



# CITY OF LAKE STATION ADVISORY PLAN COMMISSION

## APPLICATION FOR SITE PLAN APPROVAL

Included in the Application Package:

- Application for Site Plan Approval (2 pages)
- Informational Data Sheet (1 page)
- Stormwater Fees (1 page)
- Lake Station Site Plan Checklist (5 pages)

A. DIRECTIONS:

1. Complete application in full and submit with required documents. File with Advisory Plan Commission Secretary (Building Department 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 it's 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 Building Department / Plan Commission Secretary 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)

I. 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 \_\_\_\_\_

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.

6. Sewer: City connection [ ] Septic [ ]  
Water: City connection [ ] Septic [ ]

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 (2 full size and 9 minimized) 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 Number 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 & Time: \_\_\_\_\_

Is the property in a flood plain? \_\_\_ Yes \_\_\_ No \_\_\_\_\_

Sewer Department Approval? \_\_\_ Yes \_\_\_ No Signature: \_\_\_\_\_

Storm Water Department Approval? \_\_\_ Yes \_\_\_ No Signature: \_\_\_\_\_

City Engineer Approval? \_\_\_ Yes \_\_\_ No Signature: \_\_\_\_\_

# INFORMATIONAL DATA SHEET

## Indiana's "Call Before You Dig" Law

### Indiana 811

Indiana's "Call Before You Dig" law, Ind. Code ch. 8-1-26, requires everyone who digs to contact Indiana 811 at least two full working days before starting their project. In 2003, the Indiana General Assembly revised the "Call Before You Dig" law and made it a requirement that all owners and operators of underground facilities become a member of Indiana 811. This law was then amended in 2009 to add penalties for certain infractions.

Pursuant to the statute, civil penalties may include:

1. A warning letter for homeowners/tenants who are first-time offenders regarding a violation in which no one was personally injured;
2. A civil penalty up to a maximum of ten thousand dollars (\$10,000.00);
3. Required participation of employees in a mandatory education and training program sponsored by the Commission; and/or
4. Required development of a plan to avoid future violations, which must receive approval.

#### Sites with Potential Wetland Impacts

### Section 404 – Clean Water Act

The Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (USACE) use the *1987 Corps of Engineers Wetlands Delineation Manual and Regional Supplements* to define wetlands for the Clean Water Act Section 404 (CWA 404) permit program. CWA 404 **requires a permit** from the USACE or the Indiana Department of Environmental Management (IDEM) for the discharge of dredged or fill material into wetlands and the waters of the United States.

Jurisdictional Delineations are performed on a property in order to delineate which waters are Waters of the United States and which are Isolated Wetlands subject to IDEM jurisdiction. Most often, a preliminary jurisdictional delineation is submitted to the USACE by the permit applicant, which the Corps then verifies. The applicant can decide whether they would like a final approved delineation or would like to proceed with an application with only a verified preliminary delineation, which makes for a shorter process.

For more information on wetlands, use the following contacts:

U.S. EPA (<https://www.epa.gov/wetlands>)  
for CWA 404 Inquiries contact:  
Wendy Melgin ([melgin.wendy@epa.gov](mailto:melgin.wendy@epa.gov))  
Phone: (312) 886-7745

IDEM (<http://www.in.gov/idem/wetlands>)  
Wetlands & Storm Water - Section 401 WQC Program  
100 N. Senate Avenue  
MC 65-42 WQS IGCN 1255  
Indianapolis, IN 46204  
Phone: (317) 233-8488  
Fax: (317) 234-4145



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 (c) (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

# LAKE STATION SITE PLAN CHECKLIST

(Submit with site plan application)

The following checklist should be used by the developer to insure that required developments as specified by ordinances are provided for and shown on the site plan prints. This checklist is not comprehensive and is only intended to be used as a general guideline. There may be further specific items or issues that may be relevant to your site plan, and it is recommended that the petitioner obtain a copy of the City of Lake Station Ordinance Regulations and review the specific ordinance regulations relative to the proposed development for other details.

The Engineer, Architect, Planner, and/or designer retained to develop the Site Plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein.

## Site Plan

A site plan for any Commercial / Mixed Use, Industrial or Special Exception Use.

- 1) Submit eleven (11) copies of plans drawn to a scale sufficient to show the required details. The preferred scale is one (1) inch equals twenty (20) feet.
- 2) North arrow.
- 3) Address of the site.
- 4) Scale (not more than 1"=100').
- 5) The actual shape, size and dimensions of the *lot*.
- 6) Vicinity map showing property boundaries in relation to the closest streets and major streets in the area. Note: a traffic study may be required if requested by the Plan Commission at the Applicant's expense.
- 7) Names, center-lines and *right-of-way* widths of all *streets, alleys, thoroughfares, public ways, water ways, or railroad right-of-ways* abutting or within the *lot*.
- 8) The location and dimensions of all *buildings, structures, improvements or signs* currently existing on the *lot*.
- 9) Show proposed internal circulation including new and existing access points to streets and turning radii.
- 10) Show parking area layout, including dimensions of the spaces, number of handicapped spaces and total parking spaces.
- 11) The location and dimensions of all proposed *buildings, structures, improvements or signs*, including fences, sheds, paved areas, storage areas, *parking areas* (indicate if parking is hard surfaced). Cross-hatch or shade lightly all proposed *buildings*.
- 12) Show existing and proposed easements, their purposes and their widths.
- 13) Location of any proposed or existing *driveway* and its width at the property line. (Any connection to an *alley* must also be indicated).
- 14) Location of any proposed *freestanding signs* on the site. See Sign Plans, below, for requirements regarding proposed signs.

- 15) The distance from *lot lines* for all existing and proposed *buildings, structures, improvements or signs*. (This distance is measured as a line from the point where the *building, structure, improvement or sign* is closest to the property line. This measurement is taken perpendicular to the property line.) Also include setback dimensions & distances between structures.
- 16) *Structures* proposed for demolition should be indicated as such.
- 17) The height of the existing and proposed *buildings, structures, improvements or signs*.
- 18) The number of *dwelling units* (if applicable) of existing and proposed *buildings or structures*.
- 19) The current and proposed *use* to be made of all *buildings, structures, improvements* or lands within the *lot* (e.g. *parking area, loading area, residence, office, outdoor, storage*).
- 20) Existing utility location information regarding all utilities to provide service to the *buildings or structures* on the *lot*, including *hydrant locations, waterlines, sewer, storm lines, street lights*, and if *appropriate, wells* and/or *septic tanks and drain fields*.
- 21) The location and dimensions of all *off-street parking areas* and *off-street loading areas* and facilities.
- 22) The location, size and dimension of all fences, walls or other screening and buffering devices.
- 23) Show proposed location and type of garbage enclosures.
- 24) Show where storm water drainage is to go. Single or two family plans may show direction of flow by arrows on site plan. Commercial, Industrial or multifamily will show existing and proposed surface elevations along with calculation for runoff and all applicable requirements of the City of Lake Station Stormwater Management and Sediment Control Ordinance 2008- 02.
- 25) On all development projects, base flood (100 year flood data) shall be shown on the plan. Said base flood data shall be provided by a professional land surveyor or engineers, licensed in the State of Indiana.
- 26) On all developments greater than one (1) acres in size, shall comply with IDEM Rule 5, 6, & 13 where applicable.
- 27) Site plans for projects that are located in or adjacent to a flood data district, on in an area determined by the Commission to be flood prone, shall be prepared by a professional land surveyor or an engineer, licensed in the State of Indiana. The plan will show all existing and proposed elevations, finished floor elevations including basements, and the elevation to which the structure will be compliant with the City of Lake Station Ordinance, chapter 10, section 3.
- 28) Site Data Summary(a text summary in table format describing: square footage of existing and proposed *buildings*; existing, proposed and required parking; existing, proposed and required loading; proposed and permitted *maximum building height*; accommodation of drainage, sanitary sewer, water and other utility services; legal description; lighting; and landscaping).
- 29) The seal, name, address, and telephone number of the registered professional engineer or architect responsible for the site plan.

### Building Elevations

- 1) Address of the site.
- 2) Proposed name of the development.
- 3) Scale.
- 4) Elevations for each facade of the *building*.
- 5) Specification or sample of the type and color of *building* materials to be used for all wall, window, roof and other architectural features.

### Sign Plan

- 1) Address of the site.
- 2) Proposed name of the development.
- 3) Scale.
- 4) (*Freestanding Signs*) A site plan indicating the location of any existing or proposed *freestanding signs*.
- 5) (*Wall Signs*) A site plan indicating the location of any *building* upon which a *sign* is to be mounted, with the location of the *signs* indicated.
- 6) Elevation of proposed *signs* including size, materials and color.
- 7) Illumination details for proposed *signs*.
- 8) Placement, size, color and illumination details for any proposed *wall sign*.

Landscape Plan.

- 1) Address of the site.
- 2) Proposed name of the development.
- 3) Scale (not more than 1"=100').
- 4) The location of any existing or proposed *freestanding signs*.
- 5) Outline of all existing or proposed *buildings or structures*, including *parking areas* and *loading areas*.
- 6) Boundary lines of the site.
- 7) Location of all floodway and floodway fringe areas within the boundaries of the site.
- 8) All existing elevations and proposed land contour lines having at least two (2) foot intervals.
- 9) Proposed *sidewalk, walkway* or alternate plan for pedestrian ways.
- 10) Size, species and spacing (on center) of all proposed trees, landscaping and ground cover.
- 11) Location of existing trees in required *yards* and required *residential bufferyards*, indicating type and size of trees and whether such trees are to be removed or preserved.
- 12) Description of methods to preserve trees without injury and with sufficient area for the root system to sustain the tree.
- 13) Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction or increased depth of the soil in the root system area prior to and during groundwork and construction.
- 14) Show existing and proposed contour lines at two (2) [preferably one (1)] foot intervals; include special areas such as wetlands, streams, lakes, etc.



Lighting Plan.

- 1) Address of the site.
- 2) Proposed name of the development.
- 3) Scale (not more than 1" = 100').
- 4) Proposed name of the development.
- 5) Boundary lines of the site including all dimensions of the site.
- 6) Outline of *buildings, structures* and other *improvements* (e.g. *parking areas, loading areas, interior access drives*, etc.) on the *lot* and the location of all *outdoor light fixtures*.
- 7) A description of the *outdoor light fixtures*, including but not limited to manufacturers or electric utility catalog specifications sheets, drawings or photometric report, which indicate:
  - a. the outdoor light fixture classification (e.g., cutoff, semi-cutoff, full cutoff, or non-cutoff);
  - b. mounting height of freestanding *outdoor light fixtures*; and,
  - c. wattage proposed for each *outdoor light fixture*.
- 8) If architectural *building* lightning is proposed, indicate the location, type and intensity of lightning on each *building facade*.

Attach a copy of the site plan application & forward to the City of Lake Station Engineer for Review two (2) weeks prior to the scheduled Plan Commission meeting.

City of Lake Station Engineer  
MECA Engineering Corp of America  
2586 Central Avenue  
Lake Station, IN 46405

TEL (219) 962-1011  
FAX (219) 962-3969  
stephen.stofko@mecaengineering.com  
www.mecaengineering.com

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Engineer



# CITY OF LAKE STATION

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

## BASIC STEPS TO FOLLOW

1. If all documents/paperwork have been properly submitted, you will be set for a preliminary hearing at the next regular meeting.
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.
4. 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.
5. 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. (Providing the frame is in good working order.)
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.



# CITY OF LAKE STATION

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

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



# CITY OF LAKE STATION

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

## 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]



# CITY OF LAKE STATION

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

## 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.