



PLAN COMMISSION APPLICATION PACKET

Planning Department
166 Lincolnway, Valparaiso, IN 46383
(219) 462-1161

For Office Use Only:

CHECK #: _____ RECEIPT #: _____

This packet contains the application and instructions to petition the Valparaiso Plan Commission for a variety of approvals as required under Valparaiso's Unified Development Ordinance (UDO) and state law. The Petitioner must provide a complete application, required fee, and all associated documents for the petition by the deadline in order to be added to the monthly meeting agenda. If you need help completing this form or would like a copy of the application in an alternative format, please call the Planning Department at (219) 462-1161.

2025 MEETING DATES & DEADLINES

The City of Valparaiso Plan Commission generally meets at 5:30 PM on the first Tuesday of each month at Valparaiso City Hall, 166 Lincolnway, Valparaiso, IN 46383. You must file your petition no later than the close of business on the appropriate date listed below. The office hours of the City of Valparaiso Planning Department are from 8:30 AM to 4:30 PM, Monday through Friday.

APPLICATION DUE	PUBLIC NOTICE ISSUED BY	PROOF OF NOTICE DUE	PLAN COMMISSION MEETING DATE
Dec. 6, 2024 (Fri)	Dec. 28, 2024 (Sat)	Dec. 31, 2024 (Tues)	Jan. 7, 2025 (Tues)
Jan. 3, 2025 (Fri)	Jan. 28, 2025 (Sat)	Jan. 28, 2025 (Tues)	Feb. 4, 2025 (Tues)
Jan. 31, 2025 (Fri)	Feb. 22, 2025 (Sat)	Feb. 25, 2025 (Tues)	Mar. 4, 2025 (Tues)
Feb 28, 2025 (Fri)	Mar. 22, 2025 (Sat)	Mar. 25, 2025 (Tues)	April 1, 2025 (Tues)
April 4, 2025 (Fri)	April 26, 2025 (Sat)	April 29, 2025 (Tues)	May 6, 2025 (Tues)
May 2, 2025 (Fri)	May 24, 2025 (Sat)	May 27, 2025 (Tues)	June 3, 2025 (Tues)
May 30, 2025 (Fri)	June 21, 2025 (Sat)	June 24, 2024 (Tues)	July 1, 2025 (Tues)
July 3, 2025 (Fri)	July 26, 2025 (Sat)	July 29, 2025 (Tues)	Aug. 5, 2025 (Tues)
Aug. 1, 2025 (Fri)	Aug. 23, 2025 (Sat)	Aug. 26, 2025 (Tues)	Sept. 2, 2025 (Tues)
Sept. 5, 2025 (Fri)	Sept. 27, 2025 (Sat)	Sept. 30, 2025 (Tues)	Oct. 7, 2025 (Tues)
Oct. 3, 2025 (Fri)	Oct. 25, 2025 (Sat)	Oct. 28, 2025 (Tues)	Nov. 4, 2025 (Tues)
Oct. 31, 2025 (Fri)	Nov. 22, 2025 (Sat)	Nov. 25, 2025 (Tues)	Dec. 2, 2025 (Tues)
Dec. 5, 2025 (Fri)	Dec. 27, 2025 (Sat)	Dec. 30, 2025 (Tues)	Jan. 6, 2026 (Tues)

FILING PROCEDURE & PETITIONER CHECKLIST

Step 1: Pre-Application Conference

At least one week prior to the intended filing of the petition, the petitioner must discuss the project with Planning staff to review requirements, submittals, procedures, deadlines, and hearings. Contact the Planning Department by phone at 219-462-1161 to speak with staff.

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 has notified you that it is complete and ready to send, you must send the letters and applicable plans 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
Rezone (Map Amendment)	\$150
Subdivision – Primary Plat	\$150 + \$10 per Lot
Subdivision – Plat Amendment or Replat	\$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 Lot Split	\$150
Subdivision – Secondary 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
Unified Development Ordinance 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): _____ <u>Zoning of Adjacent Properties:</u> North: _____ South: _____ East: _____ West: _____ Present Use of Property:
Parcel/Tax Duplicate Number(s):	
Subdivision (If Applicable):	Proposed Use of Property:
Dimensions of Property: Front: _____ Depth: _____ 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. _____)**

ALL OWNERS OF RECORD OF THE ABOVE-REFERENCED PROPERTY MUST SIGN THE PETITION FOR PUBLIC HEARING. The owner(s), by signing this Petition for Public Hearing, represent to the City of Valparaiso – Plan Commission, that he/she/it has the necessary legal authority to request action to be taken on the above-referenced property. If the name of the Petitioner is different from the property owner, the Plan Commission shall accept the requests and representations of the Petitioner and the property owner shall be bound by such requests and representations via the Attached Affidavit of Consent of Property Owner.

Signature of owner/Petitioner Date

Printed name

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

Notary Public

My Commission Expires: _____

SURROUNDING PROPERTY OWNER LIST

Please print or type the names and addresses of all property owners who must be noticed below, using additional sheets if necessary.

Alternatively, provide the spreadsheet generated using [Porter County's web map](#) following [instructions on the city website](#).

NameAddressThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

Petition # _____

Please see staff for editable sample letter

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. The
meeting may also be viewed live on the City of Valparaiso website (<https://ci.valparaiso.in.us/>).

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 or at the
hearing. Alternatively, you have the opportunity to be heard at the above-mentioned time of the Public
Hearing. All interested parties are invited to attend.

The petition may be examined at the City of Valparaiso Department of Planning and Transit.
If you have questions about this petition or would like more information, please contact the department.

Bob Thompson, Planning Director
Valparaiso City Hall
166 Lincolnway
Valparaiso, IN 46383

Phone: (219) 462-1161

e-mail: planningdepartment@valpo.us (all e-mails must include name, address, and telephone number)

Respectfully,

Insert Petitioner's Name

Affidavit of Proper Public Notice for Public Hearing

(To be presented to Plan Commission staff or attorney at Public Hearing)

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

1. That he/she is the _____ (agent, attorney, owner) of the property described in the attached notice which an application for a variance has been filed before the Board of Zoning Appeals of the City of Valparaiso, Indiana

2. That on the ____ day of _____, _____, did mail at least ten (10) days prior to the scheduled Public Hearing, postage paid, by certified mail, returned receipt requested, a letter explaining the proposed change, time, date and place of hearing and attached hereto, to all of the property owners within three hundred (300) feet from the lot lines of described real estate, as follows.

(Please attach legal description)

List the name the address of all property owners who have received notification below:

(Please print)

Please Attach a copy of the Surrounding Property Owners List.

Petitioner

Date

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

Notary Public

My Commission Expires:

Date