

CHANGE OF ZONE CHECK LIST

I. PRIOR TO APPLICATION ON THE 10TH OF THE MONTH:

The following information must be submitted with application **PRIOR TO THE 10th OF THE MONTH** preceding the Plan Commission Meeting which is held on the 3rd Wednesday of every month, with the exception of Holidays.

FILING FEES:

CATEGORY

ZONE CHANGE FILING FEE

\$200 RESIDENTIAL & AGRICULTURAL

**\$400 PLUS \$25/ACRE MULTI-FAMILY,
COMMERCIAL OR INDUSTRIAL**

1. Plat of Survey (5 copies) and Legal Description of property.
2. Application completed and signature notarized – owner shall sign application. Power of Attorney is required when petitioner is not owner of property.
3. Certified list of adjacent property owners showing names and mailing addresses. This may be obtained from the Lake County Auditor, Township Tax Assessor, or a Title Company. The Plan Commission has a request letter for the Auditor.
4. Site plan drawn to scale showing existing and proposed structure with dimensions, driveways, roads the property has frontage on, and measurements of both side yards, front yard and rear yard from structures to property lines.
5. Health Department approval if on septic system (OR) if on sewers, a letter of acceptance from the sewer utility company. Any Commercial or Industrial petition using septic fields will require State Health approval (contact Lake County Health Department).
6. Clearance from Lake County Surveyor's Office for Preliminary Drainage Approval.
7. Clearance from Lake County Highway Department if access on county road, or when a frontage road is proposed.
8. If access on State Highway, after approval of Zone Change by the County Council, State Highway Permit is required before a Building Permit will be issued.
9. Photographs of the site and surrounding area (optional).

II. PRIOR TO PLAN COMMISSION HEARING, THE FOLLOWING REQUIREMENTS MUST BE MET:

1. Proof of Publication or Legal Advertisement appearing twice in a newspaper of general circulation. The advertisement is prepared by the Plan Commission Secretary, but the petitioner is responsible for publication.
2. Notice must be sent to adjacent property owners. This is done by the Plan Commission Secretary.

III. AFTER THE PLAN COMMISSION MEETING, AND BEFORE THE PETITION IS CONSIDERED BY THE LAKE COUNTY COUNCIL, THE FOLLOWING REQUIREMENTS MUST BE MET:

1. Bond for required improvements.
2. Right-of-way dedication.