

**APPLICATION FOR MINOR SUBDIVISION
WITHIN THE CORPORATE LIMITS OF MICHIGAN CITY**

1. Name of identifying title: _____

2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet)
Name: _____
Address: _____
Telephone: _____

3. Licensed land surveyor or engineer:
Name: _____
Address: _____
Telephone: _____

4. Location of proposed subdivision: (Block and lot or other identification. Use additional sheet if necessary)

5. Easements or other restrictions on property: (Describe generally. Use additional sheet if necessary)

6. Names of abutting owners and owners directly across adjoining street. Include those in adjacent municipalities and other unincorporated areas. (Attach list of owners)

7. Requested exceptions. The Plan Commission is hereby requested to authorize the following exceptions or waivers of its regulations governing subdivisions. (Attach list of such exceptions with the reason for each exception set forth)

8. The undersigned hereby states that the appropriate application fees are submitted herewith.

9. The undersigned hereby requests approval by the Plan Commission of the above identified subdivision plat.

(Signature)

(Title)

(Date)

CHAPTER 4

MINOR SUBDIVISION PROCEDURE

This procedure is available where no more than two lots are being created or adjusted and not requiring the extension of public improvements or utilities, if such development does not adversely affect the remainder of the parcel and where it is not in conflict with the provisions of the Comprehensive Plan and Zoning Ordinance of Michigan City; where a multiple family development is to be phased and no public dedications are provided; and for large scale industrial or commercial subdivisions where no public dedications are provided.

PREAPPLICATION PROCEDURE

In order to conserve time, effort and expense, the owner or subdivider should consult the Comprehensive Plan of the City of Michigan City to determine how his plan will fit into it. Requirements for sanitation, water supply and drainage and the relationship of other developments existing and proposed in the vicinity should be determined in advance of the minor subdivision application.

APPLICATION PLAN AND DATA

The minor subdivision application shall describe or outline the existing conditions of the site, the name of the developer and record owner, the filing fee (see Chapter 13) per lot, the data on existing covenants, developer of Subdivision, north arrow, and scale date. A plot plan of the subdivision drawn by a registered professional engineer or registered land surveyor shall be submitted. A subdivision plat shall include existing and proposed block and lot lines and numbers, easements, available community facilities and utilities, lot width and depth, and street improvements. Subsurface conditions on the tract, location and results of soil percolation tests if individual sewerage disposal systems are proposed. Plans for septic systems or private disposal systems shall be approved by LaPorte County Health Department. In addition, a location map shall show the relationship of the proposed subdivision to existing community facilities which shall serve or influence it, adjoining subdivisions and related traffic arteries. The application is then submitted to the Michigan City Planning Department and set for public hearing at the next Plan commission meeting. At that meeting the petitioner will explain the subdivision request. The procedure at the public hearing is as follows:

- a) The application for approval of the plat shall be submitted in writing to the Planning Department at least thirty (30) days prior to the public hearing.
- b) Thirteen copies of the final plat and any other exhibits are required.
- c) Primary and secondary approval or disapproval shall be provided simultaneously after the public hearing.
- c) The Michigan City Plan Commission shall act upon the plat within 30 days of the public hearing.

After the Plan Commission gives secondary approval it shall be filed for

record with County Recorder after the President and Secretary of the Plan Commission affixes his signature and the Plan Commission seal to the plat. There shall be only one minor subdivision plat approved by the Plan Commission for any one tract of land in any two year period.

CHAPTER 13

FEES

GENERAL

The subdivider shall pay the City all fees as herein required at the times specified.

PLAT REVIEW FEE

The subdivider, upon application, shall provide a plat fee in the amount of \$250.00 plus \$10.00 for each additional lot after the first lot and in addition the developer shall reimburse the department for actual publication costs.

**EXAMPLE OF PLAT OF
NEIGHBORING PROPERTY OWNERS**

A. John Doe
102 North Oak Street
Michigan City, IN 46360

E. Fred White
102 East Maple Street
Michigan City, IN 46360

B. Robert Black
103 North Oak Street
Michigan City, IN 46360

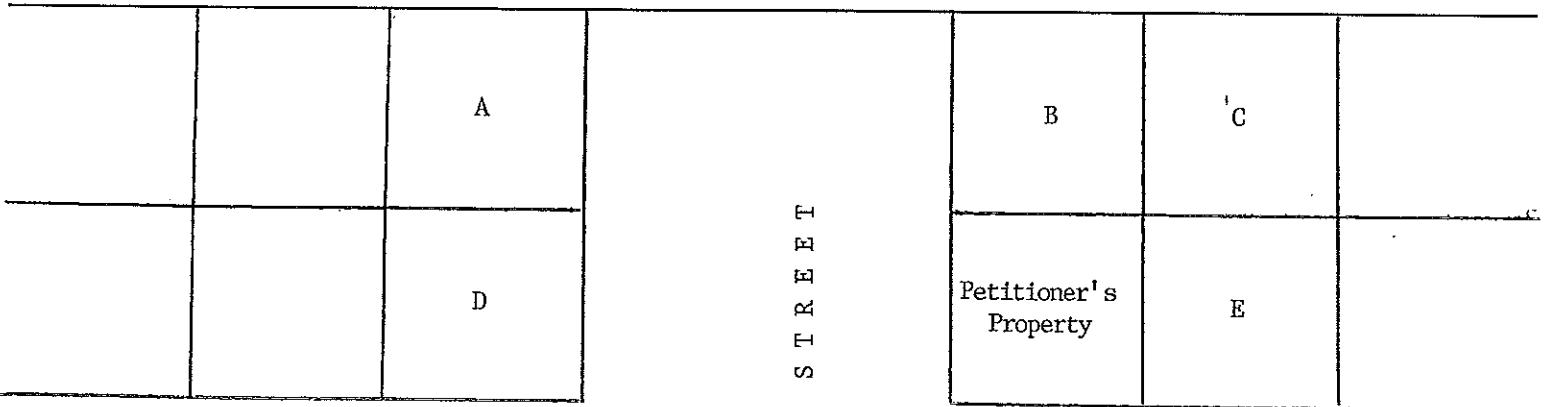
F. George Adams
100 South Oak Street
Michigan City, IN 46360

C. Jim Smith
103 East Walnut Street
Michigan City, IN 46360

G. Betty Moore
101 East Maple Street
Michigan City, IN 46360

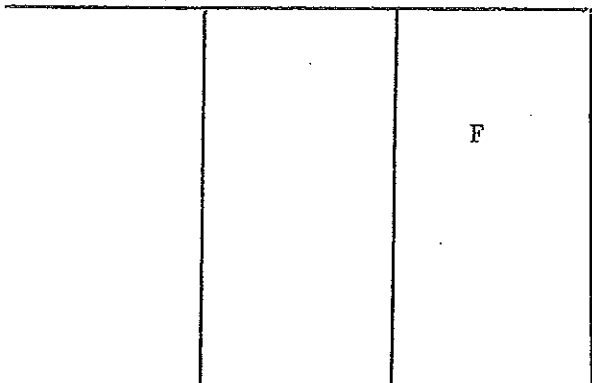
D. Bob Jones
100 North Oak Street
Michigan City, IN 46360

H. Richard Harrison
103 East Maple Street
Michigan City, IN 46360

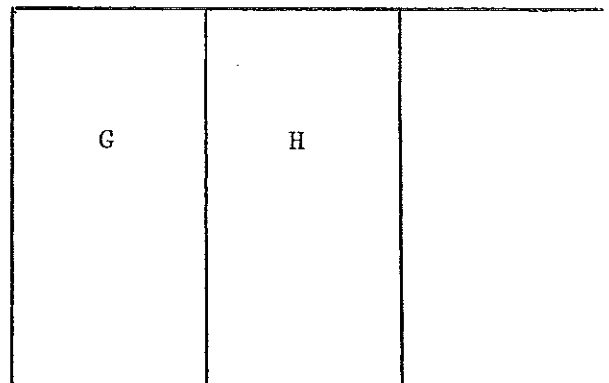


M A P L E

S T R E E T



O A K



**NOTICE OF
PUBLIC HEARING**

Notice is hereby given that _____ (name) _____ has filed for a petition before the Michigan City Plan Commission for _____ (type of petition) _____ on the following described real estate in LaPorte County, Indiana, to wit:

DESCRIPTION: _____

The above described real estate is located at _____ (address) _____ Michigan City, Indiana 46360.

Notice is further given that this petition will be heard and determined at 7:00 p.m. local time on the _____ day of _____, 20____, in the Common Council Chambers, City Hall, 100 East Michigan Boulevard, Michigan City, IN 46360, and that interested persons may attend and remonstrate, or the written remonstrances may be filed prior to and up to the time of the hearing.



The News-Dispatch

PUBLIC HEARING NOTICE REQUIREMENTS FOR THE NEWS DISPATCH

The News Dispatch requires a **4 DAY ADVANCE NOTICE** for all legals/public notices published in the paper. Your notice by publication must be received by the newspaper **14 DAYS before the date of the hearing** to get your notice published 10 days before the hearing & no less than 3 days for the second publication required by the planning department. If you have any questions you can contact Cynthia Tyra, Legal Advertising Representative, at 874-7211 ext. 422 .