

*CITY OF LAKE STATION
ADVISORY PLAN COMMISSION*

APPLICATION FOR SITE PLAN APPROVAL

A. DIRECTIONS:

1. Complete application in full and submit with required documents. File with Advisory Plan Commission Secretary (Clerk-Treasurer's Office) a minimum of ten (10) days prior to Plan Commission meeting, if Plan Commission review is required. No partial or incomplete applications will be accepted. In order to reduce review time, it is suggested that the applicant discuss the proposed project with the City Engineer.

2. Legal owner(s) of the real property (if different than applicant) must also sign application and be present in person or by power of attorney at required public meetings. Certified copy of the last deed of record for subject property must be attached.

3. Applicant must provide all information, charts, diagrams, and/or other exhibits required by the Ordinance(s) and/or requested by the Plan Commission or Building Commissioner.

4. The Plan Commission, in its discretion, may continue an agenda item to a subsequent meeting in order for the applicant to provide additional information and comply with the Ordinance(s).

5. Plan Commission meetings are held in the City Council Chambers at 1969 Central Avenue, Lake Station, Indiana. Unless specified otherwise, meetings are convened at 7:30 p.m., local time, on the fourth Wednesday of each month. Applicants must notify the Clerk-Treasurer's Office at least ten (10) days in advance of a Plan Commission meeting to be placed on the agenda.

B. REQUIRED INFORMATION & DOCUMENTS: (please print clearly or type)

1. Applicant(s): _____

Address: _____

Telephone : (____) _____ FAX (____) _____

Legal owner(s) & address (if different): _____

Telephone: (____) _____ FAX (____) _____

APPLICATION FOR SITE PLAN (CONTINUED)

Trustee, address, and trust number (if subject property held in trust):

Telephone; (____) _____ FAX (____) _____

2. Subject property street address: _____

3. Current zoning classification of subject property: _____

4. Total size of the development in acres or square feet: _____

Impervious Surface (sq. ft.) _____ Landscaping Area (sq. ft.) _____

Vehicle Use & Driveway Area (sq. ft.) _____

Building Area (sq. ft.) _____ Building Area Ground Floor (sq. ft.) _____

Basement Area, if any (sq. ft.) _____

Number of Buildings _____ Building Height _____ Number of Stores _____

5. Attach current (certified within 60 days of application date) improvement location survey of subject property prepared by licensed Indiana surveyor, clearly indicating existing improvements, easements, right-of-way, sidewalks, streets, alleys, fences, structures and relevant information, as well as complete legal description. other

6. Sewer: City connection [] Septic []

Water: City connection [] Well []

7. Attach proposed site plan with all exhibits and attachments, as required by the Ordinance(s). (see attached site plan checklist).

8. File original and eleven (11) copies of completed application with exhibits and attachments, and forward same to the City Engineer.

9. A \$25.00 Site Plan Review Fee and applicable Storm Water Fee (list attached) as per Ordinance 2008-02 is required at time of application submittal.

Applicants Signature

Date

Owners Signature (if different)

Date

City Official receiving application _____ Date _____

Application Review Meeting Date: _____



1969 Central Ave. Lake Station, IN 46405
Phone: (219) 962-2081 Fax: (219) 963-9275
Clerk-Treasurer: Brenda Samuels

STORMWATER FEES:

(1) As a condition of the submittal and review of development Plans by the CITY, applicant agrees to pay the CITY for costs incurred in the review of all drainage submittals, preliminary plans, final plans, construction plans and stormwater pollution prevention plans, as well as pre-paid inspection fees.

(2) Fee Amount

A.	Residential Developments	
	1 to 4 lots	\$ 350.00
	4 to 25 lots	\$ 500.00
	26 to 75 lots	\$ 1,000.00
	76 to 150 lots	\$ 1,500.00
	150 or more lots	\$ 2,500.00
B.	Commercial / Industrial Developments	
	Up to 5.0 acres	\$ 1,250.00
	5.1 to 10.0 acres	\$ 1,800.00
	10.1 to 25.0 acres	\$ 2,000.00
	25.1 or more acres	\$ 2,500.00

(3) Time of Payment

As a condition of approval of final plans by the CITY, the applicant shall pay the CITY Treasurer the appropriate sum as set forth in Section 9-76 (e) (2) above. The CITY may choose to issue a billing statement before the project advances to the final approval stage. Payment will be due by the applicant upon receipt of said billing statement regardless of whether the project has advanced to the final stages of approval.

(4) Method of Payment

- A. Fees shall be paid by one of the following methods:
 - (i.) Certified Check
 - (ii.) Cashier's Check
 - (iii.) Money Order
- B. All checks shall be made payable and submitted to:
 - (i.) City of Lake Station
1969 Central Avenue
Lake Station, Indiana 46405