



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: _____

REQUEST (check all that apply):

SUBDIVISION:

☐ Concept Plan

☐ Rezone

☐ Preliminary Plat

☐ Site Plan

☐ Final Plat

☐ 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
Site Plan/	No Filing Fee
PUD Amendment	No Filing Fee
Concept Plan	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.

- 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.
- 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 fee schedule shown above. Application deadlines are indicated in the table below. The following materials are required at the time of submission:
 - A completed application, complete with signatures of the Petitioner and Owner, if different.
 - Any materials necessary to detail the nature of the request, including any details requested in the Application Requirements section.
 - Filing fee, as specified in the fee schedule above.
- Legal Notices:** Legal notice must be given to all adjacent property owners via certified mail, return receipt requested, as well as published as a legal notice in a newspaper of local and weekly circulation at least ten (10) days prior to the hearing. A certified list of property owners shall be obtained by the applicant from either the Lake County Auditor, an engineer, a title company or an attorney. Legal advertisements must be submitted by the applicant to the newspaper. **Applicant is responsible for all costs associated with the publication and notification requirements.**
- Hearing Date:** The applicant must provide the white mailing receipts from the mailings as proof of timely mailing, the list of adjacent property owners and the proof of publication of the legal notice at least 5 business days prior to the public hearing. Those items must be turned in to the Planning, Zoning and Building Department. 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.
- 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.
- 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.”
- Filing Deadline:** All applications are to be submitted by the first Friday of a month for the following month. For example, the application needs to be filed by the first Friday in January for the February meeting.

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 (1 digital copy 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."

Rezone

In accordance with the Cedar Lake Zoning Ordinance No. 1402, Chapter 22 – Amendments, Section D: Procedure:

The Plan Commission and Town Council shall review such Petitions for Text and/or Map Amendment to determine:

1. The general conformity and consistency with the various elements of the Comprehensive Master Plan;
 2. The need and justification for any proposed change of the Text of this Zoning Ordinance or the Zone Map;
 3. Current conditions and the character of current structures and uses in each Zoning District;
 4. The effect of a Zone Map Amendment, if any, on the property and on surrounding property;
 5. The most desirable use for which the land in each Zoning District is adopted;
 6. The amount of undeveloped land in the general area and in the Town having the same Zoning
1. District classification as that requested or affected by an Ordinance Amendment'.
 7. The effect of a Zone Map Amendment in view of responsible growth and development.

PUD Amendment

In accordance with the Cedar Lake Zoning Ordinance No. 1402 Chapter 9 – Planned Unit Development (PUD), Section A Statement of Purpose; Change in Zoning District; Development Plan:

“1. Planned Unit Development (P.U.D.) Zoning Districts are intended to permit establishment of areas in which diverse uses may be brought together as a compatible and unified plan of development which shall be in the interests of the general welfare of the public. In Planned Unit Development (P.U.D.) Zoning Districts, land and structures may be used for any lawful purpose in accordance with the provisions set out in this Chapter.

2. The procedure for obtaining a change in a Zoning District classification or undertaking development within a Planned Unit Development (P.U.D.) Zoning District shall be as follows:

- a. The owner and developer of the land shall apply in writing to the Plan Commission and shall submit two (2) copies of a Preliminary Development Plan as described in SECTION B of this Chapter.
- b. The Plan Commission shall receive and review the proposed application and review the Preliminary Development Plan with the Owner and Developer/Petitioner. The Plan Commission shall prepare recommendations with regard to the Preliminary Development Plan and, if applicable, the proposed change in the Zoning District.
- c. The Plan Commission shall provide its recommendations to the owner and developer indicating its position on the proposal. The Plan Commission shall state provide its comments to the Owner and Developer/Petitioner.
- d. After issuance of the Plan Commission’s response, public notice shall be given as required by the Indiana Code, as amended from time to time, and this Zoning Ordinance, as amended from time to time, and a public hearing shall be scheduled and held on the proposed change of Zoning District and/or Development Plan, as provided by law in the case of an amendment to this Zoning Ordinance.
- e. After the public hearing, this Zoning Ordinance may be amended so as to define the boundaries of the Planned Unit Development (P.U.D.) Zoning District, but such action shall have the effect only of granting permission for the development of the specific proposal in accordance with the development plan submitted. The recommendation of the Plan Commission shall be made to the Town Council, which shall consider such request for change of Zoning District as in ordinary cases of rezoning or zone map change.”

Site Plan

In accordance with the Cedar Lake Zoning Ordinance No. 1402 Chapter 17 Site Plan Section A, Approval:

“At any time a property owner seeks to apply for approval to begin new construction or to modify an existing structure such that it results in either an increase or decrease of total square footage of the structure of twenty-five percent (25%) or more in a geographic area zoned or to be zoned as B-1, B-2, B-3 or M1, the property owner/petitioner shall prepare a preliminary development plan for submission to the Plan Commission.”

Section B, Procedure to Initiate Review and Approval:

“To initiate the procedure for review and approval of a preliminary site plan, the property owner/petitioner shall submit the proposed plan to the duly designated Town Official. The initial submission shall:

1. Be made on forms available at the office of the Planning and Building Department, and be submitted with the fee as set forth herein.
2. Be accompanied by one (1) copy of the proposed preliminary site plan on a 24” x 36” sheet accompanied by an electronic copy of the proposed preliminary site plan.
3. Be accompanied by documentation indicating proof of an ownership interest in the subject property, such as but not limited to, a deed, plat of survey, purchase contract, or a power of attorney, for review by the Town’s attorney.”