

CITY OF VALPARAISO

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

PLAN COMMISSION APPLICATION PACKET

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. Late or incomplete

For Office Use Only:	
CHECK #:	RECEIPT #:

petitions will be placed on the agenda for the following month. 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.

2021 MEETING DATES & DEADLINES

The City of Valparaiso Plan Commission generally meets at 5:30 PM, on the second 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 dated 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 DEADLINE	PUBLIC NOTICE DEADLINE	PROOF OF NOTICE DEADLINE	MEETING DATE
December 18 ^{th,} 2020	January 2 nd , 2021	January 5 ^{th,} 2021	January 12 th , 2021
January 8 ^{th,} 2021	January 30 ^{th,} 2021	February 2 nd , 2021	February 9 ^{th,} 2021
February 5 ^{th,} 2021	February 27 ^{th,} 2021	March 2 nd , 2021	March 9 th , 2021
March 12 th , 2021	April 3 rd , 2021	April 6 ^{th,} 2021	April 13 ^{th,} 2021
April 9 th , 2021	May 1 st , 2021	May 4 th , 2021	May 11 th , 2021
May 7 th , 2021	May 29 th , 2021	June 1 st , 2021	June 8 th , 2021
June 11 th , 2021	July 3 rd , 2021	July 6 ^{th,} 2021	July 13 ^{th,} 2021
July 9 th , 2021	July 31 st , 2021	August 3 rd , 2021	August 10 th , 2021
August 31st, 2021	September 4 ^{th,} 2021	September 7 th , 2021	September 14 th , 2021
September 10 th , 2021	October 2 nd , 2021	October 5 th , 2021	October 12 th , 2021
October 8 th , 2021	October 30 th , 2021	November 2 nd , 2021	November 9 th , 2021
November 12 th , 2021	December 4 th , 2021	December 7 th , 2021	December 14 th , 2021
December 10 th , 2021	January 1 st , 2022	January 4 th , 2022	January 11 th , 2022

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 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

Step 5: Plan Commission Meeting

placed on the property.

owners are sent but before the Proof of Notice deadline.

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

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

☐ 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

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: NO PUBLIC HEARING REQUIRED: ☐ To Rezone a Property from _____ to _____ ☐ To Approve a Minor Subdivision (Lot Split) ☐ To Approve a Primary Plat ☐ To Approve a Final Plat ☐ To Approve a Planned Unit Development ☐ To Approve a Plat Amendment ☐ Design/Architectural Approval in (PUD) _____Overlay District ☐ To Approve a Major Planned Unit Development (PUD) Amendment ☐ To Annex Property into the City of Valparaiso, For Office Use Only: IN Petition #: _____ ☐ To Vacate Alley ☐ To Appeal the Decision of the Plat Committee 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):
	Zoning of Adjacent Properties: North: South:
Parcel/Tax Duplicate Number:	East: West: Present Use of Property:
Subdivision (If Applicable):	
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)	
	
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requests and representations via the Attached Affidavit of Consent of Property		y Owner.
Signature of owner/Petitioner	Date	
Printed name		
Subscribed and sworn to before me this day of	,	_·
Notary Public		
My Commission Expires:		

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

SURROUNDING PROPERTY OWNER LIST

List the name and address of all property owners who have received notification below (Use additional sheets if necessary):

(Please Print)			
<u>Name</u>	<u>Address</u>		

Affidavit of Consent of Property Owner

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

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 depo
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 Board of Zoning Appeals of the City of Valparaiso, Indiana
2. That on theday of,, did mail at least ten (10) days prior to scheduled Public Hearing, postage paid, by certified mail, returned receipt requested, a letter explaining proposed change, time, date and place of hearing and attached hereto, to all of the property owners with 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 thisday of,
Notary Public
My Commission Expires:
Date