



# 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

<b>*OFFICE USE ONLY</b>	
DOCKET NO.	_____
FILING FEE	_____
RECEIPT NO.	_____

## PLANNING APPLICATION

**PROPERTY ADDRESS:** \_\_\_\_\_ **ZONING** \_\_\_\_\_

**TAX KEY NUMBER(S):** \_\_\_\_\_

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

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

**REQUEST** (check all that apply):

**SUBDIVISION:**

- Preliminary Plat
- Final Plat

- REZONE
- PUBLIC WAY VACATION

- CONCEPT PLAN
- SITE PLAN
- 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 there from.”

# 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 9, 2016	January 4	January 18
January 13	February 1	February 15
February 10	March 1	March 15
March 10	April 5	April 19
April 13	May 3	May 17
May 12	June 7	June 21
June 9	July 5	July 19
July 14	August 2	August 16
August 11	September 6	September 20
September 15	October 4	October 18
October 13	November 1	November 15
November 9	December 6	December 20
December 15	January 2018	January 2018

## 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 9, 2016	January 4	January 18	January 3	January 17
January 13	February 1	February 15	February 7	February 21
February 10	March 1	March 15	March 7	March 21
March 10	April 5	April 19	April 4	April 18
April 13	May 3	May 17	May 2	May 16
May 12	June 7	June 21	June 6	June 20
June 9	July 5	July 19	No Meeting*	July 18
July 14	August 2	August 16	August 1	August 15
August 11	September 6	September 20	September 5	September 19
September 15	October 4	October 18	October 3	October 17
October 13	November 1	November 15	November 7	November 21
November 9	December 6	December 20	December 5	December 19
December 15	January 2018	January 2018	January 2018	January 2018

**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 3	January 17
February 7	February 21
March 7	March 21
April 4	April 18
May 2	May 16
June 6	June 20
No Meeting*	July 18
August 1	August 15
September 5	September 19
October 3	October 17
November 7	November 21
December 5	December 19
January 2018	January 2018

## 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 9, 2016	January 4	January 18
January 13	February 1	February 15
February 10	March 1	March 15
March 10	April 5	April 19
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