

Logansport/Cass County/Walton Planning Department  
200 Court Park, Room 306  
Logansport, IN 46947  
Ph: 574-753-7775  
Fax: 574-753-7401

FOR OFFICE USE ONLY:  
File Number: \_\_\_\_\_  
Date Application Filed: \_\_\_\_\_  
Article/Section Reference #: \_\_\_\_\_

**Application for DEVELOPMENT PLAN/DEVELOPMENT PLAN AMENDMENT  
(Section 400)**

This application must be completed and filed with the Logansport/Cass County/Walton Planning Department.

**APPLICANT INFORMATION**

**Applicant's Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**OWNER INFORMATION (if different from applicant information)**

**Owner's Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**RESPESENTATIVE INFORMATION (if different from applicant information)**

**Representative:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Zoning Classification of Property:** \_\_\_\_\_

**Acreage of Property:** \_\_\_\_\_

**Overlay District:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Description of Property Affected:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Present Use:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Proposed Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Note: approvals are valid for a period of two years. If a Permit has not been issued within the 2 years the approval is rescinded.**

**Finding of Facts to be considered:**

1. The development be compatible with surrounding uses and the Comprehensive Plan: \_\_\_\_\_  
\_\_\_\_\_
2. The availability and coordination of all utilities, including water, sanitary sewers or on-site septic systems, surface and subsurface storm water drainage and all other utilities have been reviewed: \_\_\_\_\_  
\_\_\_\_\_
3. The development of the property is setup to allow for green space and appropriate sight lines, including building setback lines, maximum lot coverage, building separation, and other specific development requirements within the Zoning Ordinance: \_\_\_\_\_  
\_\_\_\_\_
4. The traffic be managed in a manner that creates conditions favorable to the health, safety, conveniences, and the harmonious development of the community, such as properly designed interior traffic lanes, pedestrian sidewalks and bicycle pathways, parking and loading facilities, and driveway curb cuts: \_\_\_\_\_  
\_\_\_\_\_
5. The mitigation of safety hazards and congestion is properly designed and located for all streets, easements, highways, and/or roadway access, including the determination that the capacity of such highways or roadways are sufficient to safely and efficiently accept the projected increase in traffic and new streets or easements are compatible with existing and planned streets and developments: \_\_\_\_\_  
\_\_\_\_\_
6. The arrangement of uses on site are in relation to functional, efficient, and compatible arrangements with the site and adjacent uses: \_\_\_\_\_  
\_\_\_\_\_
7. The impacts of more intense development be reduced through aesthetically pleasing design of the property, such as buffering and landscaping, appropriate height, scale, building materials, and style of improvements, signage and outdoor lighting: \_\_\_\_\_  
\_\_\_\_\_

**By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.**

Applicant's Signature: \_\_\_\_\_  
(If signed by representative for applicant, state capacity)

**Application is Determined Complete:**

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

**REQUEST WILL BE PRESENTED TO THE COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_.**

## Requirements for Filing a Petition for a DEVELOPMENT PLAN/ DP Amendment

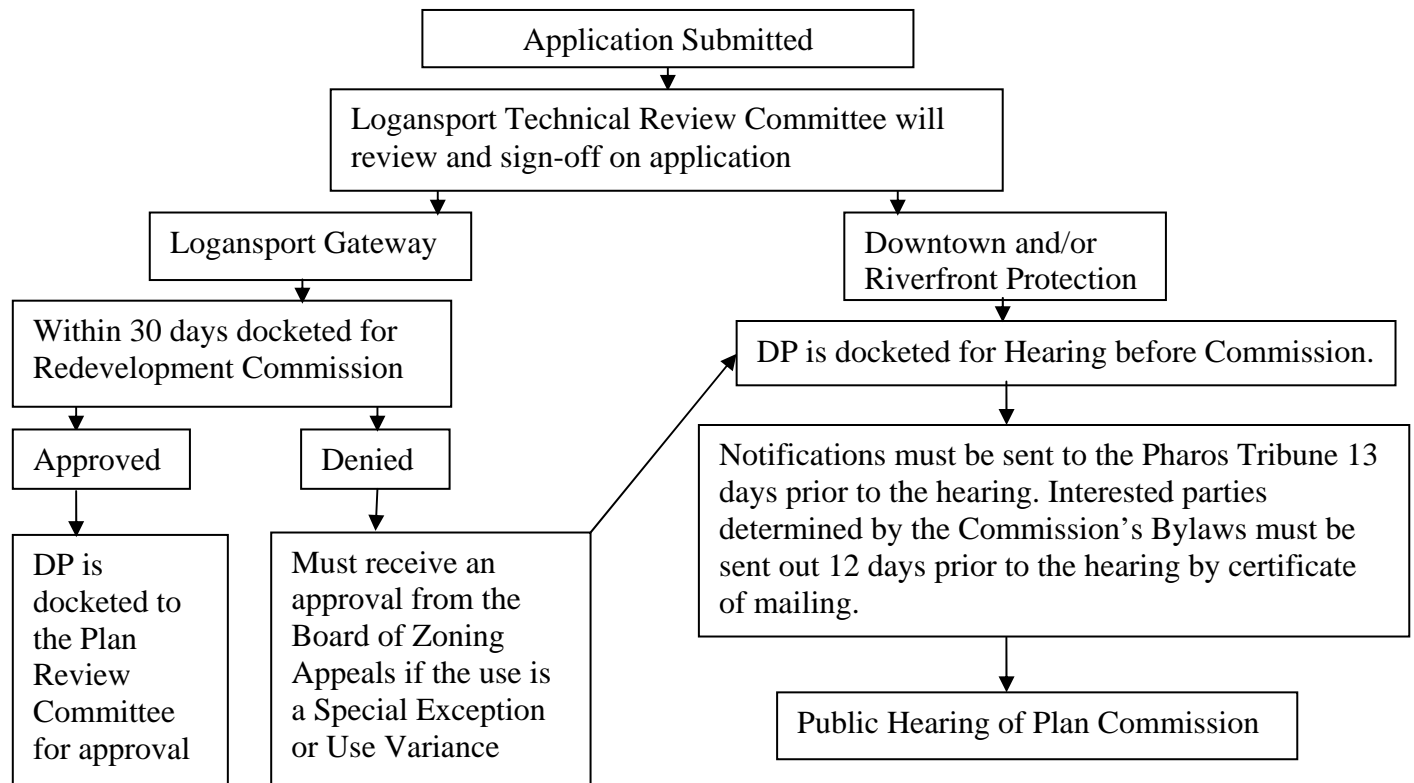
Application requirements and process information come from Sections 400 of the Zoning Ordinance. It is advised that the applicant carefully read these sections prior to filing. Below is a checklist of items that are required for a complete filing.

### Application must include the following applicable materials:

- ☐ Filing Fee: \$75.00 (*if required*)
- ☐ Existing Site Map including vicinity map, existing structures, and vegetation
- ☐ Site Plan in accordance with the Zoning Ordinance Section 902.03B
- ☐ Primary Plat in accordance with the Subdivision Control Ordinance
- ☐ Supplementary Sign Form
- ☐ Supplementary Landscaping/Parking Form
- ☐ Details including material, color and design of fenestration, awnings, facades, lighting, walls, fences, planters, and ect.
- ☐ Protective Covenants or Maintenance Agreements
- ☐ Statement of the proposed order of development, if phased project
- ☐ Other information that may be required by the respective overlay district

### Development Plan Process

The following is a chronological listing of the steps required for processing a development plan or development plan amendment.



**\*If the request is a minor the planning staff may determine that no public hearing is necessary, and will review the request administratively or have the Plan Review Committee review it.**

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**The City Of Logansport**  
**Development Plan Review: Downtown Overlay District**  
**PARKING LOT LANDSCAPING & LIGHTING APPLICATION**  
**(Section 407)**

This application must be submitted with the Development Review Application: General Application.  
This application should be accompanied by the following supporting documentation:

- Photographs of site and buildings
- A landscape plan showing all existing and proposed elements with Plant Schedule
- Proposed lighting (if applicable)

**Details of the Nature of Work Proposed (Attach separate sheet if necessary)**

Include a plant list that indicates plant quantity, type, spacing and size. Refer to zoning ordinance for spacing, size and quantity requirements:

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The Landscape Plan should include:

- Building Footprint (outline) of structures showing placement on the property.
- Location, size and dimensions of existing and proposed streets, alleys, utility easements, driveways, parking lots, parking aisles, and sidewalks.
- Number and location of off-street parking and loading spaces for the project.
- Show curbs, wheel stops or other permanent barriers used in the protection of landscape areas.
- Location and dimensions (L x W x H) of proposed landscape buffer strips, description of landscape materials used in the buffer strip.
- Location of required site/perimeter, street and parking lot trees.
- Location of existing and proposed site lighting.
- Locations of proposed plant materials with Plant Schedule. Plant Schedule to include a complete description of plant materials shown on the landscaping plan including names (common and scientific), quantities, container or caliper sizes at installation, heights and spacing.
- Location, height and description of proposed screening and fencing to be provided near off street parking, loading areas and dumpsters.
- Size, location, description of areas such as plazas, covered walkways, fountains, lakes and ponds, seating areas and outdoor recreation areas.

- Location, diameter and name of all protected trees on the lot. Existing trees on the lot (that meet the requirements of the zoning ordinance) may be documented as a required site, street or parking lot trees.
- Indication of which trees will be removed and detail of the trees to be removed: species, size and location.

**Parking Lot: Required Landscaping (Landscape Plan, Location and Plant Schedule required):**

Location:	Ordinance reference:	
<u>Site/Perimeter</u>	<i>407.06 I(2)(l): Where parking abuts the site perimeter there shall be provided at least one (1) understory tree per 20 feet of site perimeter. The landscaping plan shall include a full complement of overstory, ornamental and evergreen trees, shrubbery, and ground covers which are hardy and which provide year-round color and interest.</i>	
	Required number of: Site Perimeter = _____ feet Trees: _____ *for office use only	Provided number of: Site Perimeter = _____ feet Trees: _____ Shrubs: _____ Groundcovers: _____
<u>Street</u>	<i>407.02G(2)(a): Off-streetparking shall be located to the rear or side of the building, with a landscape buffer between the street and the parking area (see Section 407.02 G2c)</i>  <i>407.06G(2)(c): Wherever a surface parking area faces a street, such frontage shall be screened with year-round landscape buffer, which can include decorative wall and/or railing, to a minimum planting height of two (2) feet at the build-to zone. Such landscape buffer shall be planted at a minimum width of four (4) feet. Plant screening shall be effective within four years of planting at a minimum height of three (3) feet. This also applies to side and rear elevations of parking areas if they are viewed from primary or secondary streets.</i>	
		Provided number of: Trees: _____ Shrubs: _____ Groundcovers: _____
<u>Parking</u>	<i>407.06 G(2)(g): No more than 12 consecutive parking spaces are permitted without a landscape island that must extent the entire length of the parking space. All islands must follow the same standards as Section 407.02 G2c.</i>	
	Required number of: Landscape Islands = _____ Trees: _____ *for office use only	Provided number of: Landscape Islands = _____ Trees: _____ Shrubs: _____ Groundcovers: _____

**407.06G(2)(d): Parking Lot Lighting (if applicable):**

Type of lighting proposed: \_\_\_\_\_ Number proposed: \_\_\_\_\_

Size of light fixtures (L x W x H): \_\_\_\_\_ Height from grade: \_\_\_\_\_

Location: \_\_\_\_\_

Style (include separate sheet for specifications): \_\_\_\_\_

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

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**The City Of Logansport**  
**Downtown Development Review: Development Plan Review**  
**SIGNAGE APPLICATION**  
**(Section 407.06 F)**

This application must be submitted with the Development Plan Review Application: Downtown Overlay District, General Application. This application should be accompanied by the following supporting documentation:

- Samples of swatches, paint colors and/or materials to be used
- Proposed lighting
- Photographs of site and adjacent buildings
- A landscape plan showing all existing and proposed elements (if applicable)

**Details of the Nature of Work Proposed (Attach separate sheet if necessary)**

(Please specifically list all materials and colors to be used)

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**Location of Existing Signs (if applicable):**

Number: \_\_\_\_\_ Type(s): \_\_\_\_\_

Square feet per sign: \_\_\_\_\_ Total square Feet \_\_\_\_\_

**Location of Proposed Signs:**

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**Sign(s) Read(s):**

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**Type of Sign(s):**

Wall: \_\_\_\_\_ Canopy: \_\_\_\_\_ Ground: \_\_\_\_\_ Projecting: \_\_\_\_\_

If a wall sign, indicate location: \_\_\_\_\_

**Size of Sign(s):**

Width: \_\_\_\_\_ Height: \_\_\_\_\_ Depth: \_\_\_\_\_ Total square feet: \_\_\_\_\_

Height of lettering: \_\_\_\_\_ Font: \_\_\_\_\_

**Materials/Style**

Metal: \_\_\_\_\_ Color \_\_\_\_\_

Wood: \_\_\_\_\_ Color \_\_\_\_\_

Plastic: \_\_\_\_\_ Color \_\_\_\_\_

Glass: \_\_\_\_\_ Color \_\_\_\_\_

Other \_\_\_\_\_ Color \_\_\_\_\_

**Type of Mounting:**

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**Sign Lighting:**

Type of lighting proposed: \_\_\_\_\_ Number proposed: \_\_\_\_\_

Size of light fixtures (L x W x H): \_\_\_\_\_ Height from grade: \_\_\_\_\_

Location: \_\_\_\_\_ Style (include specifications): \_\_\_\_\_

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**Landscaping** (if applicable):

Location of landscape areas: \_\_\_\_\_

Proposed landscape material:

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