

**PLAN COMMISSION APPLICATION**  
**ZONE CHANGE**

10645 Randolph Street  
Winfield, IN 46307

Phone: (219) 662-2665  
Fax: (219) 663-2431  
www.winfield.in.gov



Any Owner or Petitioner must submit the attached application and the **non-refundable** filing fee in the amount specified in the Town of Winfield's Code of Ordinances by the **1<sup>st</sup> business day of the month**. This will begin the process for the Public Hearing. At the Public Hearing, the Commission will make a recommendation to the Town Council.

2<sup>nd</sup> Thursday @ 6:00 pm.....Plan Commission - Request for Public Hearing

2<sup>nd</sup> Thursday @ 6:00 pm of the Next Month.....Plan Commission - Public Hearing

1. Filing a complete application **requires** the following:

- Completed application with an original, notarized signature, from the property owner, along with the required sets of plans
- Completed Affidavit of Ownership with an original, notarized signature of the property owner along with Proof of Ownership
- A list of all property owners within 300 feet of the petition property
- Payment of the filing fee

Failure to include all of these items at the time of filing **may** delay a hearing on your application.

2. After the date for the Public Hearing is approved, the Petitioner is responsible for making sure the following is completed **at least 10 days prior** to the Public Hearing:

- Notice of Public Hearing presented to the Town and published in the Times of Northwest Indiana
- All property owners within 300 feet of the petition property must be mailed a copy of the Notice of Public Hearing by Certified Mail
- Return the signed and notarized Petitioner Affidavit of Public Hearing along with the post-marked Certified Mail receipts and green Domestic Return Receipt to the Town
- Provide the Town with the Proof of Publication from The Times of Northwest Indiana

Failure to meet the requirements of this section **shall** result in a postponement of your Public Hearing.

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**FILING FEE: \$350.00 for a parcel of 1 acre or less; each additional acre or fraction thereof \$3.50**

RESPONSIBILITY OF COSTS: **FILING FEE IS DETERMINED BY TOWN CODE SECTION 150.26 (A).** APPLICANT AND OWNER SHALL BE RESPONSIBLE FOR THE COSTS OF ALL REVIEWS FOR ENGINEERING FEES, LEGAL FEES, ETC. ALSO, THE COST FOR THE CERTIFIED MAILINGS AND PUBLICATION FOR PUBLIC HEARING SHALL BE THE APPLICANT'S RESPONSIBILITY. THE ZONING AND PLANNING ADMINISTRATOR WILL ASSIST IN THE PROCESS FOR THE PUBLIC HEARING.

SUBMIT A PLAT SHOWING THE PROPERTY IN QUESTION AND PROPOSED USE, LOCATION OF BUILDINGS AND SETBACKS, PARKING AREA, DRAINAGE PATTERN, SHOWING THE AVAILABILITY OF SANITARY SEWER OR APPROVAL LETTER FROM THE LAKE COUNTY HEALTH DEPARTMENT FOR SEPTIC USE, ALONG WITH ALL REQUIRED APPROVALS FROM COUNTY HIGHWAY AND OTHER AGENCIES DEEMED NECESSARY FOR PROPER REVIEW OF THE PETITION. IT IS ALSO RECOMMENDED THAT SEVERAL PHOTOGRAPHS OF YOUR PROPERTY AND SURROUNDING PROPERTY BE SUBMITTED WITH THE APPLICATION. A COMPLETE LEGAL DESCRIPTION MUST BE ATTACHED.

IT SHALL BE THE RESPONSIBILITY OF THE PETITIONER OR THE AGENT TO SUBMIT (2) FULL-SIZE (24"X36"), (2) HALF-SIZE (12"X18"), AND (2) COPIES OF ALL DRAWINGS BOUND INTO ONE ELECTRONIC PDF FILE (1 PDF to Town @ [nbellar@winfield.in.gov](mailto:nbellar@winfield.in.gov) & 1 PDF to Town Engineer @ [mduffy@dlz.com](mailto:mduffy@dlz.com)). THE ZONING AND PLANNING ADMINISTRATOR AND/OR TOWN ENGINEER MAY REQUEST ADDITIONAL DOCUMENTS AS NEEDED PRIOR TO THE PUBLIC HEARING.

ADDRESS OF PROPERTY, OR GENERAL LOCATION: \_\_\_\_\_

CURRENT ZONE: \_\_\_\_\_ REQUEST TO: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

AREA OF GROUND (ACRES): \_\_\_\_\_ NUMBER OF LOTS: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PETITIONER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BEING DULY SWORN UPON OATH, [I / WE] DO HEREBY DECLARE THAT THE FACTS AND FIGURES SET FORTH IN THE ABOVE PETITION ARE TRUE TO [MY / OUR] KNOWLEDGE AND BELIEF, AND THAT [I AM / WE ARE] SUBMITTING SUCH FACTS AND FIGURES TO THE PLAN COMMISSION FOR THE PURPOSE OF THIS REQUEST FOR THE ABOVE DESCRIBED REAL ESTATE.

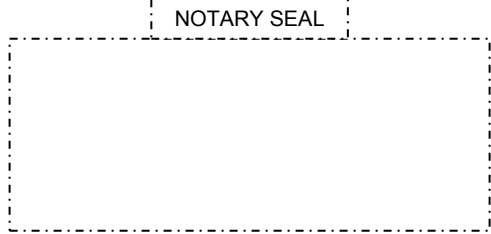
SIGNATURE (S) OF OWNER (S) \_\_\_\_\_ SIGNATURE (S) OF PETITIONER (S) \_\_\_\_\_

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BEFORE THE ABOVE PETITIONER(S) AND OWNER(S) AND ACKNOWLEDGED THE EXECUTION OF THE ABOVE AND FOREGOING INSTRUMENT TO BE TRUE VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN MENTIONED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE



STATE OF \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC PRINTED NAME

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
COUNTY OF RESIDENCE

FOR OFFICE USE ONLY ↓

PC DOCKET #: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_ FEE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

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**AFFIDAVIT OF OWNERSHIP \***

[I / We], being duly sworn, depose and say that [I am / We are] the [owner / owners] of fifty percent (50%) or more of the property involved in this application and that the foregoing signatures, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of [my / our] knowledge and belief.

Name	Address	Signature
Name	Address	Signature
Name	Address	Signature

The correspondent or agent [if different from owner(s)]

Name	Address	Signature
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STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

NOTARY SEAL

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC PRINTED NAME

**\* MUST BE FILED WITH PROOF OF OWNERSHIP  
(EX: DEED, LEASE, ASSESSOR RECORDS) IN FORM ACCEPTABLE TO TOWN ATTORNEY  
FOR EACH PROPERTY OWNER OF THE PARCEL**

**TOWN OF WINFIELD  
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**SAMPLE NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Town of Winfield Plan Commission will hold a Public Hearing on the \_\_\_\_\_day of \_\_\_\_\_, 20\_\_ at 6:00 P.M. at the Winfield Town Hall, 10645 Randolph St., Winfield, IN to consider a Petition for Zone Change from \_\_\_\_\_ to \_\_\_\_\_ filed by \_\_\_\_\_ with regard to the following described real estate located in the Town of Winfield, County of Lake, for property commonly known as \_\_\_\_\_, and legally described as:

**(INSERT LEGAL DESCRIPTION HERE)**

A copy of the petitioner's proposal is on file at the Winfield Town Hall, 10645 Randolph St., in the office of the Zoning and Planning Administrator for the Town of Winfield and can be reviewed during office hours.

Written objections to the proposal may be filed with the Plan Commission at any time prior to the public hearing and/or verbal statements relating to this proposal may be heard at the time and place set forth above. Said hearing may be continued from time to time as necessary.

Interested persons desiring to present their views upon the proposal, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

TOWN OF WINFIELD, INDIANA PLAN COMMISSION

By: \_\_\_\_\_, President

**TO BE PUBLISHED IN THE TIMES OF NORTHWEST INDIANA AT LEAST 10 DAYS PRIOR  
TO THE DATE OF THE PUBLIC HEARING**

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**PETITIONER AFFIDAVIT OF PUBLIC HEARING**

[I / We] \_\_\_\_\_ do hereby certify that notice of public hearing by the Winfield Plan Commission to consider the Petition for Zone Change of \_\_\_\_\_, was certified and mailed to the last known address of each of the property owners living within 300' of the petition property, as found on documentation provided by the petitioner. Said documentation shall be obtained from, but not limited to, the following sources: the office and records of the Lake County Surveyor; the office and records of the Lake County Assessor; the office and records of the Lake County Auditor; the Lake County GIS website; or a title company.

And said notices were served by certified mail on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, being at least ten days prior to \_\_\_\_\_, 20\_\_\_\_, the date of the public hearing in Winfield at 6:00 P.M., as evidenced by the attached certified mail receipts and return cards.

**ATTACH CERTIFIED MAIL RECEIPTS AND RETURN CARDS**

\_\_\_\_\_  
PETITIONER OR AGENT

\_\_\_\_\_  
PRINTED NAME

NOTARY SEAL

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC PRINTED NAME