10) days prior to the hearing. A certified list of property owners shall be obtained by the Recording Secretary of the Plan Commission. Legal advertisements will also be submitted by the Recording Secretary. Applicant is responsible for all costs associated with the publication and notification requirements.
4. **Hearing Date:** The applicant or a representative must be present at any and all meetings and hearings in order for the request to be heard. If unable to attend, the applicant shall contact the Planning, Zoning and Building Department prior to the hearing to reschedule. Submission deadline and meeting date schedules are set forth in the Application Requirements section.
5. **Approval:** Any approval given by the Plan Commission and/or Town Council shall be exercised pursuant to the regulations set forth by the Commission, Council, or both.
6. **Developer Billing:** Pursuant to Subdivision Control Ordinance No. 498, Title VI – Improvements, Section 14: Responsibility for Costs: “All Subdividers , Developers, or Property Owners shall be responsible for the costs of all improvements required for each Subdivision, Development or Improvement in the Town of Cedar Lake, Lake County, Indiana, including but not limited to, engineering fees & expenses, legal fees, publication costs, and the like. These costs shall be paid to the Town at the time of consideration of a Primary or Final Plat, or when any administrative or Plan Commission review and/or approval is required or necessary by a Subdivider, Developer, or Owner of any Lots directly benefiting therefrom.”

APPLICATION REQUIREMENTS

Subdivision

Any and all proposed subdivision requests within the Town of Cedar Lake shall follow the requirements set forth in the Town of Cedar Lake Subdivision Control Ordinance No. 498 and the Development Standards Manual. Copies of same are available for purchase in the Planning Department for a fee of \$15.00 each.

At the time an application is accepted for filing, the following items shall be submitted (3 full-size copies and 1 copy of each reduced to a size not greater than 11" x 17" of plans/plats drawings) along with this application:

1. Statement of Intent..... Refer to Title III, Section 2
2. Utility and Public Service Company Recommendations... Refer to Title III, Section 3, D.
3. Location Map Refer to Title IV, Section 3, A.
4. Engineering Plans..... Refer to Title IV, Section 3, B. and D.
5. Subdivision Plat Refer to Title IV, Section 3, C.
6. Restrictions Refer to Title IV, Section 3, E.

Application fees are established in Title III, Section 3, 2, as follows: "A certified check or money order, in the amount of two hundred fifty dollars (\$250.00) plus one dollar and fifty cents (\$1.50) per lot in the subdivision with a minimum charge of two hundred seventy-five dollars (\$275.00) to cover administrative costs regarding the proposed plat."

Filing Deadline	Plan Commission Work Session Wednesday 7:00 p.m.	Plan Commission Public Meeting Wednesday 7:00 p.m.
December 11, 2015	January 6	January 20
January 15	February 3	February 17
February 12	March 2	March 16
March 11	April 6	April 20
April 15	May 4	May 18
May 13	June 1	June 15
June 10	July 6	July 20
July 15	August 3	August 17
August 12	September 7	September 21
September 9	October 5	October 19
October 14	November 2	November 16
November 10	December 7	December 21
December 9	January 2017	January 2017

Rezone

In accordance with the Cedar Lake Zoning Ordinance No. 496, Title XXXI – Amendment of the Zoning Ordinance and Zone Map, Section 4: Procedure:

The Plan Commission and Town Council shall study such proposal for Text and Zone Map change to determine:

- A. The general conformity and consistency with the various elements of the Comprehensive Master Plan;
- B. The need and justification for any proposed change of the Text of this Zoning Ordinance or the Zone Map;
- C. Current conditions and the character of current structures and uses in each Zoning District;
- D. The effect of a Use District Zone Change, if any, on the property and on surrounding property;
- E. The most desirable use for which the land in each Zoning District is adopted;
- F. The amount of undeveloped land in the general area and in the Town having the same Zoning District Classification as the requested or affected by an Ordinance Amendment;
- G. The effect of a Use District Zone change in view of responsible growth and development.

Filing Deadline	Plan Commission Work Session Wednesday 7:00 p.m.	Plan Commission Public Meeting Wednesday 7:00 p.m.	Town Council Work Session Tuesday 7:00 p.m.	Town Council Public Meeting Tuesday 7:00 p.m.
December 11, 2015	January 6	January 20	January 5	January 19
January 15	February 3	February 17	February 2	February 16
February 12	March 2	March 16	March 1	March 15
March 11	April 6	April 20	April 5	April 19
April 15	May 4	May 18	No Meeting *	May 17
May 13	June 1	June 15	June 7	June 21
June 10	July 6	July 20	July 5	July 19
July 15	August 3	August 17	August 2	August 16
August 12	September 7	September 21	September 6	September 20
September 9	October 5	October 19	No Meeting*	October 18
October 14	November 2	November 16	November 1	November 15
November 10	December 7	December 21	December 6	December 20
December 9	January 2017	January 2017	January 2017	January 2017

Public Way Vacation

Public Way Vacation petitions shall be filed in accordance with Indiana Code 36-7-3-12, namely:

“36-7-3-12 Vacation of public way or place; petition; notice; hearing; adoption or ordinance; appeals:

Section 12. (a) Persons who:

- (1) own or are interested in any lots or parts of lots; and
- (2) want to vacate all or part of a public way or public place in or contiguous to those lots or parts of lots;

may file a petition for vacation with the legislative body of:

- (A) a municipality, ...”

For any government owned land use applications or petitions for vacation of public ways or easements, a sign shall be posted on the real property which is the subject of the Public Hearing at least (10) days before the date fixed for the Public Hearing. The sign shall be a minimum of two feet by two feet (2’x2’), and placed in a location visible from a public road. Further, the sign shall minimally state “Public Hearing Notice,” the date and time of the Public Hearing, and the body conducting the Public Hearing. Additionally, the name and contact information of the party or entity seeking an approval shall be displayed on such sign. This sign notice requirement is in addition to the Public Hearing Notice requirements otherwise required by Town ordinances and applicable state law, as amended from time to time.

Town Council Work Session Tuesday 7:00 p.m.	Town Council Public Meeting Tuesday 7:00 p.m.
January 5	January 19
February 2	February 16
March 1	March 15
April 5	April 19
No Meeting *	May 17
June 7	June 21
July 5	July 19
August 2	August 16
September 6	September 20
No Meeting*	October 18
November 1	November 15
December 6	December 20
January 2017	January 2017

Site Plan & PUD Amendment

In accordance with the Cedar Lake Zoning Ordinance No. 496, Title XXVII – Off-Street Parking and Off-Street Loading, Section 4, N: Review of Plans:

“Plans and specifications for the construction or alteration of an off-street parking area accommodating five (5) or more vehicles shall be submitted to the Plan Commission. Written approval by the duly designated Zoning Inspector/Administrator of all parking area plans shall be secured before an Improvement Location Permit can be issued. The plans and specifications shall show the location, basis of capacity calculation, size, site design, surfacing, marking, lighting, drainage, curb-cuts, entrances, exits and any other detailed feature essential to the complete design and construction of the parking area.”

Filing Deadline	Plan Commission Work Session Wednesday 7:00 p.m.	Plan Commission Public Meeting Wednesday 7:00 p.m.
December 11, 2015	January 6	January 20
January 15	February 3	February 17
February 12	March 2	March 16
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