



INSTRUCTIONS FOR FILING A PLAN COMMISSION APPLICATION

Prior to submittal of a Plan Commission application, a petitioner must attend a pre-application meeting with the Planning Director and a Site Plan Review Committee meeting.

1. FILING THE APPLICATION

- a. An application for Plan Commission petition can be obtained at the Community Development Department, Town Hall, 1005 Ridge Road, Munster, Indiana, 46321.
- b. The complete application must be submitted to the Community Development Department between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday by the filing deadline, twenty-eight (28) calendar days, before the date of the Plan Commission meeting. The Plan Commission meets the second Tuesday of each month at 7:00p.m., at the Town Hall.
- c. Submittal of an application with supporting documents to the Community Development Department must be accompanied by payment of a fee, which is calculated by the Community Development Department and paid at the Office of the Clerk-Treasurer.
- d. If the person filing the petition is not the current owner of the property, he or she must be authorized in writing by affidavit to act on the owner's behalf, which is included in the application packet.
- e. The Community Development Department staff will review the application for completeness. If determined to be incomplete, staff will notify the petitioner and the review of the application will be suspended until a complete application is received. If determined to be complete, the petition will be placed on the agenda of the next regularly scheduled Plan Commission meeting.

2. PLAN COMMISSION HEARING

- a. The Plan Commission meets the second Tuesday of each month at 7:00 p.m., at the Town Hall.
- b. The individual that filed the petition must be present to explain the request.
- c. Meeting #1 – Preliminary Hearing: At the Plan Commission meeting in which the request is first heard, the Plan Commission will receive information about the project but will not take action to approve or deny. A preliminary hearing is not required for Development Plans.
- d. Meeting #2 – Public Hearing: In order to take action on an application, state law requires that the Plan Commission first hold a public hearing and allow neighbors and other affected property owners of record to speak in favor or against the request.
- e. Notice of the public hearing shall be given by the petitioner in the following manner:
 - i. **Publication.** The petitioner shall, at petitioner's expense, publish a legal ad in the Northwest Indiana Times at least ten days prior to the public hearing.

- ii. **Mailed.** The petitioner shall send notice of the public hearing by certified mail to all property owners who own property within 200 feet of the proposed subdivision at least ten days prior to the hearing. The Community Development Department will provide a list of property owners and addresses. Upon sending the certified mail, the petitioner will receive a white ticket for each letter. The white tickets, (certified mail receipts), must be submitted to the Community Development Department no later than 10 days prior to the public hearing. The read receipts, which are green tickets, must be submitted to the Community Development Department upon receipt.
- iii. **Posted.** The petitioner shall post a sign with information about the public hearing prominently on the property for at least ten days prior to the public hearing using a sign provided by the Town of Munster. There is a charge for the sign and a deposit for the post which is refundable when the post is returned. The sign must be placed in plain view and legible from the street fronting the property.
- iv. **Proof.** The petitioner shall be responsible for returning proof of notice to the Community Development Department no later than 24 hours prior to the public hearing. Failure to provide proof of notice will result in a tabling of the public hearing.

- f. At the Plan Commission meeting during which the public hearing is held, the president of the Commission will open the public hearing and ask if there is anyone wishing to speak in favor or against the petition.
- g. The Plan Commission may continue or close the public hearing. Continuing the public hearing to the next meeting usually means that more information is needed before a decision can be made. Closing the public hearing means that the Commission believes they have received sufficient public input.
 - i. In the case of a subdivision request, the Plan Commission is authorized to approve, approve with conditions, or deny.
 - ii. In the case of a rezoning request, the Plan Commission is authorized to forward a recommendation to the Town Council. The recommendation may be to approve, approve with conditions, or deny. The Plan Commission may also vote to forward the petition to the Town Council with no recommendation.
- h. A majority of the whole seven-member Commission must vote the same way to constitute official action. For example, four (4) members of the seven-(7) member Commission must vote to recommend either approval or denial for the motion to pass.

3. TOWN COUNCIL HEARING

In the case of a rezoning request, the Plan Commission will forward its recommendation to the Town Council for final consideration at its next meeting.



Town of Munster Plan Commission Petition Application

OWNER INFORMATION:

Name of Owner

Phone Number

Street address, City, ST, ZIP Code

Email address

APPLICANT OR PETITIONER INFORMATION (if different than above):

Name of Applicant/Petitioner

Phone Number

Street address, City, ST, ZIP Code

Email address

PROPERTY INFORMATION:

Business or Development Name (if applicable)

Address of Property or Legal Description

Current Zoning

APPLICATION INFORMATION:

Please select what this Application is for:

Subdivision If yes, select one of the following: **Preliminary Plat** **Final Plat**

Development Plan Review

Rezoning (including Planned Unit Development) – Proposed Zoning District

Brief Description of Project:

Name of Registered Engineer, Architect or Land Surveyor

Phone Number

Street address, City, ST, ZIP Code

Email address



Petition PC _____ - _____

Town of Munster Plan Commission Application Signature Page

I hereby authorize _____ to act on my behalf as my agent in this petition and to furnish, upon request, supplemental information in support of this petition application.

Signature of Owner

Date

Signature of Applicant

Date

REQUIRED ATTACHMENTS

Required Attachments for Plan Commission Applications

To ensure that adequate information is provided to the Plan Commission, please check off each of these items and provide documentation to the Community Development Department at the time of submittal of the application.

ALL APPLICATIONS	Included	N/A
Narrative statement describing project		
Property owner consent (Signature page)		
Proof of Ownership (e.g. copy of tax bill)		
Current ALTA Survey		
Vicinity Plan (A dimensioned drawing to scale of the planned building(s)/improvements in the context of the surrounding properties, including existing buildings and driveways at least one block in every direction)		

The following pages list the additional attachments required for specific applications. Please refer to your type of petition request and provide the additional required attachments.

SUBDIVISION - PRELIMINARY PLAT	Included	N/A
Single-Family Residential Subdivision		
Preliminary Plat		
Engineering Plans		
Storm Water Report		
Commercial or Multi-Family Residential Subdivision		
Preliminary Plat		
Engineering Plans		
Storm Water Reports		
Preliminary Development Plan containing:		
Boundary identification		
Fire hydrant locations		
Accessory structures		
Parking lot design		
Utility location		
Building footprints		
Proposed curb cuts		
Drainage/detention plans		
Traffic circulation		
Ingress/egress locations		
Major topographic information		
Infrastructure improvements		

SUBDIVISION - FINAL PLAT	Included	N/A
Final Plat		
Engineering Plans		
Stormwater report		
Special Studies as required – see Site Plan Review Committee minutes		

REZONING (including PLANNED UNIT DEVELOPMENT amendments)	Included	N/A
Preliminary Development Plan containing at a minimum:		
Boundary Identification		
Fire hydrant locations		
Accessory structures		
Parking lot design		
Utility location		
Building footprints		
Proposed curb cuts		
Drainage/detention plans		
Traffic circulation		
Ingress/egress locations		
Major topographic information		
Proposed Use table		
Stormwater report		
Special Studies as Required– see Site Plan Review Committee minutes		

DEVELOPMENT PLAN	Included	N/A
Detailed Site plan including:		
Boundary identification		
Fire hydrant locations		
Accessory structures		
Parking lot design		
Utility location		
Building footprints		
Proposed curb cuts		
Drainage/detention plans		
Traffic circulation		
Ingress/egress locations		
Major topographic information		
Infrastructure improvements		
Square footage of:		
Lot or parcel		
Existing impervious surface		
Proposed total impervious (existing plus current proposal)		
Existing building		
Proposed total building (existing plus current proposal)		

Existing parking and pavement		
Proposed total parking and pavement (existing plus current proposal)		
Relevant dimensions including:		
Buildings		
Parking stalls		
Driveway widths		
Setbacks to buildings and other improvements		
Parking lot aisles, turnarounds, turning radii, etc.		
Distance from driveway to street corner if less than 200'		
Sidewalk, walkway and handicap ramp widths and locations		
Widths of abutting R.O.W.'s, roadways, and terraces.		
Full color architectural renderings of all building elevations with materials identified		
Proposed lighting for site, including:		
Photometric Plan		
Location of all light fixtures		
Pole height		
Luminaire type and manufacturer's specifications for all exterior light fixtures		
Landscaping plan drawn to scale including:		
Common and Latin plant names		
Planting specifications		
Total number of trees provided		
Total square footage of landscaped area on site and internal to the parking lot		
Identification of area used to calculate internal parking lot landscaping		
Fence detail drawing		
Dumpster enclosure detail drawing		
Sign detail drawing		
Special studies as required– see Site Plan Review Committee minutes		

NOTE: If you checked any exhibits "N/A", please explain:

Town of Munster
Legal Notice
PLAN COMMISSION PETITION NO. _____ - _____

A petition to _____ [*rezone or subdivide*] property in conformance with the Town of Munster Zoning Ordinance, has been filed by _____. [*Name of Petitioner*]

Notice is hereby given that the Town of Munster, Lake County, Indiana, will hold a public hearing in the Munster Town Hall, 1005 Ridge Road, at 7:00 p.m. on _____, 20_____, to consider the petition filed.

The petitioner is requesting [*a change in zoning from _____ [Current Zoning] to _____, (Proposed Zoning) in the area bounded by or to subdivide property at*]

Common Address and/or Description

Name of Subdivision

consisting of _____ acres, located and legally described as follows:

Anyone interested in the Petition may appear in person or by agent at the public hearing. Written objections filed with the Plan Commission Executive Secretary, Sergio Mendoza, by 4pm of the day the public hearing is to be heard. The public hearing may be continued from time to time as may be found necessary. All information concerning such petition (application) is on file in the Community Development Office, 1005 Ridge Road, Munster, Indiana, 46321, for public examination.

Sergio Mendoza, Executive Secretary

Town of Munster
Notice to Owners of Affected Property
PLAN COMMISSION PETITION NO. _____

Name of Petitioner

Address

Notice is hereby given that at the regularly scheduled meeting of _____, 20____, at 7:00 p.m., at the Munster Town Hall, 1005 Ridge Road, Munster, Indiana, the Plan Commission will conduct a public hearing on the following petition:

Anyone interested in the petition may appear in person or by agent. Written objections, filed with the Plan Commission Executive Secretary, Sergio Mendoza, by 4pm of the day the public hearing is to be heard. The public hearing may be continued from time to time as may be found necessary. All information concerning the petition (application) is on file in the Community Development Office, 1005 Ridge Road, Munster, Indiana, 46321, for public examination.

Signature of Petitioner

Date