

**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:

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

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3. NAME AND ADDRESS OF PROPERTY OWNER:

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4. LEGAL DESCRIPTION OF PROPERTY:

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5. COMMON DESCRIPTION OF PROPERTY:

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6. PRESENT ZONING OF PROPERTY:

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

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8. REASON FOR PETITIONING:

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Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of owner or party with substantial interest)



**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

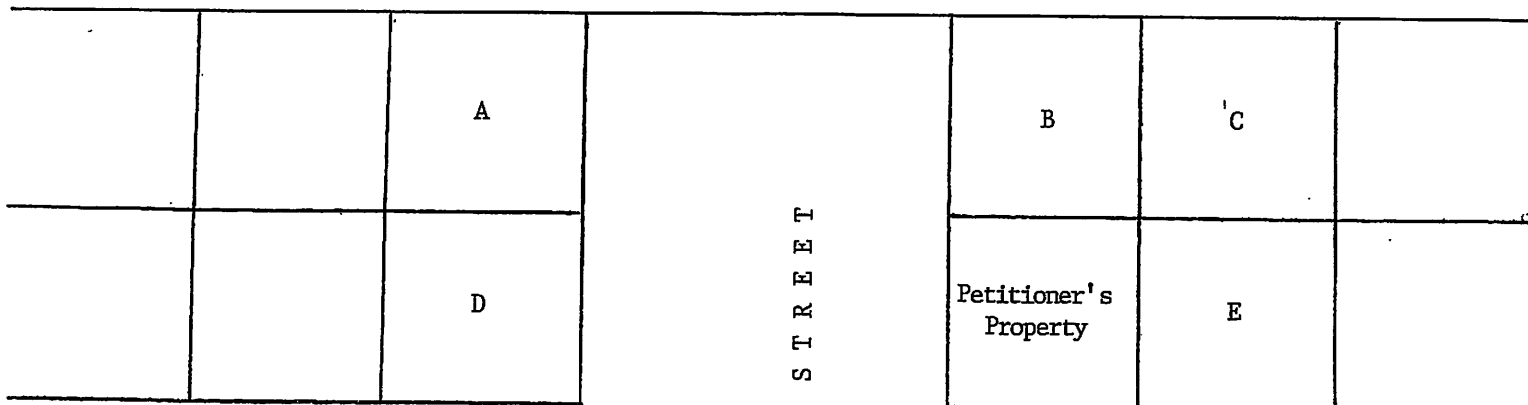
F. George Adams  
100 South Oak Street  
Michigan City, IN 46360

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

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

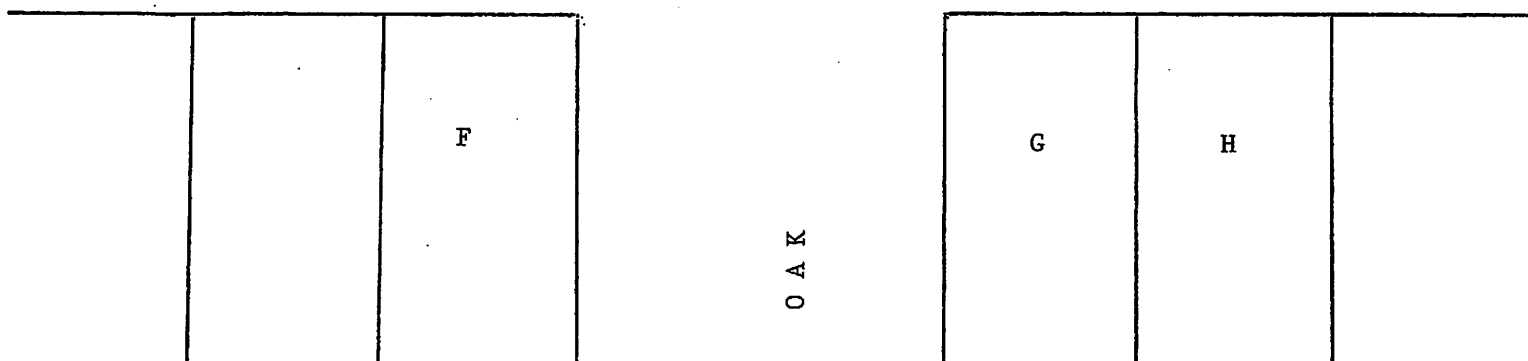
D. Bob Jones  
100 North Oak Street  
Michigan City, IN 46360

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



**(FORM OF NOTICE)**

**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 and PROVIDE EXPLANATION OF PETITION) on the following described real estate in LaPorte County, Indiana, to wit:

(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 (TIME OF MEETING) p.m. local time on the (DATE) day of (MONTH), (YEAR), at (LOCATION OF MEETING), (ADDRESS OF MEETING LOCATION), 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

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.