

**PLAN COMMISSION
PROCEDURES, POLICIES, AND FEES FOR REZONING PETITIONS**

1. Thirteen (13) copies of the petition and thirteen (13) copies of an acceptable plat of the property must be submitted at least thirty (30) days prior to the Michigan City Plan Commission meeting (The Board meets the fourth Tuesday of the month at 6:00 p.m. local time, City Hall, Council Chambers).
2. If the petition is appealing a decision, requirement, or determination made by the Plan Director, the petition must be filed within thirty (30) days of the Plan Director's decision.
3. The petition must be accompanied by a non-refundable fifty-dollar (\$50.00) filing fee.
4. The petition must include the following:
 - (a) Subject of the petition.
 - (b) Name, address, phone number, and email of the petitioner.
 - (c) Name and address of the property owner.
 - (d) A legal description of the property.
 - (e) A common description of the property.
 - (f) A statement as to the present zoning of the property (for rezoning).
 - (g) A statement as to any covenants running with the property relative to the petition.

(Forms are attached)

5. Once the petition has been set for public hearing, all property owners abutting the petitioned site and across the right-of-way shall be notified of the time and place of the public hearing (see attached example). This shall be done by certified letter at the expense of the petitioner, with said notice being mailed no less than 10 days prior to the date of public hearing. ***The petitioner shall submit their Affidavit of Service and proof of mailing to the Planning Department the Monday (or Friday if Monday is a holiday) before the Plan Commission meeting for review*** (see attached public notice requirements).
6. Per state statute, the petitioner shall provide at their expense, legal advertisement in the local newspaper and show proof of same at the hearing (see attached public notice requirements).
7. The petitioner shall allow a sign to be placed in a prominent position on the petitioned site by the Planning Department to inform the public of the zoning request.

No exceptions to the above.

Note: In the presentation of the case, the burden shall be upon the petitioner to supply all information including charts, plats, diagrams, architectural and/or engineering drawings, and other exhibits necessary for a greater understanding of the problem. The Board may continue the hearing when, in its judgment, the petitioner has not provided sufficient evidence and information to make a determination.

PETITION FOR REZONING

1. SUBJECT OF THE PETITION:

2. NAME, ADDRESS, PHONE NUMBER, AND EMAIL OF PETITIONER:

3. NAME AND ADDRESS OF PROPERTY OWNER:

4. LEGAL DESCRIPTION OF PROPERTY:

5. COMMON DESCRIPTION OF PROPERTY:

6. PRESENT ZONING OF PROPERTY:

7. COVENANTS RUNNING WITH THE PROPERTY RELATIVE TO THE PETITION:

8. REASON FOR PETITIONING:

Date: _____

(Signature of owner or party with substantial interest)

**MICHIGAN CITY PLAN COMMISSION
PUBLIC HEARING NOTICE REQUIREMENTS**

1. Your notice by publication must be published two (2) times, with the first publication appearing at least ten (10) days before the date of the hearing and the second date of publication being no less than three (3) days prior to the hearing date. Said publication shall be in a newspaper meeting the requirements of Indiana Code 5-3-1-4.

2. A form of notice describing the name of the petitioner, the address of the property, the nature of the petition, and the time, date, and place of the hearing must be sent via Certified Mail, Return Receipt Requested, to all adjoining and abutting property owners. This includes property owners whose parcels are diagonally across lot line or street intersection points as well as across public right-of-ways, streams, or bodies of water.

3. The Monday before (or Friday if Monday is a holiday) the Plan Commission meeting, the Petitioner shall submit the following to the Planning Department for review:
 - a. The green return receipt cards or the returned as undeliverable envelope and green card for each neighboring property owner to which you mailed the required notice as set forth in paragraph 2 above.
 - b. A copy of the actual form of notice sent to each neighboring property owner as set forth in paragraph 2 above.
 - c. A signed and notarized Affidavit of Service attesting to delivery of notice to all neighboring property owners as set forth in paragraph 2 above.
 - d. A plat or sketch clearly indicating the location of the petitioner's property site in relation to all neighboring property owners as described in paragraph 2 above. Said plat or sketch must clearly indicate the name of each neighboring property owner.

4. At the public hearing, the Petitioner must present to the Board/Commission attorney the Publisher's Affidavit of Publication of legal notice.

I, _____, acknowledge receipt of this
document this _____ day of _____, 20 ____.

(signature)

**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

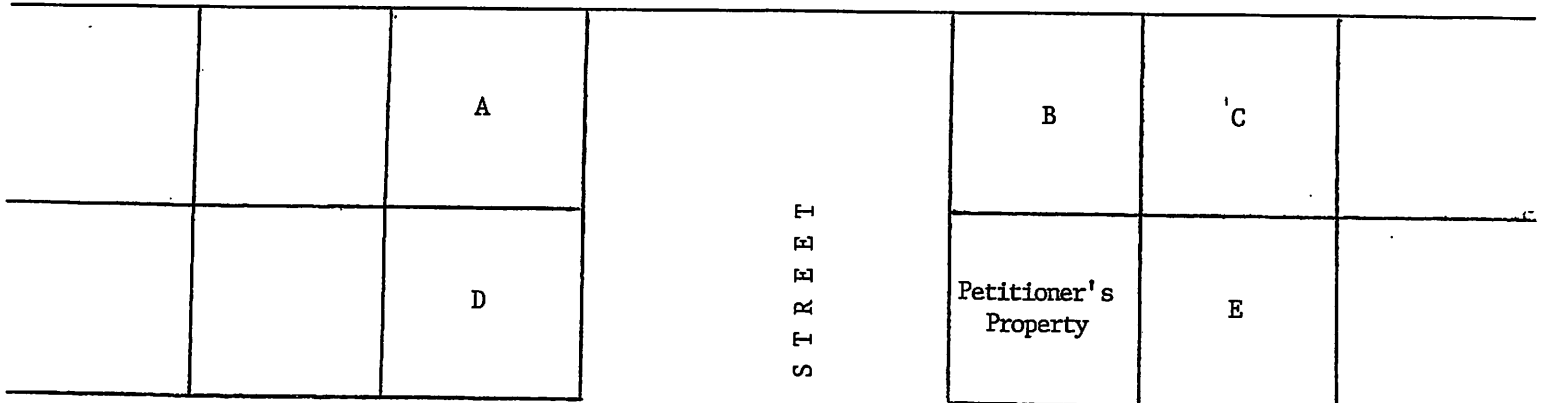
F. George Adams
100 South Oak Street
Michigan City, IN 46360

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

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

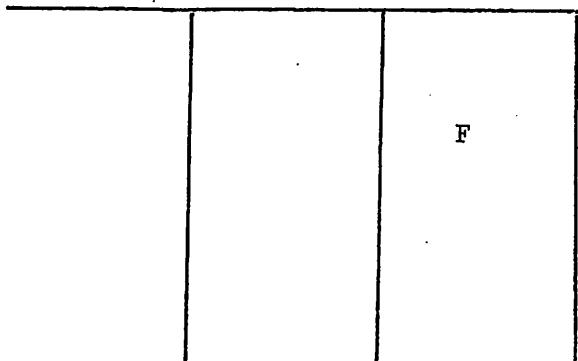
D. Bob Jones
100 North Oak Street
Michigan City, IN 46360

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

AFFIDAVIT OF SERVICE

I, _____ (NAME) _____, being first duly sworn upon my oath, do
depose and say that notice of a petition _____ (TYPE AND NATURE OF PETITION) _____
affecting property located at _____ (ADDRESS) _____, Michigan City,
Indiana, was mailed by Certified Mail, Return Receipt Requested, with sufficient, pre-
paid postage thereon to all property owners who adjoin, abut or are across from the
right-of-way of said property, advising said property owners of hearing on said petition
before the Michigan City Plan Commission, on the _____ day of _____
20____, at _____ p.m. local time; that said notice was mailed on or before a date ten
(10) days prior to the date of said hearing.

(Signature of Petitioner)

(Printed or Typed Name of Petitioner)

STATE OF INDIANA)
 SS:
COUNTY OF LAPORTE)

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

(Notary Public)

My Commission Expires: _____
(Printed Name)

(County of Residence)

NOTICE OF PUBLIC HEARING

Notice is hereby given that **(PETITIONER)** has filed for a petition before the Michigan City Plan Commission for **(SPECIFY TYPE OF PETITION: REZONING, MINOR SUBDIVISION, MAJOR SUBDIVISION)** to **(REASON FOR PETITIONING)** on the following described real estate in LaPorte County, Indiana, to wit:

Legal Description: **(PROVIDE LEGAL DESCRIPTION)**

The above described real estate is located at **(COMMON ADDRESS)**, Michigan City, Indiana 46360.

Notice is further given that this petition will be heard and determined at 6:00 p.m. local time on the **(DATE)** day of **(MONTH), (YEAR)**, in the Common Council Chambers, City Hall, 100 East Michigan Boulevard, Michigan City, IN 46360; also hosted by Zoom (see instructions below) and streaming live on My Michigan City Facebook. Interested persons may attend and remonstrate, or the written remonstrances may be filed prior to and up to the time of the hearing.

Join Zoom Meeting (Plan Commission)

<https://us02web.zoom.us/j/83516812303?pwd=cWE2SXBZWVl0WDZUc09MckhDM29WQT09>

Meeting ID: 835 1681 2303

Passcode: 230600

One tap mobile

+16465588656,,83516812303#,,,,*230600# US (New York)

+13017158592,,83516812303#,,,,*230600# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

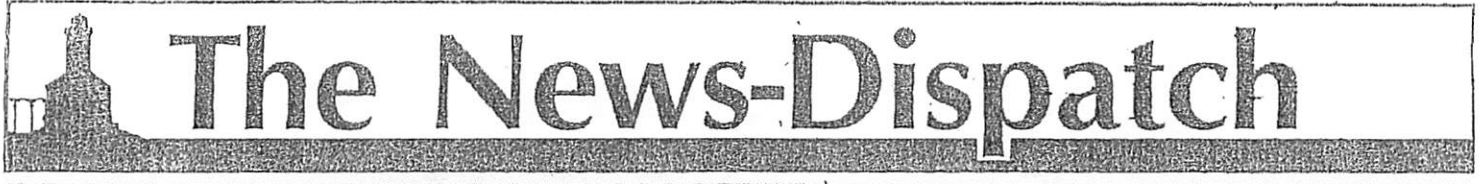
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 835 1681 2303

Passcode: 230600

Find your local number: <https://us02web.zoom.us/j/kczbrrAN41>



**PUBLIC HEARING
NOTICE REQUIREMENTS**

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 AND NO LESS THAN 3 DAYS FOR THE SECOND PUBLICATION REQUIRED BY THE PLANNING DEPARTMENT. IF YOU HAVE ANY QUESTIONS, YOU MAY CONTACT ~~CINDY GALLIGAN~~, LEGAL ADVERTISING REPRESENTATIVE BY CALLING 219-214-4207.