



PC Application Packet

PRELIMINARY PLAT

Contact: David Heinold, City Planner

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

Version: January 2025

This application packet is for Preliminary Plat petitions going before the **City of La Porte Plan Commission**.

- **Preliminary Plat** – preliminary approval of a subdivision layout.

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.

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. 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: PC Submittal Checklist

	Preliminary Plat	
1. Application Fee	\$320*	
2. Electronic Copy	✓	
3. Application Form	✓	
4. Vicinity Map	✓	
5. Aerial Map	✓	
6. Drainage Calculations	✓	
7. Plat Plans	✓	
8. Construction Plans	✓	
9. Drainage Calculations	✓	
10. Legal Description and Drawing	✓	
11. Proof of Sewer/Water Service	✓	
Attachment A: Consent of Property Owner	✓	
Attachment B: Project Routing Sheet (<i>with signatures</i>)	✓	
Attachment C: Detail Data Sheet	✓	
Attachment D: Certificate of Sufficiency	✓	
Attachment E: Obligation to Observe	✓	

*NOTE: There is a \$10 per lot fee for each additional lot greater than four lots.

- 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, plans, 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. Legal Description.** A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. A PDF should be provided with the electronic version.

5. **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.
6. **Attachment B: Project Routing Sheet.** Applicant needs to submit this form with the application and drawings for Preliminary Plat. Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the PC and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivision Plats (commercial and residential).
7. **Attachment C: Detail Data Sheet.** Applicant needs to complete this form and submit with Preliminary Plat.
8. **Attachment D (Certificate of Sufficiency) and E (Obligation to Observe).** Applicant needs to complete both of these forms as instructed in each of the attachments within this packet.
9. **Preliminary Plats.** Submit 3 full-size sets and 2 sets that are 11"x17". See detailed information for "Preliminary Plats in the Subdivision Ordinance as well as the "Plan Format Guidelines" contained in this packet.
10. **Proof of Sewer/Water Service.** Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.

2025 Application Schedule

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

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	PC 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

- **Application Submittal:** The filing deadline is 3:00 pm on the date indicated. Call (219) 362-8260 or email 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 if project needs 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.
- **Notice for Newspapers.** The notice for newspapers must be submitted to appropriate newspaper publications a minimum of ten (10) days in advance of the public hearing as specified in meeting deadlines.
- **Notice for Property Owners.** The notice for adjacent property owners must be mailed to all adjacent property owners to the subject property a minimum of ten (10) days in advance of the public hearing as specified in the meeting deadlines.
- **Form 1: Affidavit of Notification to Adjacent Property Owners.** Submit this Form 1 seven (7) days prior to the public hearing along with proof of publication and proof of mailing.
- **Form 2: Adjacent Property Owners Notified by Mail.** If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary. Submit this Form 2 seven (7) days prior to the public hearing.
- **Public Notice Sign:** A public notice sign will be posted by City Staff on the subject property visible from the road at least ten (10) days prior to the public hearing.

Plan Format Guidelines

All Preliminary Plats shall be submitted under the seal and signature of a Professional Engineer or Registered Land Surveyor licensed to practice in the State of Indiana. All sheets shall be 24" x 36" size and drawn to scale (at a minimum 1" = 50' and a maximum 1" = 10' with the exception of the maps on Sheet One and Preliminary Plat) unless otherwise approved by the Administrator containing at least the information listed on the applicable Sheet:

Title Sheet:

- Name of project/development.
- A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry.
- A key or vicinity map at a scale of one (1) inch equals four hundred (400) feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located.
- Name and address of the owner, developer, and person who prepared the plans.
- Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable.
- Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references.
- Boundary lines of adjacent tracts of land, showing owners of record.
- Existing zoning of the subject land and all adjacent lands.
- Reference to proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations.
- Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing.
- Cite the date of the Zoning Ordinance that is in effect at the time this project was submitted.

Preliminary Plat:

The preliminary plat shall be clearly and legibly drawn either in India ink on tracing cloth or prepared by some other process of comparable quality. The size of the map shall not be less than 12 inches by 18 inches. The plat of a subdivision containing six acres or less shall be drawn to a scale of one inch equals 50 feet. All other subdivisions shall be drawn to a scale of one inch equals 100 feet.

- Name of the subdivision; location by section, government, township, range, civil township, county, state, scale, date and north point;
- All plat boundaries with length of courses to 0.01 foot and bearing to half minutes. When required by the City Engineer, all calculations and field notes shall be submitted;
- Bearings and distances to the nearest established street lines, section corners or other recognized permanent monuments, which shall be accurately described on the plat;
- Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and bearings;
- Names of streets within, adjoining or abutting the plat;
- Length of all arcs, chord and chord bearings, radii, internal angles, points of curvature and tangent bearings;
- All easements for rights-of-way provided for public services or utilities, and any limitations of such easements;
- All lot numbers and lines, with accurate dimensions in feet and hundredths of a foot, and with bearings or angles to street and alley lines;
- Accurate location of all concrete monuments which shall be placed as required in this article;
- Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon;
- Building setback lines, with dimensions; and
- When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the width at the building lines shall be shown.

Section 1 - Existing Site Conditions:

- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
- Existing contours based in U.S.G.S. datum with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). Elevations shall be based on sea level datum.
- The water elevation at the date of the survey of lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such lakes, streams, or designated wetlands. The plan shall also show the contour line of the regulatory flood (100-year flood) elevations and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum.

Section 2 – Proposed Site Conditions:

- Locations, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low area subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject to flooding, permanent building, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
- Building setback lines, showing dimensions.
- Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, including basin mapping. The standard for drainage detention is that the run-off rate of a 100-year post-development event cannot exceed the rate for a 10-year predevelopment event.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). The plan shall also show the contour line for the floodway fringe boundary.
- Show the location and detail plans for all trash dumpsters.
- Show the location and detail plans for street name signs, traffic regulatory signs, streetlights, and traffic signals.

Section 3 – Erosion Control Plan:

- Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%).
- Details of terrain and area drainage, including the identity and location of watercourses, intermittent and perennial streams, receiving waters, and springs, and the total acreage of land that will be disturbed.
- The direction of drainage flow and the approximate grade of all existing or proposed streets.
- Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be constructed with, or as part of, the proposed project, together with a map showing drainage area, the complete drainage network, including outfall lines and natural

drainage ways which may be affected by the proposed development, and the estimated runoff of the area served by the drains.

- A description of the methods to be employed in disposing of soil and other material that is removed from the grading site, including the location of the disposal site.
- Measures for soil erosion and sediment control which must meet or exceed the methods and standards adopted by the Indiana Department of Natural Resources and/or set forth in the Indiana Handbook for Erosion Control in Developing Area and which must comply with the design principles, performance standards, and requirements set forth in this chapter.
- A schedule of the sequence of installation of planned erosion and sediment control measures as related to the progress of the project, including the total area of soil surface that is to be disturbed during each stage, the anticipated starting and completion dates, and a schedule for the maintenance of such measures.
Include the following notes on the sheet:
- “All erosion control practices shall be in accordance with the IDNR Indiana Handbook for Erosion Control in Developing Areas: dated October 1992 and the SCS Field Office Technical Guide.”
- “The Administrator, La Porte County Surveyor, and other applicable departments have the right to require additional erosion control measures in the field as conditions warrant.”
- Copies of the letter of intent and response from the La Porte County Soil and Water Conservation District office for Rule 5 compliance, when required.
- Any other information reasonably required by the Plan Commission or Administrator to properly evaluate the plan.

Section 4 – Landscape and Parking:

- A landscape plan prepared to the standards specified in the applicable Zoning Ordinance.
- Include a chart identifying the required planting materials and the proposed planting materials.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Include a chart identifying the quantity of required parking spaces and the quantity of proposed parking spaces.

Section 5 – Lighting Plan:

- Include a complete photometric plan for the site.

All Sheets

All sheets shall contain the following information:

- The proposed name by which the project shall be legally and commonly known.
- Date of survey, scale, and north point.
- All lots or out lots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
- Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans.
- Such other information as may be deemed necessary for proper review of the site development plan by the Administrator, City Engineer, La Porte County Surveyor, and/or Plan Commission.
- All necessary reference points tying the subject property to the appropriate section corners.
- Each sheet shall be sealed and signed by the professional preparing the drawings.
- All sheets shall be tied to state plane coordinates for horizontal and vertical controls.

Other Submittals

The Applicant shall be required to submit written documentation of the following, when applicable or requested by the Administrator:

- Utility encroachment approvals.
- Traffic study to determine impact on roadways.
- La Porte County Drainage Board approval.
- Other local, state, and federal approvals/permits, including other City boards, commissions, or departments.
- Inspection and testing agreements.
- Outside reviews as required by the City.

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: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the PC and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivision Plats (commercial and residential).

Applicant Name _____
Developer Name _____
Firm Preparing Plans _____
Contact Number _____

La Porte Planning <i>Comments:</i>	(219) 362-8260	Date of Meeting: _____	Initials: __
La Porte Engineering <i>Comments:</i>	(219) 362-2327	Date of Meeting: _____	Initials: __
La Porte Wastewater <i>Comments:</i>	(219) 362-2354	Date of Meeting: _____	Initials: __
La Porte Water <i>Comments:</i>	(219) 326-9540	Date of Meeting: _____	Initials: __

Attachment C: Detail Data Sheet

1. Acreage

Total Acreage _____

Proposed Private Acreage _____

Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____

Units per Acre _____

Estimated Population _____

3. Utilities to Serve the Development

- Sanitation _____
- Water _____
- Electric _____
- Other _____
- Other _____
- Other _____

4. Private Ownership: List any improvements to be owned and maintained privately (and by whom):

5. Performance Guarantees: For which of the following improvements do you anticipate submitting performance guarantee?

- Streets
- Signs and Monuments
- Sanitary Sewers
- Off-Site Sewers
- Storm Sewers
- Off-Site Drainage
- Sidewalks
- Other _____
- Other _____

Attachment D: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application.
This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING:

DATE OF PLANS: _____

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

_____ Surveyor _____ Engineer _____ Architect

Indiana Registration Number _____

Attachment E: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application.
This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING:

DATE OF PLANS: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the La Porte Plan Commission and/or the La Porte County Surveyor's Office.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

_____ Surveyor _____ Engineer _____ Architect

Indiana Registration Number _____

Notice for Newspapers

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as with the brief legal description of

have filed a petition before the City of La Porte Plan Commission requesting a:

Preliminary Plat

for the said property in order to:

This petition will come for hearing at or after 6:00 pm in the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, on_____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator at (219) 362-8260 by 10:00 am, Friday, preceding the meeting to make any necessary arrangements. The petition and file on this matter is available for examination by contacting the Administrator at (219) 362-8260 or email dheinold@cityoflaportein.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the Plan Commission members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to the City Planner, David Heinold at dheinold@cityoflaportein.gov, La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.

Petitioner: _____

Notice for Property Owners

Include with the mailing: 1) Basic Site Plan, 2) Written Narrative, and 3) Attachment D

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____ with the brief legal description of _____, have filed a petition before the City of La Porte Plan Commission requesting a:

Preliminary Plat

for the said property in order to:

This petition will come for hearing at or after 6:00pm in the La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350, on _____, 20_____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator at (219) 362-8260 by 10:00 am, Friday, preceding the meeting to make any necessary arrangements. The petition and file on this matter is available for examination by contacting the Administrator at (219) 362-8260 or email at dheinold@cityoflaportein.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the Plan Commission members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to the City Planner, David Heinold at (dheinold@cityoflaportein.gov), La Porte City Hall, 801 Michigan Avenue, La Porte, IN 46350.

Petitioner: _____

Form 1: Affidavit of Notification

Submit this Form seven (7) days prior to the hearing along with proof of publication.

I (we) _____

After being first duly sworn, depose and say:

- That I have sent advertisement for such petition to the legal newspapers for the City of La Porte as required by Indiana Code 36-7-4-706 and 5-14-1.5; and
- That the proof of publication for each legal newspaper are included as a part of this Affidavit.

And further the Affiant sayeth not.

STATE OF INDIANA)

) SS:

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

_____, Notary Public

My Commission expires: _____

County of Residence: _____

Form 2: Adjacent Property Owners Notified by Mail

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Submit this Form 2 at least seven (7) days prior to the public hearing.

Name and Address of Sender		Type of Mail: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY		
	Name & Address	Postage		Remarks
Total number of pieces listed by sender:		Total number of pieces received at Post Office:		POSTMASTER, per <i>(Name of receiving employee)</i>
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:				of

