

**PLAN COMMISSION
PROCEDURES, POLICIES, AND FEES
PETITION FOR CONDOMINIUM APPROVAL**

1. Thirteen (13) copies of the petition and thirteen (13) copies of an acceptable plat (see below) 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 7:00 p.m. local time, City Hall, Council Chambers).
2. The developer shall provide a plat as required for a secondary plat procedure (Chapter 8 of the Michigan City Subdivision Control Ordinance).
3. The petition must be accompanied by a non-refundable \$250.00 filing fee.
4. The petition must include the following:
 - (a) Name, address and phone number of the owner.
 - (b) Name, address and phone number of the developer.
 - (c) Legal description of the property.
 - (d) A description of the proposed site improvements including buildings, landscaping and parking areas.
 - (e) Purpose and description of any proposed public dedications.
 - (f) A copy of all documents required to be filed pursuant to the Indiana Horizontal Land Act.
 - (g) A written certification that the proposed development complies to all bulk standards established in the Michigan City Zoning Ordinance.

Form attached

5. The developer shall provide, by a certified mailing, a notice to all adjoining property owners and those immediately opposite a public right-of-way, at least fifteen (15) days in advance of the public hearing on the proposed development. ***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).

PETITION FOR CONDOMINIUM APPROVAL

1. NAME, ADDRESS, AND PHONE NUMBER OF THE OWNER:

2. NAME, ADDRESS, AND PHONE NUMBER OF DEVELOPER:

3. LEGAL DESCRIPTION OF THE PROPERTY:

4. DESCRIPTION OF THE PROPOSED SITE IMPROVEMENTS INCLUDING BUILDINGS, LANDSCAPING, AND PARKING:

5. PURPOSE AND DESCRIPTION OF ANY PROPOSED PUBLIC DEDICATIONS:

6. COPY OF ALL DOCUMENTS REQUIRED TO BE FILED PURSUANT TO THE INDIANA HORIZONTAL LAND ACT (ATTACH TO THE PETITION).

7. A WRITTEN CERTIFICATION THAT THE PROPOSED DEVELOPMENT COMPLIES TO ALL BULK STANDARDS ESTABLISHED IN THE MICHIGAN CITY ZONING ORDINANCE (ATTACH TO THE PETITION).

(Date)

(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

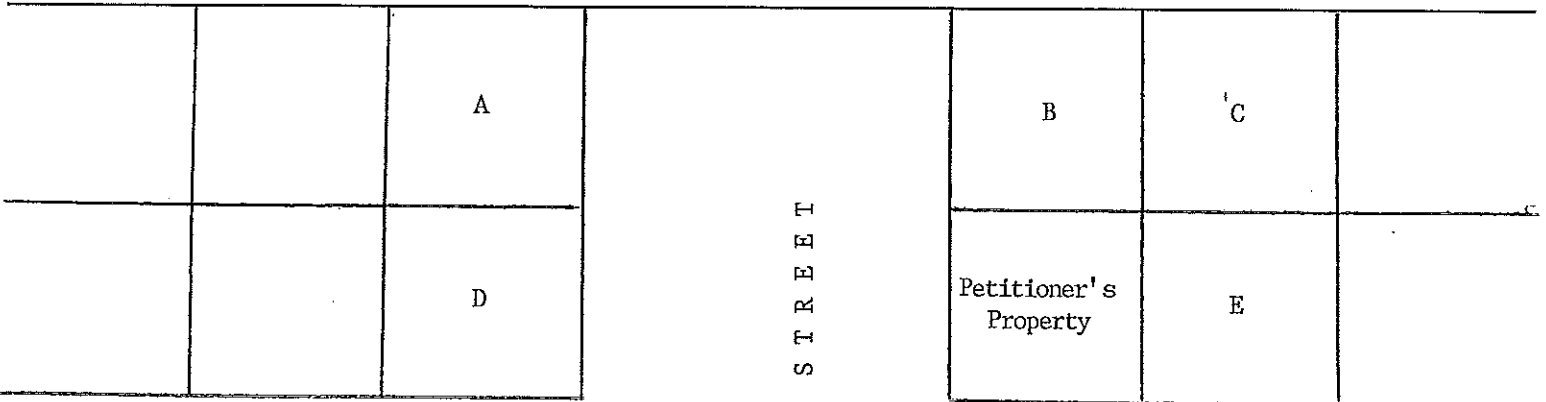
F. George Adams
100 South Oak Street
Michigan City, IN 46360

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

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

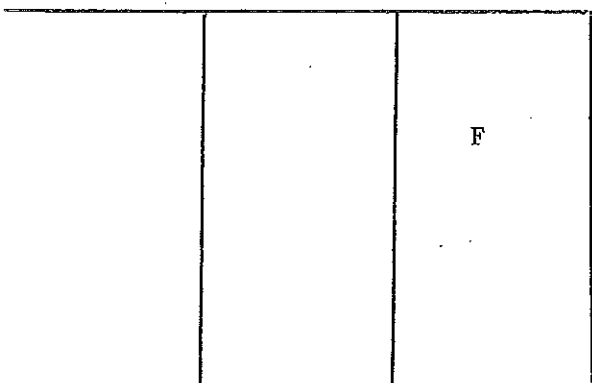
D. Bob Jones
100 North Oak Street
Michigan City, IN 46360

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

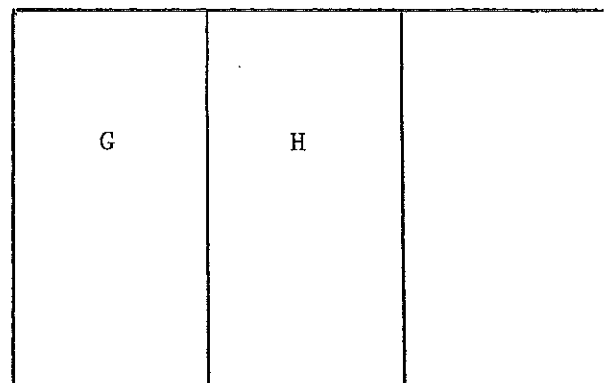


M A P L E

S T R E E T



O A K



**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 .