

## **INSTRUCTIONS FOR FILING A PETITION BEFORE THE BEVERLY SHORES PLAN COMMISSION**

The information contained in this checklist will assist the Applicant in filing a petition before the Beverly Shores Plan Commission.

A PETITION FOR AMENDMENT to Chapter 155: ZONING AND SUBDIVISIONS or the COMPREHENSIVE PLAN shall be filed with the Beverly Shores Clerk Treasurer within ten (10) days prior to the Preliminary Hearing (“Application Deadline”). The Clerk Treasurer will then submit the application to the President of the Plan Commission. This Application Deadline will be considered met upon submission of completed application and application fee.

As the Applicant you are responsible for providing all documents required (“Application Packet”) for the petition no later than five (5) business days before the date of the Plan Commission Preliminary Hearing. All information and documents must be accurate. The President of the Plan Commission will review the submitted documents. If it is determined that the petition is incorrect or incomplete, the President will notify the Applicant of the deficiency and schedule the request for the next Plan Commission meeting following receipt of a complete Petition.

It is strongly recommended that the Applicant begin collecting the necessary documents to submit as early as possible so that incomplete or incorrect submissions may be resolved without delay. A list of required documents is found below. Please submit nine (9) paper copies plus one (1) digital copy of your application and supporting documentation prior to the scheduled Preliminary Hearing.

Applicant is further advised to thoroughly review the Rules of Practice and Procedure of the Plan Commission and the Beverly Shores Zoning and Subdivisions Ordinance. Applicant may submit information other than that which is required by this Checklist or the Beverly Shores Zoning Ordinance that Applicant believes would be helpful to the Plan Commission in considering this matter.

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**DOCUMENT CHECKLIST FOR PETITION:**

In order for an Application Packet to be considered complete it must include at a minimum the following:

\_\_\_ APPLICATION FEE in the amount of \$100.00 payable in cash or personal check or money order payable to Town of Beverly Shores and delivered to the Clerk's Office.

\_\_\_ COMPLETED APPLICATION. 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; and
- \_\_\_ (h) Other plats and plans consistent with (a) through (d).

For a petition advancing to a public hearing, the following additional requirements must be met:

\_\_\_ SURROUNDING PROPERTY OWNER LIST. The names and addresses of all the property owners within 300 feet in all directions from the lot lines of the subject property shall be provided together with a scaled drawing of the 300-foot radius from the lot lines of the subject property. Information concerning the owners of property within 300 feet can be obtained through a title company or the Porter County Assessor's Office. Owners of the property within a 300-foot radius of each of the lot lines of the subject property must receive notice of your Petition and the scheduled Public Hearing.

\_\_\_ SURROUNDING PROPERTY OWNER NOTIFICATION. Applicant shall mail written notice postage prepaid by CERTIFIED MAIL RETURN RECEIPT REQUESTED to all property owners within 300 feet and postmarked no later than ten (10) prior to the date of the public hearing. The Applicant will bring all the original certified and USPS Form 3811 ("green cards") to the Plan Commission hearing. If you do not provide proof that you mailed notices to property owners within 300 feet, the public hearing may not be held and the request may be denied, delayed, or revoked at some later date.

\_\_\_ PUBLICATION NOTICE. No later than ten (10) days prior the date of the Plan Commission public hearing, the Applicant is required to publish written notice of the Plan Commission public hearing in a newspaper in general circulation in Porter County, Indiana. Applicant shall deliver proof of publication to the Plan Commission at the public hearing. Such notices shall announce the date, time, and place of the hearing, the nature and purpose of the proceeding, it shall describe the property or premises concerned both by legal and general description, and shall state with

sufficient clarity the amendment, permit, approval or relief sought through the proceedings of which notice is given. A publisher's affidavit shall be filed showing proof of publication.

\_\_\_\_\_ **APPLICANT'S AFFIDAVIT OF NOTICE.** The Applicant is required to post written notice of the Plan Commission public hearing in a conspicuous place at the Beverly Shores Administration Building and the Beverly Shores Community House Library no later than ten (10) days prior to the date of the Plan Commission public hearing. Applicant shall execute an affidavit indicating the notice has been posted and deliver it to the Plan Commission at the public hearing. If you do not deliver proof that the notice was properly posted, the public hearing may not be held and the request may be denied, delayed, or revoked at some later date.

Beverly Shores, Indiana

ADVISORY PLAN COMMISSION

Rules of Procedure

ARTICLE I. AUTHORITY AND DUTIES

Section 1. The Beverly Shores Plan Commission (hereinafter called "Commission") exists as an advisory plan commission under the authority of IC 36-7-4-202 and Chapter 15 of the Town Code of Beverly Shores, Indiana, and any amendments of IC 36-7-4-401.

Section 2. The duties of the Commission shall be those set forth in IC 36-7-4-400 et al., and such other responsibilities as may be required by state statute or town ordinance.

ARTICLE II. OFFICERS, MEMBERS AND EMPLOYEES

Section 1. The Commission shall consist of seven (7) voting members, appointed in accordance with I.C. 36-7-4-207.

Section 2. At its first regularly scheduled meeting in each calendar year, the Commission shall elect from its membership a President and a Vice President. Each shall serve during the period of their membership on the Commission for the balance of the calendar year.

Section 3. The Vice President shall have authority to act as President of the Commission during the absence or disability of the President.

Section 4. Upon resignation or replacement of the President or Vice President as a member of the Commission, the commission shall elect a successor at its next regularly scheduled meeting.

Section 5. The Commission may appoint and fix the duties of the Secretary, who is not required to be a member of the Commission. The Secretary shall be charged with such duties as required under state statutes, town ordinances, and these rules.

Section 6. If a vacancy occurs among the members of the Commission, the appointing authority shall appoint a member for the unexpired term of the vacating member. The appointing authority shall be notified in writing by the Secretary when a member has been absent for three (3) consecutive meetings of the Commission. Such absences may constitute cause for removal from the Commission by the appointing authority under IC 36-7-4-220(c). A Plan Commission member may also be removed for cause as provided in IC 36-7-4-218(f).

Section 7. The Commission may appoint such employees as are necessary to the discharge of the duties of the Commission. Within its budget allotment, the Commission may fix the compensation of such employees in conformity with salaries and compensation fixed up to that time by the Town Council.

Section 8. Within its budget allotment, the Commission may contract for special or temporary services and for legal counsel.

### ARTICLE III. MEETINGS

Section 1. The meetings of the Commission shall be called by the President of the Plan Commission as required. The regular meetings of the Plan Commission shall be scheduled on the first Monday of each month, as necessary, starting at 6:30 pm. The location of the meeting shall be in Beverly Shores Administration Building located at 500 S. Broadway, Beverly Shores, Indiana. If the Administration Building is not available, the meeting will be held at the "Community House" located on Service Ave. adjacent to the Administration Building. All meetings and participation by members shall be in person, except as authorized by the "Electronic Participation Policy for Public Meetings" adopted by the Commission and authorized by I.C. 5-14-1.5. If the date of a regular meeting falls on a legal holiday, or if it is otherwise inconvenient or unnecessary to conduct the meeting at that time or place, the President may set an alternate date, time or place for the regular meeting, or may cancel the meeting with the consent of the members of the Commission, provided that the notice requirements of I.C. 5-14-1.5 are satisfied.

Section 2. Special meetings may be called by the President or two (2) members of the Commission upon written request to the Secretary. The Secretary shall send to all members, at least three (3) days before the special meeting, a written notice fixing the time and place of the meeting. Written notice is not required if:

- a. The date, time and place of the special meeting are fixed in a regular meeting;
- b. All members of the Commission are present at that regular meeting; and
- c. The Secretary complies with the notice requirements of I.C. 5-14-1.5.

Section 3. The order of business at regular meetings shall be:

- a. Call to Order
- b. Roll Call
- c. Consideration of Minutes of Previous Meeting(s)
- d. Public Hearing
- e. Old Business
- f. New Business
- g. Adjournment

Section 4. The President of the Commission shall determine the agenda, preside over meetings, decide questions of order, subject to appeal by Commission members, and preserve decorum in the meeting room. The President shall pronounce the decisions of the Commission for purposes of recording in the minutes. The agenda shall be either posted at the office of the Clerk Treasurer or provided to residents of the Town through the email chain by the Clerk Treasurer.

Section 5. No one who is not a member of the Commission shall be permitted to address the Commission except by request and with consent of the President.

## ARTICLE IV. OFFICIAL ACTION

Section 1. A majority of the members of the Commission shall constitute a quorum. Action of the Commission shall not be official unless it is authorized at a regular or properly called special meeting by a majority of the entire membership of the Commission.

Section 2. Decisions of the Commission shall be by voice vote of the members. All members present shall vote on every question unless they are permitted to abstain by the presiding officer, or, in the case of a zoning matter, have disqualified themselves because of a conflict of interest as defined under Section 3 of this Article.

Section 3. No member of the Commission shall participate in a hearing, discussion, or decision of the Commission upon any zoning matter in which the member has a direct or indirect financial interest. A "zoning matter" does not include the preparation or adoption of a comprehensive plan. A member shall declare his or her known conflict of interest. The Commission shall enter into its records the fact that the member has such a disqualification.

Section 4. In the event a majority vote of the Commission cannot be achieved due to absences, permitted abstentions, or disqualifications, the matter shall be rescheduled for the next regular meeting at the request of any Commission member, a petitioner or a remonstrator.

Section 5. Any member of the Commission who voted with the majority may call for a reconsideration of any vote at the same meeting of the Commission at which it passed, and if sustained by a majority of the votes, the reconsideration shall be ordered.

## ARTICLE V. MINUTES AND RECORDS

Section 1. The Secretary of the Commission shall maintain minutes of its meetings. The minutes shall include the vote of each member on each question presented or indicate that the member is absent, abstaining with permission, or not voting because of a disqualification.

Section 2. The minutes shall be presented to the Commission for approval at the next succeeding regular meeting.

Section 3. The minutes of Commission meetings shall be posted to the Town's web site and all records filed in the office of the Commission that are public records, as defined by I.C. 5-14-3.

## ARTICLE VI. PUBLIC HEARINGS

Section 1. The Commission shall hold such public hearings as are required by state statute and the Town Code. The Commission may hold additional hearings at such times and places upon such notice as it considers necessary.

Section 2. A petitioner who seeks to vacate a plat, amend the zoning ordinance, subdivision ordinance, comprehensive plan or other matter under the jurisdiction of the Commission shall file a petition with the Secretary of the Commission at the Town Clerk-Treasurer's office. Nine (9) copies, including one (1) electronic copy, of the petition, application

or plats must be filed with the Commission at least ten (10) days prior to the next regularly scheduled Commission meeting. Petitions filed too late to comply with this section shall be heard at the next succeeding regular meeting of the Commission. However, the Commission may waive the requirements of this section by a unanimous vote of the members present, upon a showing that an emergency exists. The purpose of this section is to enable the members to examine and study the pending petitions and to conduct any investigation deemed advisable.

Section 3. All 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 § 155.065.

Section 4. 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.

Section 5. The Petitioner shall include with every petition requiring a public hearing a scale map showing the location and ownership of property within 300 feet of all sides of the perimeter of the property which is the subject matter of the petition as those owners are shown of record in the office of the Recorder of Porter County, Indiana.

Section 6. The Commission may require additional information, data, statistics, or plats beyond those established by statute or ordinance which are deemed necessary for determination by the Commission.

Section 7. If the Commission finds that the petition is in good order with sufficient information, it shall be set a time for a public hearing on the matter and the petitioner(s) shall provide public notice in accordance with IC 5-3-1.

Section 8. The petitioner shall prepare the legal advertisement of the public hearing for the approval of the Commission and shall bear the expense of the advertising costs. In addition, the Commission shall have discretion to require the petitioner to notify by certified letter all persons deemed by state statute and by the Commission to be interested parties at least ten (10) days before the date of the public hearing, pursuant to Article VII. At the public hearing, the petitioner shall provide proof that he or she has complied with this requirement.

## ARTICLE VII. NOTICE REQUIREMENTS FOR PUBLIC HEARINGS

Section 1. A notice of a public hearing required by state statute or town ordinance shall contain as a minimum the following information:

- a. Docket number and the substance of the matter to be heard
- b. General location by address or other identifiable geographic characteristic of the property
- c. Name of the person, agency or entity initiating the matter to be heard
- d. Time and place of the hearing
- e. Statement that the petition may be examined at the Clerk Treasurer's office
- f. Statement that any person may offer verbal comments at the hearing or may file written comments prior to or at the hearing
- g. Any other information which may be required by law to be contained in such notice.

Section 2. For the purposes of an initial or replacement zoning ordinance or a subdivision control ordinance or any amendments thereto, all citizens of the Town are interested parties. The Commission is required to provide for the publication of notice pursuant to IC 36-7-4-604 at least ten (10) days prior to the public hearing and to post copies of the notice in at least two (2) public places in the Town, namely the Administration Building and the library at the Community House located on Service Ave.

Section 3. For the purposes of an amendment to the zoning map initiated by property owner(s), interested parties are determined to be all persons with a legal interest in the property and all owners of real property within a distance of three hundred (300) feet. Such parties are to receive written notice by certified mail. Notice of Amendments to the zoning map initiated by Commission or Town Council action shall be given as provided in Section 2.

Section 4. For the purposes of approving or vacating a plat, all owners of land in the plat and all owners of real property within a distance of three hundred (300) feet of the property to be platted or vacated are interested parties and shall receive written notice by certified mail.

Section 5. The petitioner at his or her expense shall cause the notice of the public hearing to be published in one (1) newspaper of general circulation in Porter County.

Section 6. The petitioner shall be required to submit nine (9) copies, including one electronic copy, of proposed findings of fact in support of the above no later than ten (10) days before the public hearing is set on the rezoning petition. The proposed findings of fact must be filed with the Secretary of the Commission at the office of the Clerk-Treasurer. Proposed findings of fact filed too late to comply with this Section may subject the petitioner to having the public hearing continued.

## ARTICLE VIII. PROCEDURE FOR PUBLIC HEARING

Section 1. The conduct of a public hearing shall be as follows:

- a. The Commission President shall call for the reading of the petition;
- b. The petitioner shall present the facts and arguments in support of his or her case;
- c. The Commission may question the petitioner;
- d. The Commission President shall open the public hearing;
- e. Each of those who support or oppose the petition shall have one opportunity to speak. To do so, one must address the Chair and be recognized before speaking on the subject of the petition:
- f. The proponent or remonstrator must give his or her name and address; and
- g. The President may limit a duly recognized speaker's time.
- h. The President shall close the public hearing after the Commission has adequately heard from the remonstrators and proponents;
- i. The President shall call for the reading of written comments in support or remonstrances by the Secretary;
- j. The petitioner may summarize arguments;
- k. The Commission may question further;
- l. In the presentation of a case the burden shall be upon the petitioner to supply all information including charts, plats, diagrams and other exhibits necessary for a greater understanding of the issue;
- m. The Commission will then have the opportunity to discuss the evidence and arguments;
- n. The President will call for a roll call vote.

Section 2. Every person appearing before the Commission shall abide by the order and directions of the President. Discourteous, disorderly, or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and those responsible for the action shall be removed from the premises.

Section 3. All petitioners must share the burden of proving the following points to the satisfaction of the Commission:

- a. That there was an error in the original zoning of the property when the chapter was adopted; or
- b. That the character of the area under consideration has changed either through technological advances or developmental changes; and
- c. That a change of zoning will not be injurious or detrimental to the surrounding property values; and

- d. That if the change is granted it would promote orderly community growth; and
- e. That the petition will not create spot zoning which will confer a special benefit on a relatively small tract without commensurate benefit to the community.

Section 4. The Commission, at its discretion, may continue or postpone the hearing of any case upon an affirmative vote of a majority of the Commission.

Section 5. In making its decision, the Commission shall pay reasonable regard to:

- a. The Comprehensive Plan;
- b. Current conditions and the character of current structures and uses in each district;
- c. The most desirable use for which the land in each district is adapted;
- d. The conservation of property values throughout the town; and
- e. Responsible development and growth.

In light of those considerations, the Commission shall decide whether or not the proposed change meets the following standards:

- a) That the proposed change will not adversely affect the community;
- b) That the zoning district will not be disrupted or destroyed;
- c) That the topography, soil condition and other physical features of the land involved are suitable for the proposed use and zoning change; and
- d) That the proposed land use will not have an adverse effect upon the surrounding land.

#### ARTICLE IX. FINAL DISPOSITION OF CASES

Section 1. The Commission has exclusive jurisdiction over subdivision platting and planned unit developments. The final disposition of any other case shall be in the form of a Recommendation to the Town Council setting forth the findings and determinations of the Commission, together with any modification, specification of limitation which it makes.

Section 2. The Commission may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner has failed to appear at two (2) consecutive meetings, the case may be dismissed for lack of prosecution.

Section 3. Following the publication of notice for any public hearing, until the conclusion of the hearing, a petitioner may not withdraw the matter to come before the public hearing without the approval of the Commission.

Section 4. A case which has been withdrawn by the petitioner shall not be again placed on the docket for consideration until three (3) months after the date of withdrawal.

Section 5. A case which has been decided adversely to the petitioner shall not again be placed on the docket for consideration until twelve (12) months after the date of decision previously rendered notice by certified mail.

Section 6. In those cases where the Commission's recommendation is advisory, the petitioner may request that the adverse recommendation be brought before the Town Council for its consideration. The Commission's recommendation, either favorable or adverse, may be overturned by the Town Council under I.C. 36-7-4-609.

#### ARTICLE X. RECONSIDERATION

Section 1. If the Town Council rejects or amends a proposal to adopt a replacement zoning ordinance or to amend or partially repeal the text (not a zone map) of the zoning ordinance, the proposal shall be returned to the Commission for its consideration with a written statement of reasons for rejection or amendment. The Commission has forty-five (45) days in which to consider the rejection or amendment and report to the Town Council as follows:

- a. If the Commission approves the amendment or fails to act within the forty-five (45) day period, the ordinance stands as passed by the Town Council as of the date of the filing of the Commission's report of approval with the Town Council or the end of the forty-five (45) day period.
- b. If the Commission disapproves the rejection or amendment, the action of the Town Council on the original rejection or amendment stands only if confirmed by another vote of the Town Council with forty-five (45) days after the Commission certifies its disapproval. If the Town Council fails to confirm its action under this clause, then the ordinance takes effect as it was originally certified by the Commission.

Section 2. In the event that a petition for rezoning filed by property owner(s) to amend the zoning map is rejected by the Town Council in one of the manners provided in I.C. 36-7-4-608 the Commission may not further consider said petition for a period of twelve (12) months after rejection.

#### ARTICLE XI. SECONDARY PLAT APPROVAL

Section 1. Pursuant to I.C. 36-7-4-708, the Building Commissioner shall determine if all improvements and installations have been constructed and completed as required by the Subdivision Control Ordinance and shall report that determination to the Commission before it grants secondary approval to any plat.

Section 2. No occupancy permits shall be issued for any subdivision or planned unit development until a copy of the recorded plat is filed with the Building Commissioner.

ARTICLE XII. COMMITTEES

Section 1. The President, with the approval of the Commission, may establish such committees as deemed to be necessary and desirable. The purposes and terms of such committees shall be specified at the time of their establishment.

Section 2. Members of committees shall be appointed by the President.

ARTICLE XIII. AMENDMENTS

Section 1. Amendments to these rules of procedure may be made by the Commission at any regular or special meeting upon the affirmative vote of a majority of the members of the Commission. The suspension of any rule may be ordered at any meeting by a two thirds (2/3rds) vote of the quorum.

ARTICLE XIV. REPEAL

All previous rules and regulations heretofore adopted by the Beverly Shores Plan Commission are hereby expressly repealed, as of the effective date of these rules.

Rules of Procedure of the Beverly Shores Plan Commission of Porter County, Indiana, approved by the affirmative vote of seven members of said Commission at the regular meeting of the Commission held on the 7<sup>th</sup> day of MARCH, 2022.

By: Gregory R Lyman  
GREGORY R LYMAN  
Printed Signature

Its: President

ATTEST:

Ellen Hunslet  
Its Secretary

## BEVERLY SHORES PLAN COMMISSION

### ELECTRONIC PARTICIPATION POLICY FOR PUBLIC MEETINGS

This Policy shall govern electronic participation in public meetings by the plan commission members, all in accordance with House Enrolled Act 1437 (2021) and Indiana Code chapter § 5-14-1.5.

1. **Minimum number physically present:** Except in cases of disaster or emergency, at least fifty percent (50%) of board members must be physically present at a meeting.
2. **Simultaneous communication required to participate:** Board members who participate in a meeting by electronic communication must use an electronic means of communication that allows all participating board members to simultaneously communicate with one another.
3. **Video and audio required to vote:** A board member participating by electronic communication shall not vote on any item during a meeting unless that member is using an electronic means of communication that is displaying video of the member in addition to transmitting audio.
4. **Public broadcast:** If any board member is participating by electronic communication during any meeting open to the public and not in executive session, the meeting shall be broadcast by electronic means to allow the public to attend and observe the meeting without being physically present.
5. **Roll call vote required:** If any board member is participating by electronic communication during any meeting open to the public and not in executive session, and eligible to vote under section 3 of this policy, all action shall be decided by roll call vote.
6. **Annual limit:** A board member may not attend more than half of the board's meetings in a calendar year by electronic means of communication, except for the circumstances set out in 9 below.
7. **Consecutive limit:** A board member may not attend more than two (2) consecutive meetings by electronic means of communication, except for the circumstances set out in Section 9 below.
8. **Physical attendance requirement:** If a board member attends two (2) consecutive meetings by electronic means of communication, that member must physically attend at least one (1) meeting before attending another meeting by electronic means, except for the circumstances set out in Section 9 below.
9. **Exceptions:** The limits of attendance by electronic means of communication set for in Sections 6, 7, and 8, shall not apply in the follow situations:
  - a. Military service of the board member;
  - b. Illness or other medical condition of the board member;
  - c. Death of a relative of the board member; or
  - d. Emergency involving actual or threatened injury to persons/property.
10. **Meeting minutes:** If any board member is member is participating by electronic communication during any meeting, the minutes shall include the following:
  - a. Statement of the names of each member who was physically present;

- b. Statement of the names of each member who participated by electronic means, and identify the electronic means used by the member;
- c. Statement of the names of any member who was absent; and
- d. Identify the electronic means of communication by which the public was able to attend and observe the meeting.


**11. No electronic participation permitted:** A board member may not participate by electronic means in any meeting involving final action on any of the following:


- a. Budget adoption;
- b. Reducing personnel;
- c. Initiating a referendum;
- d. Establishing or increasing a fee;
- e. Establishing or increasing a penalty;
- f. Using eminent domain authority; or
- g. Establishing, raising, or renewing a tax.

**12. Emergency exceptions:** In the event an emergency is declared by the Governor of Indiana under Ind. Code § 10-14-3-12, or a local disaster emergency is declared by the Town Council President under Ind. Code § 10-14-3-29, board members are permitted to participate in a meeting by electronic means of communication without restriction on the number of members participating, annual limit, or consecutive limit. Electronic participation during an emergency is subject to the following requirements:

- a. At least a quorum of board members participate in the meeting by electronic means of communication or in person;
- b. The public is able to simultaneously attend and observe the meeting, except for executive sessions;
- c. The minutes or memoranda of the meeting:
  - i. State the names of each member who participated by electronic
  - ii. means, and identify the electronic means used by the member; ii. State the names of any member who was absent; and
  - iii. Identify the electronic means of communication by which the public was able to attend and observe the meeting.
- d. All votes in a meeting where a member is participating by electronic means of communication must be done by roll call vote.

Adopted by the Beverly Shores Plan Commission on the 7<sup>th</sup> day of June, 2021, approved by the affirmative vote of 6 commissioners at the regularly scheduled meeting on the above date.

  
\_\_\_\_\_  
Gregory Lyman,  
President of the Plan Commission

  
\_\_\_\_\_  
Ellen Hundt,  
Recording Secretary

**ADVISORY PLAN COMMISSION OF THE TOWN OF BEVERLY SHORES, INDIANA**

**APPLICATION**

PETITIONER(S)\*

Name: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

\* Attach full list of joint petitioners/owners names and addresses.

(Town of Beverly Shores, IN Code of Ordinances §155.002(A)(2) A petitioner who seeks to amend this chapter or other Comprehensive Plan elements shall file a petition with the Plan Commission. The petitioner or petitioners shall consist of the owner or owners of at least 50% of the area involved in the petition).

1. Petitioner has received a copy of the Plan Commission Rules of Practice and Procedure and the forms required to be submitted with this Application.
2. Petitioner has paid the Application Fee which Applicant acknowledges is nonrefundable.
3. Petitioner is familiar with the Beverly Shores' Zoning and Subdivision Ordinance as it relates to this Application.

SUBJECT OF THE PETITION: \_\_\_\_\_

PROPERTY: Legal Description: \_\_\_\_\_

Common Address: \_\_\_\_\_

Date Acquired by Owner: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_

COVENANTS RUNNING WITH THE PROPERTY RELATIVE TO THE PETITION \_\_\_\_\_

REASON FOR THE PETITION: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_