

Town of Munster SITE PLAN REVIEW APPLICATION

Community Development Department ~ 1005 Ridge Road ~ Munster, IN 46321
Phone (219) 836-6990

PROPERTY INFORMATION

Subject Property Address: _____ Subdivision: _____

Project Name: _____ Business Name: _____

APPLICANT INFORMATION

Name: _____ Relationship to Project: _____

Address: _____ Phone: _____

_____ Email: _____

DESCRIPTION OF OCCUPANCY

Current/Previous Use: _____ Proposed Use: _____

Description: _____

Has this project been reviewed by the Site Plan Review Committee before? _____ If yes, when? _____

If any aspect of the proposed project or proposed use changed, please explain: _____

If any proposed project contact information changed, please explain: _____

SUBMITTAL REQUIREMENTS

- Completed Site Plan Review Application.
- Plat of survey with legal description.
- Detailed site plan drawn to scale indicating present and proposed improvements to the site.
- All supporting documents are to be digitally submitted.
- At a minimum, when applicable, the plat of survey and the site plan should identify the following:

____ Boundary identification	____ Utility location	____ Traffic circulation
____ Fire hydrant locations	____ Building footprints	____ Ingress/egress locations
____ Accessory structures	____ Proposed curb cuts	____ Major topographic information
____ Parking lot design	____ Drainage/detention plans	____ Infrastructure improvements
____ Landscape plan	____ Building materials list	____ Dumpster enclosure details

Application submittals shall be provided at least two weeks (10 business days) prior to the meeting for which review is sought.

ACKNOWLEDGEMENT OF TERMS

The undersigned applicant, as representative for the aforementioned project, acknowledges the application requirements as outlined above, and understands the application will be held until proper receipt of completed application and required materials. Upon proper receipt, the application will be processed, and the applicant will be notified of the date and time of the review of the project as submitted.

Applicant's Signature: _____ Date: _____

OFFICE USE:

Date Received: _____ Review Date: _____ // _____ Withhold _____ Schedule

TOWN OF MUNSTER SITE REVIEW CHECKLIST

Project Address: _____

Meeting Date: _____

Developer/Operator: _____

Zoning District: _____

Pursuant to Article 26 Munster Zoning Code, a proposed development project will, and a proposed redevelopment project may require presentation to the Site Review Committee as a condition to the issuance of any building permit or review by the final Decision-Making Authority and prior to the issuance of any preliminary subdivision approval. This checklist is for your convenience, as well as the reviewers. The items listed below will be discussed at the site review meeting, when applicable. Your plan may include all or only part of these items. Any items which apply to your development must be submitted and approved by the town prior to the issuance of any building permit. Please submit a pdf set of plans ten (10) business days prior to the scheduled meeting.

Codes: **E** (existing) **C** (complies) **P** (proposed) **R** (required) **NA** (not applicable)

CODE

Section I. SITE PLAN (include the following items)

- _____ 1. Date, scale, north arrow, contact information:
- _____ 2. Existing site conditions and uses:
- _____ 3. Proposed site use:
- _____ 4. Vehicular circulation system:
- _____ 5. Pedestrian circulation system:
- _____ 6. Lot lines, numbers, dimensions, building lines:
- _____ 7. Easements and utility locations:
- _____ 8. Parking area and number of spaces:
- _____ 9. Right-of-way dimensions:
- _____ 10. Driveway locations w/in 100' of site:
- _____ 11. Number and type of structures/buildings:
- _____ 12. Percentage of lot coverage:
- _____ 13. Types of dwelling units and net density per type:
- _____ 14. Building setbacks and heights:

Section II. ZONING

- _____ 1. Right-of-way, per (through-fare plan?):
- _____ 2. Right-of-way dedication required:
- _____ 3. Landscape requirements:
- _____ 4. Subdivision requirements:
- _____ 5. PUD requirements:
- _____ 6. Development plan:
- _____ 7. Buffer requirements:
- _____ 8. Signage regulations:
- _____ 9. Parking requirements:
- _____ 10. Building materials and colors:

Section III. DRAINAGE

- _____ 1. Existing and proposed grade elevations:
- _____ 2. Existing and proposed drainage structures:
- _____ 3. Details of proposed structures:
- _____ 4. Pipe sizes, lengths, % of slope, existing and proposed inverts:
- _____ 5. Detention pond location:
- _____ 6. Drainage calculations:
- _____ 7. Erosion control plan:
- _____ 8. Rule 5 (sites affecting \geq 5 acres):
- _____ 9. Water shed affected:
- _____ 10. Existing/Proposed impervious area:

**TOWN OF MUNSTER
SITE REVIEW COMMITTEE
2025 SCHEDULED MEETING DATES**

MEETINGS OF THE SITE PLAN REVIEW COMMITTEE ARE HELD ON THE
1ST and 3RD THURSDAY OF EACH MONTH
IN THE **MUNSTER TOWN HALL MAIN MEETING ROOM** LOCATED AT
1005 RIDGE ROAD, MUNSTER, INDIANA 46321

**FILING DEADLINES ARE TWO WEEKS
PRIOR TO THE MEETING DATE
BY 12:00 PM (CST):**

<u>MEETING DATE:</u>	<u>TIME:</u>		
JANUARY 02, 2025	2:00 PM	SITE REVIEW	Thursday 12/19/24
JANUARY 16, 2025	2:00 PM	SITE REVIEW	Thursday 01/02/25
FEBRUARY 06, 2025	2:00 PM	SITE REVIEW	Thursday 01/23/25
FEBRUARY 20, 2025	2:00 PM	SITE REVIEW	Thursday 02/06/25
MARCH 06, 2025	2:00 PM	SITE REVIEW	Thursday 02/20/25
MARCH 20, 2025	2:00 PM	SITE REVIEW	Thursday 03/06/25
APRIL 03, 2025	2:00 PM	SITE REVIEW	Thursday 03/20/25
APRIL 17, 2025	2:00 PM	SITE REVIEW	Thursday 04/03/25
MAY 01, 2025	2:00 PM	SITE REVIEW	Thursday 04/17/25
MAY 15, 2025	2:00 PM	SITE REVIEW	Thursday 05/01/25
JUNE 05, 2025	2:00 PM	SITE REVIEW	Thursday 05/22/25
JUNE 19, 2025	2:00 PM	SITE REVIEW	Thursday 06/05/25
* JULY 10, 2025	2:00 PM	SITE REVIEW	Thursday 07/03/25
* JULY 24, 2025	2:00 PM	SITE REVIEW	Thursday 07/10/25
AUGUST 07, 2025	2:00 PM	SITE REVIEW	Thursday 07/24/25
AUGUST 21, 2025	2:00 PM	SITE REVIEW	Thursday 08/07/25
SEPTEMBER 04, 2025	2:00 PM	SITE REVIEW	Thursday 08/21/25
SEPTEMBER 18, 2025	2:00 PM	SITE REVIEW	Thursday 09/04/25
OCTOBER 02, 2025	2:00 PM	SITE REVIEW	Thursday 09/18/25
OCTOBER 16, 2025	2:00 PM	SITE REVIEW	Thursday 10/02/25
NOVEMBER 06, 2025	2:00 PM	SITE REVIEW	Thursday 10/23/25
NOVEMBER 20, 2025	2:00 PM	SITE REVIEW	Thursday 11/06/25
**DECEMBER 04, 2025	2:00 PM	SITE REVIEW	Thursday 11/20/25
DECEMBER 18, 2025	2:00 PM	SITE REVIEW	Thursday 12/04/25
JANUARY 02, 2026 (FRIDAY)	2:00 PM	SITE REVIEW	Thursday 12/18/25
JANUARY 15, 2026	2:00 PM	SITE REVIEW	Friday 01/02/26
FEBRUARY 05, 2026	2:00 PM	SITE REVIEW	Thursday 01/22/26
FEBRUARY 19, 2026	2:00 PM	SITE REVIEW	Thursday 02/05/26

* 2nd and 4th Thursday

** Conference Room B