

Step 2: Complete & Submit Application

Use the following checklist to assemble your application and contact the Planning Department with any questions.

- Completed Application & Checklist**
- Application Fee** – Submit fee with one completed copy of the application to the Clerk-Treasurers Office by 4:00 PM on or before the deadline. Meeting dates and deadlines are on p. 1 of this packet and the fee schedule is on p. 4.
- Affidavit of Consent of Property Owner** – Submit only if the applicant is not the property owner.
- Vicinity Map** – Provide a map identifying the subject property within the City of Valparaiso with major street labeled. At the very least, all parcels within 300’ of the subject property should be represented.
- Site Plan/Concept Plan** – Provide a site plan with the entire layout of the property and all items related to the petition clearly shown. The site plan shall also include all present and proposed buildings, structures, parking areas, location and name of all adjacent streets and roads (whether public or private) and a north arrow. Easement information must also be provided if easements exist or proposed on the property in question.
- Written Description of the Project** – Please provide a brief written description of the proposed project. The written description allows the public, the Plan Commission, and planning staff to better understand the proposed project.
- Commitments/Restrictions/Covenants.** – Proposed Commitments/restrictions/covenants for the property or subdivision must be provided for reference if the petitioner intends to require them as a condition of sale or development of property.
- Legal Description** – A legal description for the property must be included, either in the space provided or attached. The legal description can be found on the deed of the property or potentially within the recorded mortgage. The abbreviated version of the legal description on the property tax bill is sufficient if the full legal description is not readily available.
- Surrounding Property Owners List** – If a public hearing is required (see list on p. 5), you must provide the names and addresses of all the property owners within 300 feet in all directions from the subject parcel, including those owned by the City, State, or other governmental unit. You can identify these property owners using [Porter County’s web map](#) following [instructions on the city website](#).
- Letter to Surrounding Property Owners** – If a public hearing is required, you must prepare notice to property owners within a 300-foot radius of the project’s parcel boundaries. Complete your draft letter for planning staff review using the sample notice to surrounding property owners on p. 10 of this application. The notice must include the basic information as indicated in the sample, explaining the petition in clear, simple language. Also provide a site plan, map, and/or any illustrations that will help the surrounding property owners understand the petition.
- Annexation Documentation (If applicable)** – If the petition is submitted for an annexation request, refer to the [annexation application requirements sheet](#) in addition to this information.
- Supporting Documents** – Please include any additional documents such as images, plans, elevations etc. that will assist the Plan Commission to evaluate your petition. Other items may be required for your petition if specified in the [UDO](#).

Step 3: Staff Review Prior to Notification

- ❑ Planning staff will review the submitted application for completeness and clarity and schedule the request for the following Plan Commission meeting date. If it is determined that the application is incomplete, planning staff will notify you of the missing or incomplete items.

Step 4: Notify the Public (for petitions that require public hearings only)

- ❑ **Notification by Newspaper** - After it is determined that your application is complete, Planning Staff will submit a Public Hearing Notice in compliance with applicable state law to the Northwest Indiana Times Newspaper. The cost for publication and a proof of publication will be mailed to the Petitioner listed on the Petition. Payment of the bill is the responsibility of the Petitioner. Failure to pay the publication cost may constitute grounds for revoking any approvals or being removed from the requested Plan Commission meeting agenda. Following Indiana Code, the notice will appear once, a minimum of ten (10) days prior to the meeting date.
- ❑ **Surrounding Property Owner Notification** - Once planning staff has reviewed your draft letter and surrounding property owner list to and finds it to be complete, you must send the letters out to all the property owners using either certified mail (green cards) or certificates of mailing (white slips) by the public notice deadline (p.1). If any property owner does not receive timely notice, your request may be denied, delayed, or potentially revoked at some later date. After mailing your notices, provide proof of notice to planning staff by the proof of notice deadline. Proof of notice may be copies or images of the green certified mail cards or white certificate of mailing slips postmarked by the public notice deadline.
- ❑ **Onsite Notification Sign** – Planning staff will place one or more signs on the subject parcel in a conspicuous location at least ten (10) days prior to the scheduled public hearing for your requested action. Staff will collect the sign(s) immediately following the public hearing date listed on the sign. Do not remove the onsite notification sign for any reason without the permission of the Planning Director. If the sign is damaged or stolen, please contact the Planning Department so that a new sign may be placed on the property.
- ❑ **Affidavit of Proper Public Notice** – Because adequate public notice is so important for all petitions requiring public hearings, in addition to providing proof of notice, the Petitioner must also submit a copy of the Affidavit of Proper Public Notice for Public Hearing (p.11) after letters to surrounding property owners are sent but before the Proof of Notice deadline.

Step 5: Plan Commission Meeting

- ❑ Planning Department Staff will distribute all petitioner exhibits to the Board and post supporting documents on the City of Valparaiso website one (1) week prior to the meeting date.
- ❑ Either the petitioner or a representative of the petition must be present at the meeting to present the petition and address any relevant questions from the Board.
- ❑ If the petition requires a public hearing, the Plan Commission will provide the public the opportunity to comment on the petition.
- ❑ For matters requiring a public hearing, the Plan Commission typically postpones decision-making until the next regularly scheduled meeting unless the petitioner has specifically requested a suspension of the rules.

PLAN COMMISSION APPLICATION FEES

Plan Commission application types and associated fees are listed in the table below. Application Fees must be submitted to the Clerk-Treasurers Office by no later than 4:00 PM on the day of the posted deadline for the desired Plan Commission Meeting. Checks may be made out to the City of Valparaiso.

APPLICATION TYPE	APPLICATION FEE
Rezoning	\$150
Subdivision – Primary Plat	\$150 + \$10 per Lot
Subdivision – Amendment	\$100 + \$5 per Lot
Planned Unit Development (PUD)	\$500 + \$10 per Lot
Major Planned Unit Development (PUD) Amendment	\$250 + \$5 per lot
Minor Subdivision or Plat Amendment	\$150
Subdivision – Final Plat	\$100 + \$5 per Lot
Minor Planned Unit Development (PUD) Amendment	\$150
Annexation	\$500 + Cost of Fiscal Plan**
Design/Architectural Approval _____ Overlay District	\$150
Special Meeting Fee	\$1500
Text Amendment	\$250
Comprehensive Plan Amendment	\$250
Vacation – Property	\$100
Plat Committee Appeal	\$200

**The Plan Commission requires that all fiscal plans be prepared by a municipal advisor firm approved by the Planning Department. The applicant is solely responsible for the cost of the preparation of the fiscal plan. The fiscal plan must be submitted together with the applicant’s petition for public hearing. The fiscal plan must comply with the requirements of Ind. Code § 36-4-3-13(d). **

PETITION TO VALPARAISO PLAN COMMISSION

This application is being submitted for (Check all that apply):

PUBLIC HEARING REQUIRED:

- To Rezone a Property from ____ to ____
- To Approve a Primary Plat
- To Approve a Planned Unit Development (PUD)
- To Approve a Major Planned Unit Development (PUD) Amendment
- To Annex Property into the City of Valparaiso, IN
- To Vacate Alley
- To Appeal the Decision of the Plat Committee

NO PUBLIC HEARING REQUIRED:

- To Approve a Minor Subdivision (Lot Split)
- To Approve a Final Plat
- To Approve a Plat Amendment
- Design/Architectural Approval in _____ Overlay District

For Office Use Only:

Petition #: _____

Application Filing Fee: _____

Date Filed: ____ / ____ / ____

Meeting: ____ / ____ / ____

SUBJECT PROPERTY INFORMATION	TYPE OR PRINT IN INK
Property Address: _____ _____ _____	Subject Property fronts on the _____ side between (streets) _____ _____
Description of Location of Property: _____ _____ _____	Zoning District (Current): _____ Zoning District (Proposed): _____
Parcel/Tax Duplicate Number: _____ _____ _____	<u>Zoning of Adjacent Properties:</u> North: _____ South: _____ East: _____ West: _____
Subdivision (If Applicable): _____ _____	Present Use of Property: _____ _____
Dimensions of Property: Front: _____ Depth: _____	Proposed Use of Property: _____ _____
Property Area (sq. ft./acres): _____	_____

PETITIONER INFORMATION

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

LEGAL DESCRIPTION OF SUBJECT PROPERTY: (EXHIBIT NO. _____)

PROPOSED VARIANCES OR WAIVERS: (EXHIBIT NO. _____)

Affidavit of Consent of Property Owner

(To be presented with application for Plan Commission)

_____, being dully sworn upon his/her oath, being of sound mind and legal age deposes and states:

1. That _____ (“Owner”) (is/are) the legal owner(s) of real property that is the subject of a Petition before the Plan Commission.

2. That Owner authorizes _____ (“Petitioner”) to seek the relief sought in the Petition filed before the Plan Commission. Petitioner is further authorized to commit to any reasonable restriction requested by the Plan Commission or proposed by the Petitioner.

Property Owner

Date

Property Owner

Date

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

Notary Public

My Commission Expires:

Date

SAMPLE NOTICE TO SURROUNDING PROPERTY OWNERS

Dear Property Owner:

I _____, owner or agent of the property at (address or location) _____
_____ filed a petition with the City of Valparaiso Plan Commission for (explain
petition) _____

The legal description of this parcel is _____.

Plainly speaking, I am asking the Valparaiso Plan Commission to _____
_____.

A site plan illustrating the petition is included with this letter.

The Plan Commission will conduct a public hearing on this matter, Petition Number _____ on
_____ 20__ at 5:30 pm at Valparaiso City Hall, 166 Lincolnway in Council Chambers.

You are receiving this notice because you are a property owner within 300 feet of the parcel(s) under
consideration. You may submit your view on this matter in writing to the Planning Director before the hearing
date. Alternatively, you have the opportunity to be heard at the above-mentioned time of the Public Hearing.
All interested parties are invited to attend.

If you have questions about this petition or would like more information, please contact the City of Valparaiso
Planning Department.

Beth Shrader, Planning Director
Valparaiso City Hall
166 Lincolnway
Valparaiso, IN 46383
Phone: (219) 462-1161
e-mail: bshrader@valpo.us (all e-mails must include name, address, and telephone number)

Respectfully,

Insert Petitioner's Name

