

PC \_\_\_\_\_ - \_\_\_\_\_

DATE \_\_\_\_\_

FEE \$ \_\_\_\_\_

## TOWN OF PORTER APPLICATION FOR SITE PLAN APPROVAL

NOTE: APPLICATION MUST BE COMPLETED AND FILED WITH THE CLERK-TREASURERS OFFICE, 303 FRANKLIN STREET, PORTER, INDIANA, AT LEAST 10 DAYS PRIOR TO PLAN COMMISSION MEETING AT WHICH THE COMMISSION IS TO CONSIDER SUCH APPLICATION. IF THE APPLICANT IS OTHER THAN THE OWNER OF THE PROPERTY, OWNER MUST ALSO SIGN THE APPLICATION, OR SUBMIT A LETTER AUTHORIZING APPLICANT TO ACT ON OWNER'S BEHALF.

DEVELOPMENT  
NAME \_\_\_\_\_

PETITIONER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

GENERAL LOCATION OF SUBJECT PROPERTY \_\_\_\_\_

AREA \_\_\_\_\_ ACRES NO. OF LOTS \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_

ARE MODIFICATIONS TO THE SUBDIVISION OR ZONING REGULATIONS BEING REQUESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF SO, PLEASE EXPLAIN \_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS:

DRAINAGE \_\_\_\_\_

STREET CUTS \_\_\_\_\_

SANITARY SEWERS \_\_\_\_\_

WATER SUPPLY \_\_\_\_\_

LANDSCAPING \_\_\_\_\_

SIGNAGE \_\_\_\_\_

NAME OF REGISTERED ENGINEER OR LAND SURVEYOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ATTACHMENTS: APPLICANT MUST SUBMIT TEN (10) COPIES OF THE PROPOSED SITE PLAN IN ACCORDANCE WITH THE REQUIREMENTS LISTED IN THE TOWN OF PORTER ORDINANCE.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

# **PORTER PLAN COMMISSION INSTRUCTIONS FOR FILING A PETITION FOR SITE PLAN APPROVAL**

1. Receiving **SITE PLAN APPROVAL** on a parcel of land permits the owner to sell or construct on identified parcel(s). Each parcel in Town must be recognized as a lot of record before a building permit may be issued for that parcel. The process of **SITE PLAN APPROVAL** is described in great detail in the Town of Porter Ordinance, and in IC36-7-4-1400. A copy of the ordinance and statute can be found in the Porter Town Hall, 303 Franklin Street, Porter, Indiana, 46304.

2. An application for **SITE PLAN APPROVAL** can be picked up at the Town Hall, 303 Franklin Street, Porter, Indiana, 46304. Ten (10) copies of the petition and all attachments must be filled out and brought back to the Town Hall, between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, at least ten (10) calendar days before the date of the Plan Commission meeting. All petitions must be accompanied by scaled drawings of the affected area. The Plan Commission meets the 3<sup>rd</sup> Wednesday of each month at 6:30 p.m., at the Town Hall.

3. At the time the completed application is submitted to the Town Hall, a fee as determined by the Clerk Treasurer must be paid. The receipt must be presented to the Plan Commission at the first meeting.

4. After a petition has been filed, but prior to the Plan Commission meeting, the petitioner shall make arrangements to meet with the Technical Advisory Committee (TAC) to discuss the particulars of the development, and to review the requirements and impacts of the development. The TAC will issue a report to assist the Plan Commission in its decision.

5. The petition will then be placed on the next regularly scheduled Plan Commission meeting. The person filing the petition must be present to explain their request for the site plan. If the person filing the petition is not the current owner of the property, he or she must be authorized in writing to act on the owner's behalf.

6. At the meeting of the Plan Commission where the request is first heard the members will ask questions, receive comments from TAC and listen to the petitioner's explanation. The Plan Commission can either table the petition and ask for more information, or they may approve the site plan without public hearing.

7. A majority of the whole seven-member Commission must vote the same way to constitute official action. In other words, four (4) of the Commission members must vote for either approval or denial for the motion to pass. The matter does not go to the Town Council because final action is taken by the Plan Commission.

8. It is the duty of each Plan Commission member to inspect property and buildings which are the subject of petitions before them. Upon the presentation of proper credentials, the petitioner agrees to allow entry into any building, structure, premises, or land, for the purpose of making inspections, at any reasonable hour.

I have carefully read these instructions and will abide by them.

Petitioner's signature \_\_\_\_\_ Date \_\_\_\_\_