

**PLAN COMMISSION
PROCEDURES, POLICIES, AND FEES FOR
MINOR AND MAJOR SUBDIVISION APPLICATIONS**

1. Thirteen (13) copies of the application 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 6:30 p.m. local time at City Hall in the Council Chambers.
2. The application must be accompanied by a non-refundable filing fee as follows:

Minor Subdivision (no more than 2 lots): \$250.00
Major Subdivision (3 or more lots): \$250.00 + \$10.00 for each additional lot
3. Attached are procedures/requirements. Use attached forms.
4. Once the petition has been set for public hearing, all property owners abutting the application site and across the right-of-way shall be notified of the time and place of the public hearing. This shall be done by certified letter at the expense of the applicant. **The applicant 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** (attached public notice requirements).
5. Per state statute, the applicant shall provide at their expense, legal advertisement in the local newspaper and show proof of same at the hearing (attached public notice requirements).

No exceptions to the above

Note: In the presentation of the case, the burden shall be upon the applicant 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 applicant has not provided sufficient evidence and information to make a determination.

**APPLICATION FOR MAJOR 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)

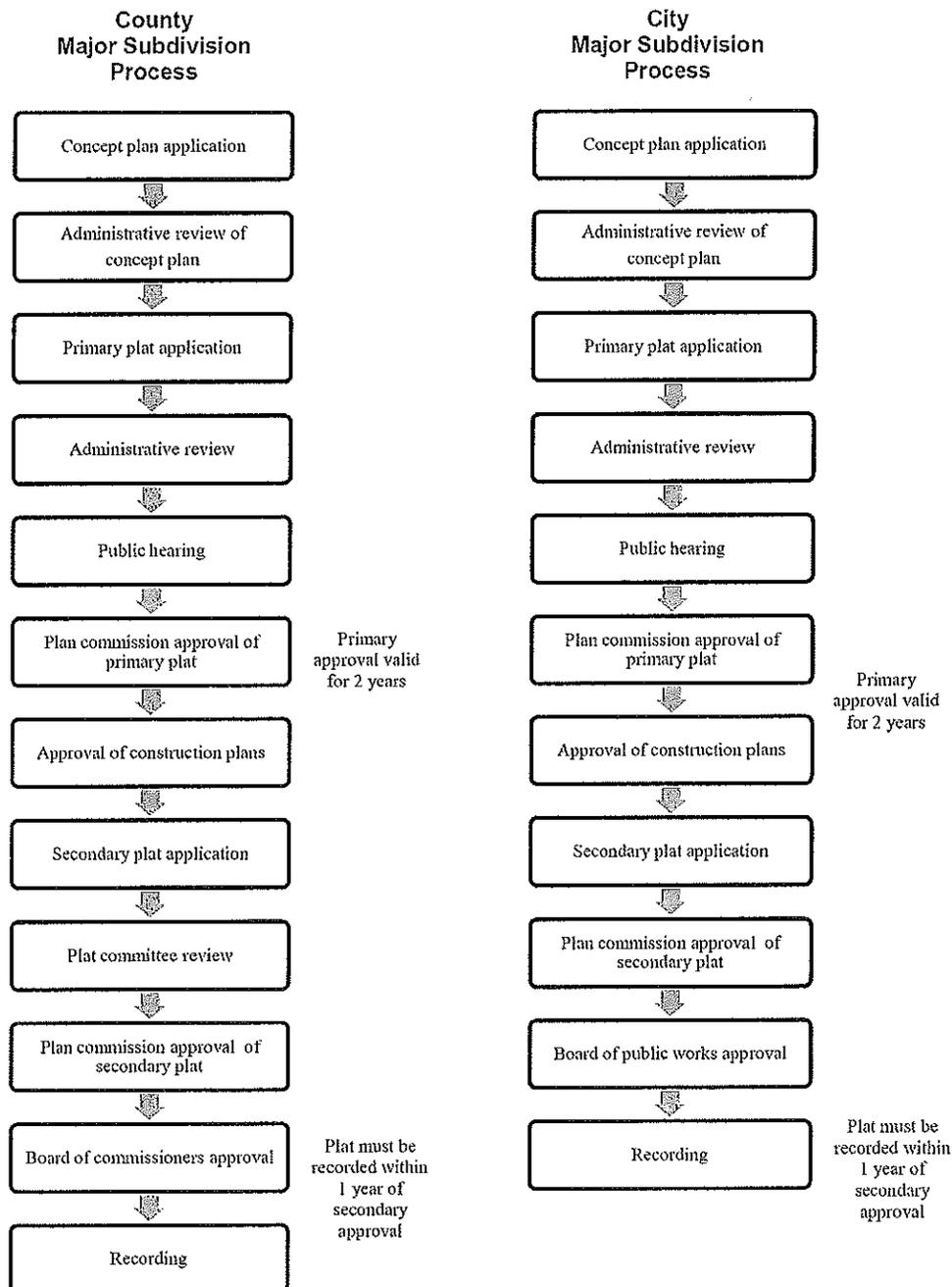
(Date)

Article 04

Major Subdivision Review and Approval Procedures

Section 04.01 Purpose

The purpose of reviewing primary plats is to allow the general public to comment on the technical merits of a major subdivision plat, as determined in section 01.08(a)(3), and to provide a formal review of the plan for development. The review process includes submission of a concept plan, primary plat, construction plans, and a secondary plat. The submission and application requirements for major subdivisions are in article 05.



Section 04.02 Concept Plan Review

The subdivider is required to submit a concept plan and consult with the enforcement official prior to the submission of a major plat. This review allows the enforcement official and plan commission to provide general comment on compliance with standards of this ordinance and to discuss alternatives prior to preparation of a detailed primary plat.

- (a) **Application and Filing Fee.** The concept plan prepared in accordance with section 05.01 shall be accompanied by the required application forms, as provided by the enforcement official, along with a filing fee, as set under the provisions of this ordinance. The required number of copies of the plat shall be specified by the enforcement official.
- (b) **Administrative Review.** The enforcement official will review the concept plan. The enforcement official may request comments from other departments. The enforcement official will discuss the plan and provide guidance to the subdivider as to the suitability of the land for subdivision and the design and layout of proposed lots and improvements.

Section 04.03 Primary Plat

Following submission, review, and report on the concept plan application, the subdivider may file for approval of a primary plan. This submission shall include:

- (a) **Application and Fees.** The application and supporting material shall be filed with the enforcement official. The fee, as set under the provisions of this ordinance, shall be paid at the time of filing. The required number of copies of the plat shall be specified by the enforcement official.
- (b) **Administrative Review.** The enforcement official will review the application for technical conformity with the standards specified in this ordinance. The enforcement official shall request a review of the plat by any departments deemed necessary under the circumstances to review the plat including, as applicable, but not limited to, the county highway engineer, or city engineer, county surveyor, fire department, health department, water department, and sewer department. Prior to the plat being considered by the plan commission, all technical requirements required of the departments must be addressed. The enforcement official will send a copy of its written analysis of the proposal, along with the recommendations from other departments, based upon compliance with the requirements of this ordinance, to the plan commission and subdivider prior to the public hearing.
- (c) **Placement on the Plan Commission Agenda.** Only complete applications for primary approval will be docketed for a public hearing before the plan commission. The subdivider will be notified of the time and place of the hearing.
- (d) **Public Notice.** After receiving the complete application, the enforcement official shall establish a date for a hearing before the plan commission. The petitioner shall provide public notice setting forth the time and place, given at least 10 days before the date of the hearing in a newspaper of general circulation. Notification shall also be provided by at least 10 days before the date of the hearing to all adjacent property owners with a certificate of mailing. At the public hearing, the petitioner shall provide proof that he or she has complied with this requirement.
- (e) **Public Hearing.** At the public hearing, the request will be presented, and all those present will be given an opportunity to be heard regarding the proposal.
- (f) **Action.** After the public hearing, the plan commission will make a decision regarding the application. The plan commission shall make findings of fact as to the compliance of the subdivision request with the terms of this ordinance. Any decision shall be signed by the enforcement official and a copy provided to the subdivider. The plan commission may take action by majority vote of the membership, which shall:

- (1) Approve the application upon a determination that the application complies with this ordinance;
or
 - (2) Approve the application subject to certain modifications that would bring the application into compliance; or
 - (3) Deny the application on the grounds that the application does not comply with this ordinance.
- (g) **Compliance with Standards of Ordinance.** The plan commission shall determine if the subdivision plat qualifies for primary approval under the standards prescribed by this ordinance, including standards for:
- (1) Minimum width, depth, and area of lots in the subdivision;
 - (2) Public way widths, grades, curves, and the coordination of subdivision public ways with current and planned public ways;
 - (3) The extension of water, sewer, and other municipal services; and
 - (4) Allocation of areas to be used as public ways, parks, schools, public and semipublic buildings, homes, businesses and utilities.
- (h) **Conditions of Approval.** As a condition of primary approval of a plat, the commission may specify:
- (1) The manner in which public ways shall be laid out, graded, and improved;
 - (2) Provision for water, sewage, and other utility services;
 - (3) Provision for lot size, number, and location;
 - (4) Provision for drainage design; and
 - (5) Provision for other services as specified in this ordinance.
- (i) **Approval Certificate.** The enforcement official and the president and secretary of the plan commission shall sign the approved plat. However, the primary plat shall not be recorded unless and until secondary approval is obtained.

Section 04.04 Status and Length of Primary Approval

(a) **Status of Approval.**

- (1) Approval of a primary plat shall serve as the approval of the lot layout, vehicular and pedestrian circulation plans and utility plans for the subdivision, as a guide to the preparation of the secondary plat. Secondary plats shall be in substantial conformance with the approved primary plat.
- (2) Additional approvals will be required for the detailed improvement plans pertaining to water supply, storm drainage, sewerage, grading and gradients, roadway widths and surfaces.

(b) **Length of Approval.**

- (1) The primary plat approval shall be valid for two (2) years after the date of approval by the plan commission. If the primary plat expires, then a new primary plat application must be submitted for public hearing by the plan commission and review as a new application.
- (2) The enforcement official may approve a single one (1) year extension of primary plats upon a written request from the property owner, provided that the proposal complies with any ordinance provisions adopted after primary plat approval.
- (3) The primary plat shall remain in effect with no expiration when both of the following occur:

- a. The public improvements in the subdivision have been completed and approved or financial guarantees have been provided; and
- b. A secondary plat has been recorded for the first phase of the development.

Section 04.05 Approval of Construction Plans Prior To Secondary Plat Approval

- (a) **Submission Procedure and Requirements.** Approval of the secondary plat shall only be given following approval of construction plans. Application for review of construction plans shall be filed with the enforcement official prior to any work on improvements approved in the primary plat. The application shall be filed on a form provided by the enforcement official, along with three (3) sets of detailed construction plans and applicable specifications for the improvements.
- (b) **Review Process.** The enforcement official will refer the plans and specifications to the applicable engineering and utility departments and all other affected agencies for their review and comment.
- (c) **Performance Bonds.** Copies of required performance bonds to guarantee completion of all required subdivision and off-site public improvements shall accompany the application, in a form satisfactory to the county or city attorney, such as a bond, cash deposit or certified check. The amount of the bond shall be established by the plan commission upon recommendation of the county highway engineer or city engineer. The performance bond must be provided prior to commencing construction.
- (d) **Installation of Improvements.** Inspection of improvements shall be under the direction of the county highway engineer, or city engineer and the water and sewer departments.

Section 04.06 Secondary Plat

- (a) **Secondary Plat.** After receiving approval of the primary plat, the subdivider shall request secondary plat approval. The secondary plat shall substantially conform to the approved primary plat and shall incorporate all required changes.
- (b) **Phasing.** The secondary plat may consist of all or any portion of the approved primary plat. The plan commission shall consider the effect of secondary platting a portion of the entire development and may require additional areas to be included in the secondary plat.
- (c) **Application and Fees.** The application and supporting material, as listed in section 05.06, shall be filed with the enforcement official. The fee, as set under the provisions of this ordinance, shall be paid at the time of filing. The required number of copies of the plat shall be specified by the enforcement official.
- (d) **Review.** The enforcement official shall review the plat for compliance with the primary plat and conditions, if any. The enforcement official shall request a review of the plat by any departments deemed necessary under the circumstances including, as applicable, but not limited to, the county highway engineer, or city engineer, county surveyor, fire department and water and sewer departments. If the submission is complete and conforms to this ordinance, the enforcement official shall place the application on the plan commission agenda and provide a recommendation for secondary approval.
- (e) **County Plat Committee Review.** For a subdivision located in an unincorporated area of the county, the subdivision shall be reviewed by the county plat committee. The plat committee shall make a recommendation to the county plan commission, based upon compliance with the requirements of this ordinance. For a subdivision located in the cities of La Porte or Michigan City, the subdivision shall be submitted directly to the city plan commission.

- (f) **Plan Commission Approval.** The plan commission shall make findings of fact as to the compliance of the secondary plat with the primary plat and the terms of this ordinance. Any decision shall be signed by the enforcement official and a copy provided to the subdivider. The plan commission may take action by majority vote of the membership, which shall:
- (1) Approve the application upon a determination that the application complies with the primary plat and this ordinance; or
 - (2) Approve the application, subject to certain modifications that would bring the application into compliance; or
 - (3) Deny the application on the grounds that the application does not comply with the primary plat or this ordinance.
- (g) **County Board of Commissioners' Approval.** For a subdivision located in an unincorporated area of the county, the subdivision shall be forwarded to the county board of commissioners for approval following plan commission approval. County board of commissioners' approval shall be based upon the findings of the plan commission and conformance with the primary plat and the terms of this ordinance.
- (h) **City Board of Public Works' Approval.** Any land dedication, public or utility easement, or similar dedication for public use shall be forwarded to the Michigan City Board of Public Works for approval following plan commission approval of any subdivision. The Michigan City Board of Public Works' approval or rejection shall be based upon the findings of the plan commission and the conformance with the primary plan and the terms of this ordinance.

Section 04.07 Public improvement Installation Guarantees

Guarantees that all required improvements will be constructed according to approved plans, in accordance with article 07, shall be a prerequisite to the recording of a secondary plat. Approval of a secondary plat shall be subject to the improvements being constructed and accepted for dedication or the appropriate financial guarantee being posted with the county or city, in accordance with article 07, before recording. Copies of these agreements shall be on file at the treasurer's office.

Section 04.08 Secondary Plat—Length of Approval

The secondary plat shall be approved for a period of one (1) year from the date of approval of the plan commission or county commissioners. Any approved secondary plat that is not recorded within that one (1) year period shall be void and not be entitled to recording without re-approval by the plan commission. Re-approval shall follow the same procedures as new application.

Section 04.09 Recording of Secondary Plat

- (a) **Signatures.** The enforcement official and the plan commission shall sign the reproducible mylar, plus two (2) prints, of the subdivision plat. Upon being signed, the prints shall be returned to the subdivider and their engineer or surveyor.
- (b) **Digital.** In addition to the plat prepared for recording, the subdivider shall submit a computer-readable file, in a form specified by the county or city, which shall provide a true and complete display of the recorded secondary plat, excepting the surveyor's seal or signature. Files shall be consistent with the La Porte County geographic information system (GIS) coordinate system and as-built prints must be provided on CD in PDF file format.

- (c) **Recording.** It shall be the responsibility of the subdivider to file the plat with the county recorder within one (1) year from the date of secondary approval. Failure to record the plat within this time frame will result in expiration of the plat approval, as provided in section 04.08.

Section 04.10 As-Built Plans

After completion of all public improvements and prior to the release of the performance bond on the improvements, the subdivider shall provide as-built plans in accordance with section 07.05.

Article 05

Major Subdivision Plat Composition Requirements

Section 05.01 Concept Plan

The subdivider shall submit a concept plan for discussion prior to requesting primary approval. The subdivider shall submit the number of prints specified by the code administrator. The concept plan shall have an approximate scale no larger than one inch equals 200 feet (1"=200'), with approximate 10-foot contours and include the following information:

General
Proposed name of the subdivision
North arrow and date
Site boundary
Existing land use and zoning on the site and in the surrounding area within one-half mile of the perimeter of the site
Subdivision
Areas proposed for development, proposed uses, areas reserved for future development, and tentative street layout. This drawing shall show all contiguous land holdings of the owner with an indication of the portion that is proposed to be subdivided
Areas reserved for open space or recreation
Infrastructure
Existing traffic and circulation pattern
Natural features
Soil classifications and existing drainage patterns
Any significant natural, cultural or other features of the site as defined in article 22 of the zoning ordinance, such as streams, ponds, wetlands, floodplains, wooded areas, historic sites, existing utilities or structures

Section 05.02 Primary Plat

- (a) **Primary Plat Composition.** The subdivider shall submit the primary plat drawn to a scale of 50 feet to one inch (1" = 50'), or 100 feet to one inch (1" = 100'). The enforcement official may approve a smaller scale if the resulting drawing would be over 36 inches in the shortest dimension. The subdivider shall submit the number of prints specified by the code administrator. The plat shall, at a minimum, include the following information:

General
Proposed name of subdivision
Location by township, range and section, and legal description
Name and address of subdivider
Name and address of surveyor
Scale, north point and date
Boundary line of subdivision
Boundary lines of adjacent tracts showing ownership
Section and municipal corporation lines
Existing zoning of proposed subdivision and adjacent tracts
Subdivision
The layout to scale of all proposed and existing lots, numbered in sequential order, with appropriate dimensions and the minimum area in square feet for each lot and proposed front, side and rear yard setback lines
Delineation of the phases, if any, of the development, indicating the lots and improvements to be included in each phase
Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property

owners in the subdivision
Infrastructure
All existing permanent fixtures that may influence the design of the subdivision, such as: existing buildings, power transmission towers, sewers, water mains, storm sewers, county ditches or drains, dry wells, utility lines and fire hydrants. The location and pipe size of any water mains, sanitary sewers, storm sewers and natural gas mains that exist on the site shall be noted in their approximate location. The direction of the flow shall be noted for sanitary sewers and storm sewers
Locations, dimensions and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures within and adjoining the proposed plat
Layout, dimensions and proposed materials of all proposed streets, sidewalks, non-motorized paths, crosswalks, easements and rights-of-way;
The proposed location, size and grade of all sanitary sewers and the location of all manholes and service connections;
The proposed location and size of all water mains and the location of all fire hydrants and valves;
The proposed location and size of all storm sewers, drainage structures and stormwater management facilities.
Typical street cross-sections for each proposed street type in the subdivision;
Natural features
Topographic contours at vertical intervals of two (2) feet, if the general slope of the site and adjacent roadways is less than 10%. Topographic contours at vertical intervals of five (5) feet will be permitted where the general slope is greater than or equal to 10%;
All existing natural fixtures that may influence the design of the subdivision, such as: water courses, regulated drains, tree groves, wetlands, floodplains, outstanding natural topographic features, scenic or historic areas
Certifications
All applicable certificates and notations as required in Appendix A.

- (b) **Primary Plat Supporting Data.** In addition to the primary plat, the subdivider shall submit the following:
- (1) The names and addresses of all interested parties as defined by this ordinance, keyed to a map;
 - (2) A description of the protective or private restrictions or covenants to be incorporated in the plat of the subdivision that will run with the land;
 - (3) A landscape plan, specifying the type, size and location of all plants and other landscape materials;
 - (4) Specifications for any required improvements to existing roads;
 - (5) Erosion control plan;
 - (6) Sewage disposal plan;
 - (7) Water supply plan;
 - (8) Stormwater management plan;
 - (9) Street lighting plan;
 - (10) A plan for the provision, ownership, maintenance and financing of improvements or systems that are to be owned and/or maintained by the home owners association;
 - (11) An identification of the nearest public water and sewer mains and an analysis of the estimated cost and feasibility of connecting to public water and sewer
 - (12) Sewage system approval:
 - a. If the development is to contain individual subsurface disposal systems, the subdivider must show that the design criteria in Article 06 are met, and that each lot has a certificate from the county health department indicating that a system can be installed on the property and

detailing any required conditions. These conditions shall be recorded as part of the approved subdivision.

- b. If the development is to be served by a public or community sewer system, the subdivider must provide evidence that the system has the capacity and capability to serve the development and guarantee a sufficient number of hook-ups to serve all lots in the subdivision.
- c. If the development is to be served by a private system, the subdivider must provide evidence that the system design has been approved by the Indiana Department of Environmental Management, that there are guarantees to ensure continued operation and maintenance of the system and that the system has or will have sufficient capacity and number of hook-ups to serve all lots in the subdivision.

(13) Land suitability summary, containing the following information:

- a. For lots that will be served by individual subsurface sewerage disposal systems, the number of acres or square feet of contiguous land with limitations for septic systems in accordance with the Indiana State Board of Health 410 IAC Rule 8.1.
- b. The number of acres or square feet of land located in a floodway, floodway fringe, flood zone A district (with each type of flood hazard area calculated separately), and the amount of land that is not located in a flood hazard area.

(14) A stormwater management plan for the drainage of the parcel to be subdivided shall be submitted showing:

- a. The delineation of the drainage area in which the subdivision is located and the location of drainage courses and surface water flow within the drainage area.
- b. The existing on-site drainage facilities and a plan for storm water drainage for the parcel showing a method of dispersion or retention in accordance with section 06.07.
- c. Plans must show all off-site upstream watershed contribution. Drainage facilities shall be provided to allow drainage of water runoff from all of the upstream drainage area and from all areas within the proposed subdivision to a place adequate to receive such runoff. All upland stormwater must be accounted for in terms of rates and volume and plans must demonstrate that downstream water conveyances within the watershed are hydraulically adequate to accept the designed stormwater release rates to the ultimate outlet.

Section 05.03 Construction Plans

The subdivider shall submit construction plans drawn to a scale of 50 feet to one inch (1" = 50'). The subdivider shall submit the number of prints specified by the code administrator. The construction plans shall, at a minimum, include the following information:

Title page
The subdivider shall provide a title page showing the following:
Subdivision name
Location of the subdivision in reference to county roads
Physical features such as wooded areas, swamps, wetlands, and marshes
Future access plans of the entire property which is being subdivided
Existing elementary and high schools, parks, and playgrounds serving the area proposed to be subdivided, and other community facilities
Title, scale, north point, and date
Location of any existing recorded subdivision plats within one mile of the proposed subdivision

Names and lengths of proposed roads
Name and address of subdivider
Name and stamp of registered land surveyor
Plan and profile
A detailed plan and profile of all proposed roads and drainage improvements shall be filed along with the primary plat, showing the layout and gradients, on standard plan and profile sheets, with a plan scale of 20 feet to one (1) inch and a profile scale of five (5) feet to one (1) inch, or on computer generated sheets to match these scales. Plan sheets shall include:
North arrow
Curve data for all curves (horizontal and vertical)
Lot lines and numbers
Street names
Easement dimensions and locations
Right-of-way lines
Monument locations
Scale
Sign type and location
All water supply, storm, and sewage piping
Water supply and sewage disposal report
The subdivider shall provide a water supply and sewage disposal report showing the following information:
Distance and location of existing public sewer and water mains if these facilities exist within a 2 mile radius of the proposed subdivision
Natural Resource Conservation Service soil information with soil boundaries, soil identification codes, and soil names, clearly marked on the primary plat
Types of public or private water supply systems to be used
Types of public or private sewage disposal systems to be used
Watershed map
The subdivider shall provide a watershed map showing the following information:
Location of the subdivision within the watershed
Intermediate streams, drainage courses, and reaches within the total watershed
Delineation of the watershed flowing into the proposed subdivision and the number of acres within the watershed
Delineation of the watershed flowing out of the proposed subdivision and the number of acres within the watershed
Floodplains and floodways as shown on maps published by the Federal Emergency Management Administration
Wetland maps of the site, as delineated by a professional wetland scientist.
Design calculations for piping and basins
If the subdivision falls within a designated flood hazard area, the staff shall forward the proposal to the Department of Natural Resources for review and comment. The staff shall review the proposal to assure that it is consistent with the need to minimize flood hazards; that all public utilities and facilities are located, elevated, and constructed so as to minimize or alleviate flood damage; and that adequate drainage is provided so as to reduce hazards
Roadway design calculations
Using latest American Association of State Highway and Transportation Officials (AASHTO) methods, design calculations shall be shown for road pavement or show minimum section used

Section 05.04 Secondary Plat

- (a) The subdivider shall submit the application for secondary plat approval drawn at a maximum scale of 50 feet to one (1) inch. When necessary, the secondary plat may be on several sheets. The particular number of the sheet shall be clearly indicated by a small key map on each sheet. All sheets shall be 24

inches by 36 inches. The subdivider shall submit the number of prints specified by the code administrator. The following minimum information shall be shown:

General
Name of the subdivision
Name and address of the owner and subdivider
North point, scale and date
Vicinity map
Restrictions of all types that will run with the land and become covenants in the deeds for lots
Source of title of the subdivider to the land as shown by the last entry in the books of the county records
Subdivision
Boundary lines, with dimensions and angles, or bearings that provide a legal description of the tract, closing with an error of no more than one (1) foot in 10,000 feet
Distances and directions to the nearest established street corners or official monuments. Reference corners shall be accurately described on the plat
Distances and angles or bearings from an established monument or property corner to the subdivision benchmark(s)
Lot numbers, dimensions and size in square feet
Dimensions for any property to be dedicated or reserved for public, semi-public or community use
Location, type, material and size of all monuments and lot markers
Streets and easements
Locations of all existing and recorded streets intersecting the boundaries of the tract
Street lines with accurate dimensions to hundredths of feet, with angles, or bearings, to street, alley and lot lines
Complete curve notes for each curve including the following: delta, radius, tangent distance, arc length and chord distance
Street names
Locations of easements for utilities, drainage, regulated drains, and any limitations on semi-public or community use
Certifications
Certification by a registered land surveyor;
Owner's certificate;
Approval certificate;
Certificate for approval by the public works department;
County treasurer's certificate;
Recording notations;

- (b) All certificates required under the laws of the State of Indiana, 36-7-4 et seq. shall appear on all plats as listed in Appendix A.

Section 05.05 Phased Subdivisions

Secondary plats shall be submitted for each phase as the improvements are completed.

- (a) **Phases.** A secondary plat and construction plans for a subdivision to be developed in phases shall indicate improvements to be completed with each phase and that each phase shall be capable of operating independently.
- (b) **Improvements.** The improvements in each phase shall be adequate to serve the lots to be developed in that phase. Right-of-ways or easements may need to be dedicated on land intended for future phases to ensure that infrastructure can be completed to function independently of future phases.
- (c) **Non-completion of subdivision.** The plan commission shall attempt to ensure that each phase of the subdivision will conform to this ordinance in the event that some future phases are not completed.

Section 05.06 Surveys

All surveys conducted and graphically represented under the terms of this ordinance shall comply with the minimum standards contained herein.

- (a) **Positional Tolerance.** The true horizontal distance between any 2 points whose positions are stated relative to each other shall be in accordance with State of Indiana surveying standards.
- (b) **Point of Beginning.** The point of beginning shall be called out in the description and on the drawing.
- (c) **Source of Bearing System.** The source of the bearing system shall be stated in the description by the bearing on the face of the plat.
- (d) **Area of Tract.** The calculated area of the tract in square feet or acres shall be included in the description.
- (e) **Ties.** All surveys of unplatted ground shall be tied to at least 2 section corners on file in the La Porte County Surveyors Office. Surveys of platted ground shall be tied to previously platted and monumented points.

**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

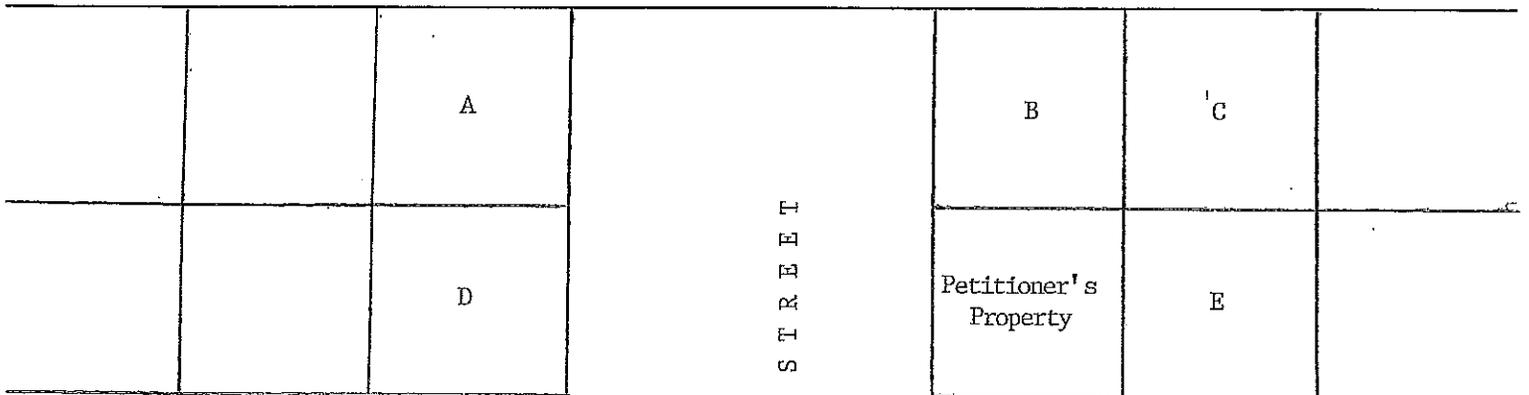
F. George Adams
100 South Oak Street
Michigan City, IN 46360

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

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

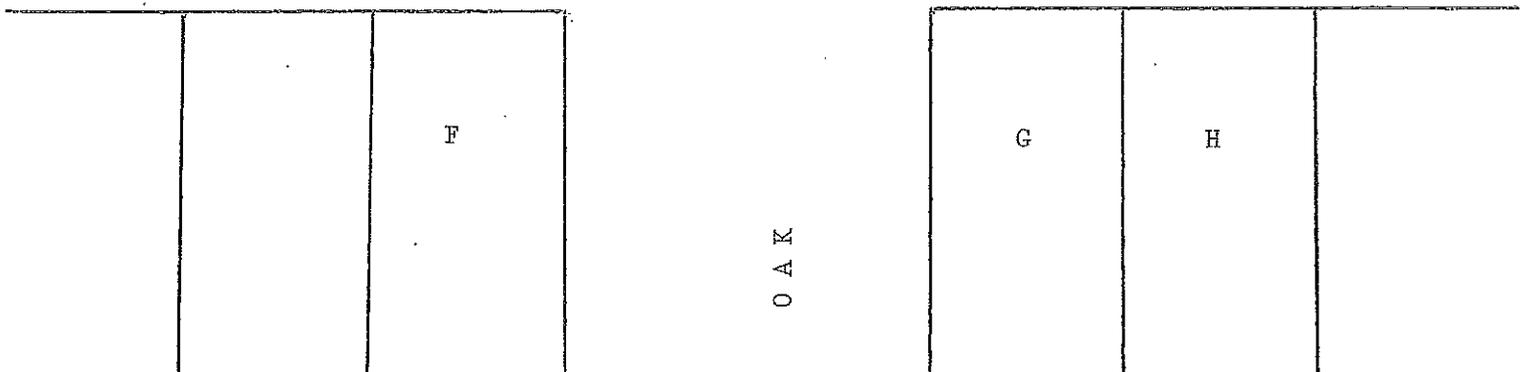
D. Bob Jones
100 North Oak Street
Michigan City, IN 46360

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 6:30 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.

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 6:30 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)



The News-Dispatch

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.