

ZONING CODE EXCERPT:

SECTION 26-6.804. G. 7. e. i.

DIVISION 8: ADMINISTRATION, PROCEDURE, & ENFORCEMENT

e. Notice, Hearing, and Findings.

i. With respect to a Site Plan subject to approval by the Plan Commission under Section 26-6.804.G.5.a.i, upon receipt of a Site Plan application and Certificate of Completeness from the Zoning Administrator and the payment by the Applicant of all fees and reimbursable costs due to the Town, the Plan Commission shall promptly schedule a public hearing on the matter, which must be set within 62 days of such receipt and shall:

- I. Provide public notice of such hearing in compliance with the public notice requirements set forth in Section 26-6.804.K;**
- II. Hold a public hearing on the on the Site Plan;**
- III. Make written findings and determinations concerning each decision to approve, approve with conditions, or disapprove a Site Plan, such findings to be signed by the Chairman and Secretary of the Plan Commission; and**
- IV. Decide upon the application in accordance with its findings and determinations within 62 days after the hearing, based on the review criteria set forth in Section 26-6.804.G.8 and the in accordance with Section 26-6.804.G.9]**

APPLICATION EXCERPT:



INSTRUCTIONS FOR FILING A PLAN COMMISSION APPLICATION

Prior to submittal of a Plan Commission application, a petitioner must attend a pre-application meeting with the Planning Director and a Site Plan Review Committee meeting.

1. FILING THE APPLICATION

- a. An application for Plan Commission petition can be obtained at the Community Development Department, Town Hall, 1005 Ridge Road, Munster, Indiana, 46321.
- b. The complete application must be submitted to the Community Development Department between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday by the filing deadline, twenty one (21) calendar days, before the date of the Plan Commission meeting. The Plan Commission meets the second Tuesday of each month at 7:30 p.m., at the Town Hall.
- c. Submittal of an application with supporting documents to the Community Development Department must be accompanied by payment of a fee, which is calculated by the Community Development Department and paid at the Office of the Clerk-Treasurer.
- d. If the person filing the petition is not the current owner of the property, he or she must be authorized in writing by affidavit to act on the owner's behalf, which is included in the application packet.
- e. The Community Development Department staff will review the application for completeness. If determined to be incomplete, staff will notify the petitioner and the review of the application will be suspended until a complete application is received. If determined to be complete, the petition will be placed on the agenda of the next regularly scheduled Plan Commission meeting.

2. PLAN COMMISSION HEARING

- a. The Plan Commission meets the second Tuesday of each month at 7:30 p.m., at the Town Hall.
- b. The individual that filed the petition must be present to explain the request.
- c. Meeting #1 – Preliminary Hearing: At the Plan Commission meeting in which the request is first heard, the Plan Commission will receive information about the project but will not take action to approve or deny. **A preliminary hearing is not required for Development Plans.**
- d. Meeting #2 – Public Hearing: In order to take action on an application, state law requires that the Plan Commission first hold a public hearing and allow neighbors and other affected property owners of record to speak in favor or against the request.
- e. Notice of the public hearing shall be given by the petitioner in the following manner:
 - i. **Publication.** The petitioner shall, at petitioner's expense, publish a legal ad in the Northwest Indiana Times at least ten days prior to the public hearing.

2023 MEETING DATES/DEADLINES SCHEDULE EXCERPT:

Thursday, September 21, 2023	Thursday, September 28, 2023	Thursday, October 05, 2023	Thursday, October 12, 2023	Tuesday, October 24, 2023
Thursday, October 19, 2023	Thursday, October 26, 2023	Thursday, November 02, 2023	Thursday, November 09, 2023	Tuesday, November 21, 2023
Thursday, November 23, 2023	Thursday, November 30, 2023	Thursday, December 07, 2023	Thursday, December 14, 2023	Tuesday, December 19, 2023
Thursday, December 21, 2023	Thursday, December 28, 2023	Thursday, January 04, 2024	Thursday, January 11, 2024	Tuesday, January 23, 2024

*Site Plan Review Committee meets first and third Thursday of each month. Full applications must be submitted by the Thursday prior to the meeting.

Preliminary hearing required for subdivisions and zoning amendments. **Only public hearing required for Development Plan Review.

***Only required for zoning amendments including planned unit development amendments

If an application deadline falls on a Town Holiday, applications will be accepted on the next regular business day.

Timeline is provided for informational purposes. Exact dates are subject to change. In accordance with the Munster Zoning Ordinance, the Town may exercise discretion in the scheduling of petitions.