

CITY OF LA PORTE
LA PORTE, IN 46350
801 MICHIGAN AVE.

219.362.8260
FAX 325.0656

www.cityoflaporte.com/sitereview
jnovak@cityoflaportein.gov

Date Received: _____

Payment Received: _____

Receipt #: _____

Review Date: _____

APPLICATION FOR SITE REVIEW

Completed application must be submitted via email in PDF format to Jamie Novak at jnovak@cityoflaportein.gov or in person at the Department of Community Development & Planning. Eight sets of project drawings or site plans must be submitted with the application. Emailed project PDFs are accepted in lieu of prints for an additional fee of \$20.00. **Application must be received five (5) working days prior to the meeting for which review is sought.** Site Review convenes every Wednesday at 9:00 am on first-come-first-served basis. For more information call 219.362.2327, or email jnovak@cityoflaportein.gov, or go to cityoflaporte.com/site-review.

Be advised, it may become necessary to seek additional assistance from a registered surveyor, land planner, professional engineer or real estate attorney. You will be responsible for any additional costs that these services require.

Print Name: _____ Title: _____

Proposed Project Address: _____

Project Name: _____ Business Name: _____

Applicant's Relationship to Project: _____

Company: _____ Address: _____

Phone #: _____ Email Address: _____

Developer Information

Name: _____

Address: _____

Office/Cell#: _____

Property Owner Information

Name: _____

Address: _____

Office/Cell #: _____

Description of Proposed Project: _____

Has this proposed project been presented to the Site Review Committee before? _____ If yes, when? _____

Has any element of the project changed since initial presentation? _____ Has any contact information changed? _____

If yes, what changes have taken place?: _____

Applicant Signature: _____ Date: _____

Submittal Material and Requirements:

- Completed and Signed Site Plan Review Application.
- 8 copies of the Site Plan

Acknowledgment of Terms

I, the applicant, as a representative for the aforementioned project, acknowledge the application requirements as outlined above, and understand the application will be held until proper receipt of complete application and application fee. Upon receipt of the application and required materials, the application will be processed and I, the applicant, will be notified of the date and time of the review of the project as submitted. I, the applicant, do also understand Site Reviews expire after a period of one year from date of presentation.

Applicant

