

PC Application Packet

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tcasey@cityoflaportein.gov

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This application packet is for petitions going before the **City of La Porte Plan Commission** and includes:

- **Concept Plan** – conceptual review and site analysis of a proposed subdivision.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat** – final approval of a subdivision layout including detailed construction drawings.
- **Development Plan** – a specific plan for new development of a property including new commercial, industrial, and multi-family projects.
- **Administrative Development Plan** – a specific plan for additions and new accessory structures for EXISTING commercial, industrial, and multi-family projects.
- **Zone Map Change** – a change from one zoning district to another.

Step 1: Pre-Application.

At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (219) 362-8260 or emailing tcasey@cityoflaportein.gov.

Step 2: Making Application.

The applicant must make an appointment with the Administrator in order to file an application by calling (219) 362-8260 or emailing tcasey@cityoflaportein.gov. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. At this time, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Step 3: PC Submittal Checklist

	Concept Plan	Primary Plat	Secondary Plat	Development Plan & Administrative Development Plan	Zone Map Change
Please contact Engineering for fee guidance					
1. Application Fee	\$___	\$___	\$___	\$___	\$80
2. Electronic Copy	✓	✓	✓	✓	✓
3. Application Form	✓	✓	✓	✓	✓
4. Vicinity Map	✓	✓	✓	✓	✓
5. Aerial Map	✓	✓	✓	✓	✓
6. List of Adjacent Property Owners	✓	✓			✓
7. Basic Site Plan	✓	✓	✓	✓	✓
8. Narrative	✓	✓	✓	✓	✓
9. Site Analysis Plans	✓				
10. Drainage Calculations		✓	✓	✓	
11. Plat Plans		✓	✓	✓	
12. Construction Plans			✓	✓	
13. Legal Description and Drawing	✓				✓
14. Proof of Sewer/Water Service			✓	✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓
Attachment B: Notice for Newspapers	✓	✓			✓
Attachment C: Notice for Property Owners	✓	✓			✓
Attachment D: Project Routing Sheet (<i>with signatures</i>)	✓	✓	✓	✓	✓
Attachment E: Detail Data Sheet		✓	✓	✓	
Attachment F: Certificate of Sufficiency			✓	✓	
Attachment G: Obligation to Observe			✓	✓	
Attachment H: Standards for Evaluating a Zone Map Change					✓
Attachment I: Waiver Request	\$ 80 per waiver	\$ 80 per waiver	\$ 80 per waiver	\$ 80 per waiver	
Capacity Fee Application (<i>5 pages</i>)			✓	✓	

1. **Application Fee.** Make checks payable to the “City of La Porte”.
2. **Electronic Copy.** Submit a CD with ALL of the items on the submittal checklist, including the application, maps, lists, plans, narratives, and other required attachments. File format should be PDF and each item should be saved as an individual file. The CD should be labeled with the date and name of the project and submitted in a protective envelope.
3. **Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
4. **Vicinity Map.** Submit a vicinity map, 8 1/2”x11” in size, showing where the property is generally located in La Porte, making sure major streets are labeled. Scale should be approximately 1:1,000.
5. **Aerial Map.** Submit an aerial map of the subject parcel, 8 1/2” x 11” in size, showing all properties within the notice requirement zone of subject parcel. The map can be obtained from Google Earth, Beacon or other similar aerial mapping programs. Be sure to highlight the subject parcel.
6. **List of Adjacent Property Owners.** Obtain a list of all abutting properties in all directions from all portions of the subject property and properties across the street. The list can be obtained from the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, (219) 362-8260.
7. **Basic Site Plan.** Submit a basic site plan, 8 1/2” x 11” in size, showing the basic layout of the proposed development for duplication purposes.
8. **Narrative.** A Narrative describing the nature of the application, land use, and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
9. **Site Analysis Plans.** Submit 5 full-size sets. See detailed information for “Concept Plan” in the UDO.
10. **Drainage Calculations.**
11. **Plat Plans.** Submit 3 full-size sets and 2 sets that are 11”x17”. See detailed information for “Primary Plat Plans” in the UDO as well as the “Plan Format Guidelines” contained in this packet.
12. **Construction Plans.** Submit 3 full-size sets and 2 sets that are 11”x17”. See detailed information for “Construction Plans” in the UDO as well as the “Plan Format Guidelines” contained in this packet.
13. **Legal Description and Drawing.** A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
14. **Proof of Sewer/Water Service.** Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.

Attachments A - I. Complete necessary attachments per the respective instructions contained on each form.

Step 4: Notifying the Public (not applicable to Secondary Plat or Development Plan)

State Law and the Rules and Procedures for La Porte's PC and BZA require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that abut the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

Complete Attachment B: Notice for Newspapers. At the application meeting, the Administrator will review and approve the completed attachment.

Publish the approved attachment and legal description one time in the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule). Failure to meet the publishing deadlines will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits and *Form 1: Proof of Notification* must be turned in to the administrator at least three days prior to the hearing (see Application Schedule).

- La Porte Herald Dispatch. Isis Cains (219) 214-4210 icains@lpheralddispatch.com
- Westville Indicator, Kiel Media. (219) 544-2060 news@kielmedia.com

*Information must be submitted at least 4-5 business days prior to the date you want your ad to be published.

Adjacent Property Owner Notification

Complete Attachment C: Notice for Property Owners. At the application meeting, the Administrator will review and approve the completed attachment.

The Petitioner must notify all abutting properties in all directions from all portions of the subject property and properties across the street. If the petitioner owns adjacent parcels, then he must notify the abutting properties of that parcel.

Notification must be mailed by either First Class Certificate of Mailing or Certified Mail.

- Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
- Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule). Proof of mailing must be submitted to the Administrator at least three days prior to the hearing (see Application Schedule).

Include the following information to each person notified:

- A copy of the approved Attachment C
- Legal description and drawing
- Narrative
- Site Plan
- Attachment H and/or Attachment I if part of your application

2021 Application Schedule

The following table depicts the deadlines for petitions before the La Porte PC. Deviations from this schedule are not permitted without requesting approval from the Rules and Procedures.

Application Submittal	Site Review	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Agenda & Staff Report Published	Submit Proof of Public Notice	PC Hearing Date
12/23/2020	1/5/2021	12/28/2020	1/2/2021	1/8/2021	1/1/2021	1/12/2021
1/20/2021	2/2	1/25	1/30	2/5	1/29	2/9/2021
2/17/2021	3/2	2/22	2/27	3/5	2/26	3/9/2021
3/24/2021	4/6	3/29	4/3	4/9	4/2	4/13/2021
4/21/2021	5/4	4/26	5/1	5/7	4/30	5/11/2021
5/19/2021	6/1	5/24	5/29	6/4	5/28	6/8/2021
6/23/2021	7/6	6/28	7/3	7/9	7/2	7/13/2021
7/21/2021	8/3	7/26	7/31	8/6	7/30	8/10/2021
8/25/2021	9/7	8/30	9/4	9/10	9/3	9/14/2021
9/22/2021	10/5	9/27	10/2	10/8	10/1	10/12/2021
10/20/2021	11/2	10/25	10/30	11/5	10/29	11/9/2021
11/24/2021	12/7	11/29	12/4	12/10	12/3	12/14/2021

- **Application Submittal:** The filing deadline is 3:00 pm on the date indicated. Call (219) 362-8260 or email tcasey@cityoflaportein.gov to make an appointment to file your application. Application meetings are at the basement of La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.
- **Site Review Meeting:** Meetings are held at 9:00am at the La Porte Park Department, 250 Pine Lake Avenue, (as needed). NOTE: Not applicable to Zone Map Changes.
- **Deadline for Submitting Info/Revisions to the File:** Revisions or additions to the plans and/or file must be submitted by 3:00pm on the date indicated in order to remain on the current application schedule. Plans shall be submitted to the basement of La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, with a cover letter to the attention of the Administrator.
- **Public Notice Deadline:** Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- **Agenda & Staff Report:** On the date indicated, Agendas will be emailed to the La Porte PC, Applicant/Owner, and required media for public notice requirements. Staff Reports will be emailed directly to the La Porte PC and Applicant/Owner.
- **Submit Proof of Public Notice:** Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted to the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, with a cover letter to the attention of the Administrator.
- **PC Hearing:** Unless otherwise noticed, PC Meetings are held at 6:00 pm at the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, (219) 362-8260.

PC Application

<i>For Office Use Only</i>	
<i>File #</i>	<i>Fee</i>
<i>Filing</i>	<i>Site</i>
<i>Hearing/Meeting</i>	
<input type="checkbox"/> <i>Reviewed</i>	<input type="checkbox"/> <i>Approved</i>
<input type="checkbox"/> <i>Favorable</i>	<input type="checkbox"/> <i>Unfavorable</i>
	<input type="checkbox"/> <i>No Recommendation</i>

This application is being submitted for (circle all that apply):

Concept Plan	Development Plan
Primary Plat	Secondary Plat
Zone Map Change	Waiver included

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision			Lot Number(s)	
Total Acreage		Flood Zone on Site?		
Zoning of Subject Property		Use of Subject Property		
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	Signature of Notary
Notary Public's Name (printed)	
My Commission Expires State County	Subscribed and sworn to before me this ____ day of 20 ____

Attachment A: Consent of Property Owner

Complete and submit if applicant is different from property owner.
(notary available at City Hall)

I (we)

Name(s)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application, and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

Attachment B: Notice for Newspapers

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of

_____, and legally described by the attached legal description, have filed a petition before the La Porte Plan Commission, which petition

requests a: Concept Plan Primary Plat Zone Map Change Waivers included

for the said property in order to:

_____.

This petition, File # _____, will come for hearing at 6:00pm in the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (219) 362-8260 or email at tcasey@cityoflaportein.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the PC members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to City Planner tcasey@cityoflaportein.gov or La Porte PC, La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.

Petitioner: _____

Attachment C: Notice for Property Owners

Include with the mailing: 1) Legal Description, 2) Site Plan, 3) Narrative, 4) Attachment H (if applicable) and 5) Attachment I (if applicable)

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of

_____, and legally described

by the attached legal description, have filed a petition before the La Porte Plan Commission, which petition

requests a Concept Plan Primary Plat Zone Map Change Waivers included

for the said property in order to:

_____.

This petition, File # _____, will come for hearing at 6:00pm in the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, .

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (219) 362-8260 or email at tcasey@cityoflaportein.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the PC members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to tcasey@cityoflaportein.gov or La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.

Petitioner: _____

Attachment D: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the PC and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Development Plans.

Applicant Name
Developer Firm Preparing Plans Contact Phone Number

La Porte Planning <i>Comments:</i>	(219) 362-8260	Date of Meeting: _____	Initials: _____
Site Review 1 <i>Comments:</i>	(219) 362-8260	Date of Meeting: _____	Initials: _____
Site Review 2 <i>Comments:</i>	(219) 362-8260	Date of Meeting: _____	Initials: _____
Site Review 3 <i>Comments:</i>	(219) 362-8260	Date of Meeting: _____	Initials: _____

Attachment E: Detail Data Sheet

1. Acreage

Total Acreage _____

Proposed Private Acreage _____

Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____

Units per Acre _____

Estimated Population _____

3. Utilities to Serve the Development

- Sanitation _____
- Water _____
- Electric _____
- Other _____
- Other _____
- Other _____

4. Private Ownership: List any improvements that are to be owned and maintained privately (and by whom):

5. Performance Guarantees: For which of the following improvements do you anticipate submitting performance guarantee?

- Streets
- Signs and Monuments
- Sanitary Sewers
- Off-Site Sewers
- Storm Sewers
- Off-Site Drainage
- Sidewalks
- Other _____
- Other _____

Attachment F: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment G: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the La Porte Plan Commission and/or the Spencer County Surveyor's Office.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment H: Standards for Evaluating a Zone Map Change

The PC's recommendation and the City Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The requested zoning change is consistent with the Comprehensive Plan because...

2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district because...

3. The requested zoning change will result in the most desirable use for which the land is adapted because...

4. The requested zoning change will not affect the property values throughout the City of La Porte because...

5. The requested zoning change promotes responsible development and growth because...

Attachment I: Waiver Request

Fee: \$80 per each waiver requested

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations in the UDO and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of these regulations.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Section:
Ordinance Language to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because...
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood because...
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because... <i>(Note: financial hardship does not constitute grounds for a waiver)</i>
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because...

Form 1: Affidavit of Notification

Submit this Form three days prior to the hearing along with proof of publication and proof of mailing.

I (we)

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property abutting properties in all directions from all portions of the subject property and properties across the street located at

_____.

- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public", which is part of the Rules and Procedures of the Plan Commission and/or BZA as described;
- That the said property owners were notified that the Plan Commission/BZA will hold a public hearing regarding this application on the date of _____, at 6:00pm; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(Affiant)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

_____, Notary Public

My Commission expires: _____ County of Residence: _____

Form 2: Adjacent Property Owners Notified by Mail

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender			Type of Mail: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY	
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:		POSTMASTER, per <i>(name of receiving employee)</i>
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:			Page of	

Plan Format Guidelines

All Development Plans shall be submitted under the seal and signature of a Professional Engineer or Registered Land Surveyor licensed to practice in the State of Indiana. All sheets shall be 24" x 36" size and drawn to scale (at a minimum 1" = 50' and a maximum 1" = 10' with the exception of the maps on Sheet One) unless otherwise approved by the Administrator. To improve review efficiency, Development Plans submitted for review shall observe the following format and contain at least the information listed on the applicable Sheet:

Title Sheet:

- Name of project/development.
- A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry.
- A key or vicinity map at a scale of one (1) inch equals four hundred (400) feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located.
- Name and address of the owner, developer, and person who prepared the plans.
- Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable.
- Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references.
- Boundary lines of adjacent tracts of land, showing owners of record.
- Existing zoning of the subject land and all adjacent lands.
- Reference to proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations.
- Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing.
- Cite the date of the Unified Development Ordinance that is in effect at the time this project was submitted.
- If applicable, cite the date and title of the Planned Unit Development Ordinance that is in effect at the time this project was submitted.

Section 1 - Existing Site Conditions:

- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
- Existing contours based in U.S.G.S. datum with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). Elevations shall be based on sea level datum.
- The water elevation at the date of the survey of lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such lakes, streams, or designated wetlands. The plan shall also show the contour line of the regulatory flood (100-year flood) elevations and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum.

Section 2 – Proposed Site Conditions:

- Locations, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low area subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject to flooding, permanent building, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.

- Building setback lines, showing dimensions.
- Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, including basin mapping. The standard for drainage detention is that the run-off rate of a 100-year post-development event cannot exceed the rate for a 10-year predevelopment event.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). The plan shall also show the contour line for the floodway fringe boundary.
- Show the location and detail plans for all trash dumpsters.
- Show the location and detail plans for street name signs, traffic regulatory signs, street lights and traffic signals.

Section 3 – Erosion Control Plan:

- Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%).
- Details of terrain and area drainage, including the identity and location of watercourses, intermittent and perennial streams, receiving waters, and springs, and the total acreage of land that will be disturbed.
- The direction of drainage flow and the approximate grade of all existing or proposed streets.
- Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be constructed with, or as part of, the proposed project, together with a map showing drainage area, the complete drainage network, including outfall lines and natural drainage ways which may be affected by the proposed development, and the estimated runoff of the area served by the drains.
- A description of the methods to be employed in disposing of soil and other material that is removed from the grading site, including the location of the disposal site.
- Measures for soil erosion and sediment control which must meet or exceed the methods and standards adopted by the Indiana Department of Natural Resources and/or set forth in the Indiana Handbook for Erosion Control in Developing Area and which must comply with the design principles, performance standards, and requirements set forth in this chapter.
- A schedule of the sequence of installation of planned erosion and sediment control measures as related to the progress of the project, including the total area of soil surface that is to be disturbed during each stage, the anticipated starting and completion dates, and a schedule for the maintenance of such measures.
- Include the following notes on the sheet:
 - “All erosion control practices shall be in accordance with the IDNR Indiana Handbook for Erosion Control in Developing Areas: dated October 1992 and the SCS Field Office Technical Guide.”
 - “The Administrator, Spencer County Surveyor, and other applicable departments have the right to require additional erosion control measures in the field as conditions warrant.”
- Copies of the letter of intent and response from the Spencer County Soil and Water Conservation District office for Rule 5 compliance, when required.
- Any other information reasonably required by the Plan Commission or Administrator to properly evaluate the plan.

Section 4 – Landscape and Parking:

- A landscape plan prepared to the standards specified in the applicable Unified Development Ordinance.
- Include a chart identifying the required planting materials and the proposed planting materials.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Include a chart identifying the quantity of required parking spaces and the quantity of proposed parking spaces.

Section 5 – Lighting Plan:

- Include a complete photometric plan for the site.

Section 6 – Plat Sheet (if applicable):

The following information shall be submitted if a plat-like dedication document for easements and rights-of-way is deemed necessary by the Plan Commission or its authorized designee:

- Parcels of land proposed to be dedicated or reserved for public use, or reserved for common use of all property owners within the project, with the proposed conditions and maintenance requirements, if any, shall be designated as such and clearly labeled on the plans.
- Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings.
- Accurate location of all survey monuments erected, corner and other points established in the field in their proper places.

All Sheets

All sheets shall contain the following information:

- The proposed name by which the project shall be legally and commonly known.
- Date of survey, scale, and north point.
- All lots or out lots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
- Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans.
- Such other information as may be deemed necessary for proper review of the site development plan by the Administrator, City Engineer, La Porte County Surveyor, and/or Plan Commission.
- All necessary reference points tying the subject property to the appropriate section corners.
- Each sheet shall be sealed and signed by the professional preparing the drawings.
- All sheets shall be tied to state plane coordinates for horizontal and vertical controls.

Other Submittals

The Applicant shall be required to submit written documentation of the following, when applicable or requested by the Administrator:

- Utility encroachment approvals.
- Traffic study to determine impact on roadways.
- Spencer County Drainage Board approval.
- Other local, state, and federal approvals/permits, including other City boards, commissions, or departments.
- Inspection and testing agreements.
- Outside reviews as required by the City.