



# BZA Application Packet

## USE CLASSIFICATION

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City Hall, 801 Michigan Avenue, La Porte, IN 46350

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This application packet is for Use Classification petitions going before the **City of La Porte Board of Zoning Appeals**.

- **Use Classification** – the classification of a land use that is neither listed nor similar to any use in the zoning ordinance.

The applicant must follow the steps listed below for submitting an application to the Office of Community Development & Planning:

### **Step 1: Pre-Application.**

At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (219) 362-8260 or [dheinold@cityoflaportein.gov](mailto:dheinold@cityoflaportein.gov).

### **Step 2: Making Application.**

The applicant must make an appointment with the Administrator in order to file an application by calling (219) 362-8260 or emailing [dheinold@cityoflaportein.gov](mailto:dheinold@cityoflaportein.gov). A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. At this time, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

### Step 3: Application Submittal Checklist

	Use Classification	
1. Application Fee	\$	
2. Electronic Copy	✓	
3. Application Form	✓	
4. Vicinity Map	✓	
5. Aerial Map	✓	
6. Site Plan	✓	
7. Project Summary	✓	
8. Brief Legal Description (as shown on BEACON)	✓	
Attachment D: Standards for Classifying a Use	✓	

1. **Application Fee.** Make checks payable to “City of La Porte”.
2. **Electronic Copy.** Submit PDFs with ALL of the items on the submittal checklist, including the application, maps, lists, plans, project summaries, and other required attachments. Each item should be saved as an individual file and may be submitted via email, flash drive, or CD.
3. **Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
4. **Vicinity Map.** Submit a vicinity map, 8 1/2"x11" in size, showing where the property is generally located in La Porte, making sure major streets are labeled. Scale should be approximately 1:1,000.
5. **Aerial Map.** Submit an aerial map of the subject parcel, 8 1/2" x 11" in size, showing all properties within the notice requirement zone of subject parcel. The map can be obtained from Google Earth or other similar aerial mapping programs. Be sure to highlight the subject parcel.
6. **Site Plan.** Submit a basic site plan, 8 1/2" x 11" in size, showing the basic layout of the proposed development for duplication purposes.
7. **Project Summary.** A Project Summary describing the nature of the application, land use, and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc. if necessary)

8. **Brief Legal Description (as shown on BEACON).** A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings.
9. **Attachment A: Consent of Property Owner.** Property owner needs to sign and complete this form only if property owner is different from applicant. This form must be submitted at the time of application.
10. **Attachment B: Standards for Classifying a Use.** This form must be submitted with the application for Classifying a Use. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

## 2025 Application Schedule

The following table depicts the deadlines for petitions before the City of La Porte Board of Zoning Appeals. Deviations from this schedule are not permitted without requesting approval from the Rules and Procedures.

- **Application Submittal:** The filing deadline is 3:00 pm on the date indicated. Call (219) 362-8260 or email [dheinold@cityoflaportein.gov](mailto:dheinold@cityoflaportein.gov) to make an appointment to file your application. Application meetings are held at La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.
- **Site Review Meeting:** Upon Application submittal, Administrator will determine if project needs site review. Meetings are held at 9:00 am on Wednesday as scheduled. Please fill out [site review application](#) and call or email the Administrator at 219-362-8260 *More complex projects require attendance at site review.*
- **Deadline for Submitting Info/Revisions to the File:** Revisions or additions to the plans and/or file must be submitted by 3:00 pm on the date indicated in order to remain on the current application schedule. Plans shall be submitted to the Department of Community Development & Planning at La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, or by email to [dheinold@cityoflaportein.gov](mailto:dheinold@cityoflaportein.gov).
- **Agenda & Staff Report:** On the date indicated, Agendas & Staff Reports will be mailed to the BZA, Applicant/Owner, and emailed to the required media for public notice requirements.
- **BZA Public Hearing:** Unless otherwise noticed, BZA Meetings are held at 6:00 pm at the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, (219) 362-8260.

Application Submittal Deadline	Site Review	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Agenda & Staff Report Published	Submit Proof of Public Notice	BZA Hearing Date
12/23/2024	1/8/2025	12/31/2024	1/4/2025	1/9/2025	1/7/2025	1/14/2025
1/21/2025	2/5/2025	1/28/2025	2/1/2025	2/6/2024	2/4/2025	2/11/2025
2/18/2025	3/5/2025	2/25/2025	3/1/2025	3/6/2025	3/4/2025	3/11/2025
3/18/2025	4/2/2025	3/25/2025	3/29/2025	4/3/2025	4/1/2025	4/8/2025
4/22/2025	5/7/2025	4/29/2025	5/3/2025	5/8/2025	5/6/2025	5/13/2025
5/20/2025	6/4/2025	5/27/2025	5/31/2025	6/5/2025	6/3/2025	6/10/2025
6/17/2025	7/2/2025	6/24/2025	6/28/2025	7/3/2025	7/1/2025	7/8/2025
7/22/2025	8/6/2025	7/29/2025	7/26/2025	8/7/2025	8/5/2025	8/12/2025
8/19/2025	9/3/2025	8/26/2025	8/30/2025	9/4/2025	9/2/2025	9/9/2025
9/23/2025	10/8/2025	9/30/2025	10/4/2025	10/9/2025	10/7/2025	10/14/2025
10/21/2025	11/5/2025	10/28/2025	11/1/2025	11/6/2025	11/5/2025	11/12/2025
11/18/2025	12/3/2025	11/25/2025	11/29/2025	12/4/2025	12/2/2025	12/9/2025

# Attachment A: Consent of Property Owner

*Property owner needs to sign and complete this form only if different from applicant*

I (we) \_\_\_\_\_  
Name(s)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at:

\_\_\_\_\_  
(Address)

- That I/we have read and examined the Application, and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant ( \_\_\_\_\_ is) ( \_\_\_\_ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

\_\_\_\_\_

STATE OF INDIANA)

) SS:

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

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

\_\_\_\_\_, Notary Public

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

# Attachment B: Standards for Classifying a Use

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Use the following form or attach a separate sheet(s) to explain the Use to be classified. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

### ***Petition Information***

Describe the proposed use of the property (type of use, hours of operation, access, necessary construction, employees, etc.)

### ***Standards for Evaluation***

1. The subject use and its operations are compatible with the uses permitted in the district wherein it is proposed to be located, and are further described as...

2. The subject use is similar to one or more uses permitted in the district within which it is proposed to be located. The best example of a similar use is \_\_\_\_\_ and it is similar in the following ways...

3. The subject use will not cause substantial injury to the values of property in the neighborhood or district within which it is proposed to be located because...

4. The subject use will be designed, located, and operated to protect the public health, safety, and general welfare in the following ways.