

PETITIONER CHECKLIST

1. Completed petition with material required by Section 520 of the Beverly Shores Zoning Ordinance, and receipt of paid filing fee of One Hundred Dollars (\$100) with nine copies on file in the office of the clerk-treasurer, at least ten days prior to the Preliminary Hearing.

Have you done all of the following;

2. Included a scale plat showing ownership of all properties within 300 feet of the perimeter of subject property which identifies property owners, lot and block numbers (If you are seeking the vacation of an alley you must notify all abutters to the alley between intersecting streets as well).
3. Included a list of property owners with their mailing addresses, lot and block numbers as they are shown in the Porter County tax records (for a fee, a title company can provide and prepare this information for you).
4. Posted notice of Plan Commission and Town Council Public Hearings (Town Council meetings are the 3rd Monday at 7:00 P.M. local time, Plan Commission meetings are the 1st Monday at 6:30 P.M. local time).
 1. in the Chesterton Tribune
 2. at the Post Office
 3. at the Administration Building ten days prior to the Public Hearings
5. Supplied the secretary with the notarized Proof of Posting and Proof of Publication and **paid** receipt from the newspaper and the required list of property owners at least one week prior to the Public Hearing.
6. Supplied written statements from Nipsco, Comcast, AT&T, Michigan City Dep't. Of Water Works, and Town of Beverly Shores – including the Police and Fire Departments, which attest to their approval of the vacation.

Contact information:

Nipsco: Tom Miltenberger, 22 S. State Road 49, Valparaiso, IN 46383; (219) 477-3251

AT&T: Dennis Bunch Outside Plant Engineer, 307 S. Main St., South Bend, IN 46601; (574) 237-8380

Comcast: Rick Walstra, 17 N. Washington, Valparaiso, IN 46383; (219) 462-9990

Town of Beverly Shores, Box 38, Beverly Shores, IN 46301 (219) 872-0046

Michigan City Dep't. Of Water Works, 532 Franklin Street, Michigan City, Indiana 46360, (219) 874-3228

TOWN OF BEVERLY SHORES
PETITION TO PLAN COMMISSION

1. Name of Applicant:

2. Address:

3. Telephone: _____

4. Legal Description of Property:

5. Street Address of Property:

6. Present Zoning: _____

7. Zoning Classification Requested: _____

8. Purpose of Request:

9. As required in Section 520 of the Beverly Shores Ordinance governing Zoning and Subdivision Regulations, the following items have been attached:

- a. copy of deed to property
- b. copy of plat of property
- c. drawing showing property and adjacent uses
- d. receipt from Town Clerk for payment of required fee

I certify the above information to be true and correct.

1. Date Received by Plan Commission _____

2. Date of Preliminary Hearing _____

3. Date of Public Hearing(s) _____

4. Certification of Public Notice Received _____
Date: By-Signature _____

5. Certification of Notice to Abutors Received _____
Date: By-Signature _____

6. Action of Plan Commission:

_____ Approved Date: _____

Stipulations Required: _____

_____ Action Deferred Date: _____

Reason(s) _____

_____ Disapproved Date: _____

Reason(s) _____

I certify this action has been taken in conformance with all requirements of the Beverly Shores Ordinance Regulating Zoning and Subdivisions.

President, Plan Commission

Attest:

Secretary

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Plan Commission of the Town of Beverly Shores, IN. on the _____ day of _____, _____, at 6:30 P.M., local time, in the Town Administration Building, located at 500 S. Broadway in Beverly Shores, IN., will hold a Public Hearing on a petition for the vacation of an _____ pursuant to Section _____ of Zoning Ordinance 208 by _____

The petition is for the vacation of the _____, located at _____

Interested persons desiring to present their views on this petition verbally or in writing, will be heard at the above mentioned time and place.

Said meeting will be continued from time to time as may be necessary. A copy of the petition is on file at the Administration Building (500 S. Broadway) in Beverly Shores, IN. for public examination.

The petition, with a favorable recommendation from the Plan Commission, will be forwarded to the Beverly Shores Town Council on the _____ day of _____, _____, for final approval, at 7:00 P.M. at the Administration Building, 500 S. Broadway, Beverly Shores, IN. 46301.

(petitioner's signature) (date)

NOTE TO PETITIONER

THE PLAN COMMISSION MEETS ON THE 1st MONDAY OF EACH MONTH AT 6:30 P.M. (SUBJECT TO CHANGE)

THE TOWN COUNCIL MEETS ON THE 3RD MONDAY OF EACH MONTH AT 7:00 P.M. (SUBJECT TO CHANGE)

PUBLISH NOTICE IN THE CHESTERTON TRIBUNE
P.O. BOX 919
CHESTERTON, IN. 46304

PHONE 219 926-1131
FAX 219 926-6389
E MAIL ads@chestertontribune.com

WITH A NOTE TO PUBLISHER: PUBLISH ONCE ON _____
(FILL IN THE BLANK WITH THE DATE 10 DAYS BEFORE THE PUBLIC HEARING) AT
THE EXPENSE OF THE PETITIONER _____
(GIVE YOUR NAME AND BILLING ADDRESS) PROOF OF PUBLICATION SHOULD BE
MAILED TO:

THE SECRETARY OF THE PLAN COMMISSION
POB 38
BEVERLY SHORES, IN 46301

PROVIDE RECEIPT FOR PUBLICATION

(NOW SECTION 155.002 OF CODE OF ORDINANCES)

- SECTION 520 AMENDMENTS TO THE ORDINANCE ESTABLISHING ZONING AND SUBDIVISION REGULATIONS
- Section 520.1 Prior to any Ordinance change or amendment the Commission shall give notice and hold a public hearing on the proposed Ordinance change or amendment. At least ten (10) days prior to the date set for hearing the Commission shall have published in one (1) newspaper of general circulation in Porter County the notice of time and place of the hearing.
- Section 520.2 A Petitioner who seeks to amend this Ordinance or other Comprehensive Plan elements shall file such petition with the Plan Commission. Said Petitioner or Petitioners shall consist of the owner or owners of at least fifty per cent (50%) of the area involved in the petition.
- Section 520.3 Nine (9) copies of the petition must be submitted to the Plan Commission.
- Section 520.4 All such petitions not initiated by the Commission itself shall be accompanied by a non-refundable filing fee to defray the administrative and investigative expenses of the Commission, made payable to the Clerk-Treasurer of the Town of Beverly Shores as specified in Section 590.
- Section 520.5 The petition shall include:
- A. The subject of the petition.
 - B. The name(s) and address(es) of the Petitioner(s).
 - C. The name(s) and address(es) of the property owner(s).
 - D. Legal description of the property and common description (Common address).
 - E. The present zoning of the property.
 - F. Covenants running with the property relative to the petition.
 - G. The reason for the petition.

H. Other plats and plans consistent with items A-D.

- Section 520.6 Once the petition has been set for public hearing, all property owners within a three hundred (300) foot radius of the petition site or across the right-of-way shall be notified of the time and place of the public hearing. This shall be done by certified letter at the expense of the Petitioner or by personal contact with said property owners and proof of the contact shall be furnished by the Petitioner. The Petitioner will provide proof that he has conformed to the above at the public hearing.
- Section 520.7 The Petitioner at his expense shall cause the notice or the public hearing to be published in one (1) newspaper of general circulation in Porter County.
- Section 520.8 No petition shall be accepted by the President for hearing unless accompanied by or included with all information, data, statistics, and/or plats.