

**PLAN COMMISSION APPLICATION
PRIMARY PLAT APPROVAL**

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 **1st business day of the month**. All items/information listed in §155.030 (attached) of the Town Code must be submitted with the application. This will begin the subdivision process as illustrated by the attached “Sample Project Timeline.”

- 4th Thursday @ 6:00 pm.....Plan Commission Study Session if needed
- 2nd Wednesday (subject to change) at a time to be determined.....TAC meeting
- 2nd Thursday @ 6:00 pm of the Following Month.....Plan Commission - Request for Public Hearing
- 2nd 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.

Petitioners are urged the review the attached Ordinance sections for other possible requirements. If the subject property is located in a Special Flood Hazard Area (SFHA), as determined by FEMA, Town Ordinance No. 204 will apply.

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RESPONSIBILITY OF COSTS: FILING FEE IS DETERMINED BY TOWN CODE SECTION 150.26 (B). ALL SUBDIVIDER, DEVELOPERS, AND PROPERTY OWNERS SHALL BE RESPONSIBLE FOR THE COSTS OF ALL REVIEWS FOR ENGINEERING FEES, LEGAL FEES, AND ETC. THESE COSTS SHALL BE PAID TO THE TOWN AT THE TIME OF PRIMARY OR SECONDARY PLAT, OR WHEN ANY ADMINISTRATIVE OR PLAN COMMISSION REVIEW AND/OR APPROVAL IS REQUIRED OR NECESSARY BY A SUBDIVIDER, DEVELOPER OR OWNER OF ANY LOTS DIRECTLY BENEFITING FROM IMPROVEMENTS. ALSO, COST FOR THE CERTIFIED MAILINGS AND PUBLICATION FOR PUBLIC HEARINGS SHALL BE THE APPLICANT'S RESPONSIBILITY. 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 & 1 PDF to Town Engineer @ mduffy@dlz.com)

NAME OF SUBDIVISION: _____

OWNER: _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____

SUBDIVIDER: _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____

ENGINEER/SURVEYOR: _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____

GENERAL LOCATION: _____

PRESENT LAND USE: _____ PROPOSED LAND USE: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____ FLOOD INSURANCE REQUIRED- YES or NO: _____

NUMBER OF LOTS: _____ ACRES: _____ DENSITY: _____ UNITS PER ACRE: _____

PROPOSED SUBDIVISION TO BE SERVED WITH:

- | | | |
|--|---|---|
| <input type="checkbox"/> CURB & GUTTER STREETS | <input type="checkbox"/> SANITARY SEWERS | <input type="checkbox"/> PAVED STREETS WITH SHOULDERS & DITCHES |
| <input type="checkbox"/> SEPTIC SYSTEMS | <input type="checkbox"/> INDIVIDUAL WELLS | <input type="checkbox"/> STORM SEWERS |
| <input type="checkbox"/> COMMON WATER | <input type="checkbox"/> SIDEWALKS | <input type="checkbox"/> STATEMENT: HOW SURFACE WATER WILL BE HANDLED |

I HAVE READ AND FULLY UNDERSTAND THE ABOVE REQUIREMENTS AND/OR RESPONSIBILITIES REGARDING THE SUBMITTAL FOR A DEVELOPMENT IN THE TOWN OF WINFIELD.

(PRINT ONLY) (SIGNATURE)

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

NOTARY SEAL

NOTARY PUBLIC PRINTED NAME

STATE OF _____

COUNTY OF _____

COUNTY OF RESIDENCE

THE ZONING AND PLANNING ADMINIISTRATOR WILL ASSIST IN THE PROCESS FOR THE PUBLIC HEARING. THE COST FOR PUBLICATION IN THE NEWSPAPER AND THE CERTIFIED MAILINGS SHALL BE THE RESPONSIBILITY OF THE OWNER OR PETITIONER. A COMPLETE SURVEY AND LEGAL DESRIPTION MUST BE ATTACHED.

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**

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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 Primary Plat Approval of a _____ lot subdivision filed by _____ with regard to the following described real estate located in the Town of Winfield, County of Lake, for property 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 Primary Plat Approval 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