



CITY OF LAKE STATION

1969 Central Avenue Lake Station, IN 46405 Phone: (219) 962-1331 FAX (219) 850-1386

BOARD OF ZONING APPEALS

Application/Docket Number:	20 -
Special Use	
Special Exception	
Variance	

FILING FEE: \$25.00

APPLICATION FOR VARIANCE FROM THE CITY OF LAKE STATION ZONING ORDINANCE

1) DIRECTIONS/INFORMATION

- a) Complete applications in full and attach required documents and file them with the Board of Zoning Appeals Secretary a minimum of ten(10) days prior to the BZA Preliminary Meeting.
- b) Applicant/Legal Owner must file application and be present at all review meetings and public hearings.
- c) Applicant must provide all information, charts, diagrams and/or other exhibits requested by the board.
- d) The Board of Zoning Appeals in its discretion may continue or table any application review meeting and or hearing in order for the applicant to provide additional information requested by the Board of Zoning Appeals.
- e) The Board of Zoning Appeals Meetings are held in the City of Lake Station Common Council Chambers located in Lake Station City Hall at 1969 Central Ave., Lake Station, IN, 46405. Unless specified to the contrary, meetings are convened at 7:00 PM on the Fourth Wednesday of each month.

2) REQUIRED INFORMATION & DOCUMENTS: *(Please Print)*

a) APPLICANT: _____

(Must Be Legal Owner Of Property)

TRUST NO: _____

(If Property is Held in Trust)

Address: _____

Telephone Number: _____

b) ATTACH COPY OF ZONING ORDINANCE APPEALED

c) Explain why applicable zoning requirements cannot be complied with:

d) Property Street Address: _____

e) Attach copy of current legal plat of survey, which clearly indicates existing improvements, easements, or related information, as well as legal description

f) Current Zoning: _____ *(per current zoning map)*

APPLICANT SIGNATURE

DATE

City Official/Employee Accepting Applications

DATE

Application Review Meeting Date to be on the BZA Agenda: _____



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DATE: _____

LAKE COUNTY AUDITORS OFFICE
LAKE COUNTY GOVERNMENT CENTER
BUILDING 'A', 2ND FLOOR
2293 N. MAIN STREET
CROWN POINT, IN 46307

IN RE: Petitioner: _____
 Common Address: _____
 Parcel Number: _____

TO WHOM IT MAY CONCERN:

Please be advised the above named petitioner is seeking action by the City of Lake Station Planning Commission and/or Board of Zoning Appeals on the attached parcel of land located in Lake Station, Indiana.

As required by ordinance, the petitioner requests that your office furnish an "Adjacent Property Owners List", (for the purpose of this letter, "Adjacent" means common boundaries and corners, including those across public right-of-way of the petitioned parcel). The cost is to be borne by the petitioner.

Please be advised that the list must be submitted to the City of Lake Station Planning Commission and/or Board of Zoning Appeals staff prior to any appearance "for Public Hearing" before The Planning Commission or Board of Zoning Appeals.

Respectfully,

Dina Cortez, Secretary
City of Lake Station Planning Commission
City of Lake Station Board of Zoning Appeals



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BASIC STEPS TO FOLLOW

1. Submit copies of plans drawn to a scale sufficient to show the required details. GIS photos will also help to show details in conjunction with this.
2. If all documents/paperwork have been properly submitted, you will be set for a preliminary hearing at the next regular meeting.
3. If all documents/paperwork are in order at the preliminary hearing, the Commission will set your petition for a public hearing at the next regular meeting.
4. The next day you will need to go to the Auditor's office at the government center in Crown Point with a letter from the city (included) requesting a certified list of surrounding property owners. If you own a parcel of land adjoining the parcel in question, then all parcels outer perimeters shall be considered as one parcel for the purposes of this notification.
5. No later than 21 days prior to the public hearing date, you are required to send certified letters to the property owners on the certified list.
6. Also, no later than 21 days prior to the public hearing date, you are required to post a sign on your property. The sign is available at the Clerk-Treasurers office for a cost of \$30.00. After the public hearing you may return the sign frame for a \$20.00 refund.
7. It is required and also your responsibility to advertise the public hearing in two(2) newspapers, no later than ten(10) days prior to the hearing date.
8. All proof of the above requirements are to be turned into the City of Lake Station Planning Commission and/or Board of Zoning Appeals Secretary prior to the date of the public hearing, to be placed in your file.
9. If the commission approves your petition, after the public hearing, a recommendation will be forwarded to the Common Council and you will be required to submit an ordinance for approval by the Common Council.
10. Upon your submission of the ordinance to the Lake Station Clerk-Treasurers office, you will be given an agenda date for the first possible Common Council Meeting.



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FOR THE NEWSPAPER: PUBLIC HEARING - LEGAL NOTICE

Notice is hereby given that the Board of Zoning Appeals of the City of Lake Station, Lake County, Indiana, will hold a public hearing in the City of Lake Station Common Council Chambers located in Lake Station City Hall at 1969 Central Ave., at 7:00 PM on the _____ day of _____, 20____ regarding a petition for "Variance from Developmental Standards".

NAME OF PETITIONER: _____

LOCATED AT: _____

LEGALLY DESCRIBED AS:

Anyone interested in the petition may appear in person or by agent at the public hearing. Written objections filed with the Board of Zoning Appeals before the hearing will be considered. The hearing may be continued from time to time as may be found necessary. All information concerning such petition is on file in City Hall at 1969 Central Ave. for public examination.

[AD MUST RUN IN TWO (2) NEWSPAPERS NO LATER THAN TEN (10) DAYS PRIOR TO THE PUBLIC HEARING]



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THE FOLLOWING PAGE IS THE LETTER TO
SEND TO YOUR NEIGHBORING PROPERTY
OWNERS.

PLEASE FILL IN THE BLANKS WITH YOUR
INFORMATION AND SEND/TAKE ONE TO EACH
INTERESTED PARTY.



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NAME OF PETITIONER: _____

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VARIANCE BEING REQUESTED:

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2. If all documents/paperwork are in order at the preliminary hearing, the Commission will set your petition for a public hearing at the next regular meeting.
3. The next day you will need to go to the Auditor's office at the government center in Crown Point with a letter from the city (included) requesting a certified list of surrounding property owners. If you own a parcel of land adjoining the parcel in question, then all parcels outer perimeters shall be considered as one parcel for the purposes of this notification.
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6. It is required and also your responsibility to advertise the public hearing in two(2) newspapers, no later than ten(10) days prior to the hearing date.
7. All proof of the above requirements are to be turned into the City of Lake Station Planning Commission and/or Board of Zoning Appeals Secretary prior to the date of the public hearing, to be placed in your file.
8. If the commission approves your petition, after the public hearing, a recommendation will be forwarded to the Common Council and you will be required to submit an ordinance for approval by the Common Council. (Approval of a variance from developmental standard is not required to be forwarded to the Common Council.)
9. Upon your submission of the ordinance to the Lake Station Clerk-Treasurers office, you will be given an agenda date for the first possible Common Council Meeting.



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NAME OF PETITIONER: _____

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PUBLIC HEARING - LEGAL NOTICE

Notice is hereby given that the Planning Commission of the City of Lake Station, Lake County, Indiana, will hold a public hearing in the City of Lake Station Common Council Chambers located in Lake Station City Hall at 1969 Central Ave., at 7:30 PM on the _____ day of _____, 20__ regarding a petition for "Zoning Change".

NAME OF PETITIONER: _____

LOCATED AT: _____

LEGALLY DESCRIBED AS:

ZONING CHANGE/EXCEPTION BEING REQUESTED:

Anyone interested in the petition may appear in person or by agent at the public hearing. Written objections filed with the Board of Zoning Appeals/ Planning Commission before the hearing will be considered. The hearing may be continued from time to time as may be found necessary. All information concerning such petition is on file in City Hall at 1969 Central Ave. for public examination.