

Proof of publication to the Pharos Tribune

- Affidavit showing that the notice has been published in the paper

Representation at Public Hearing:

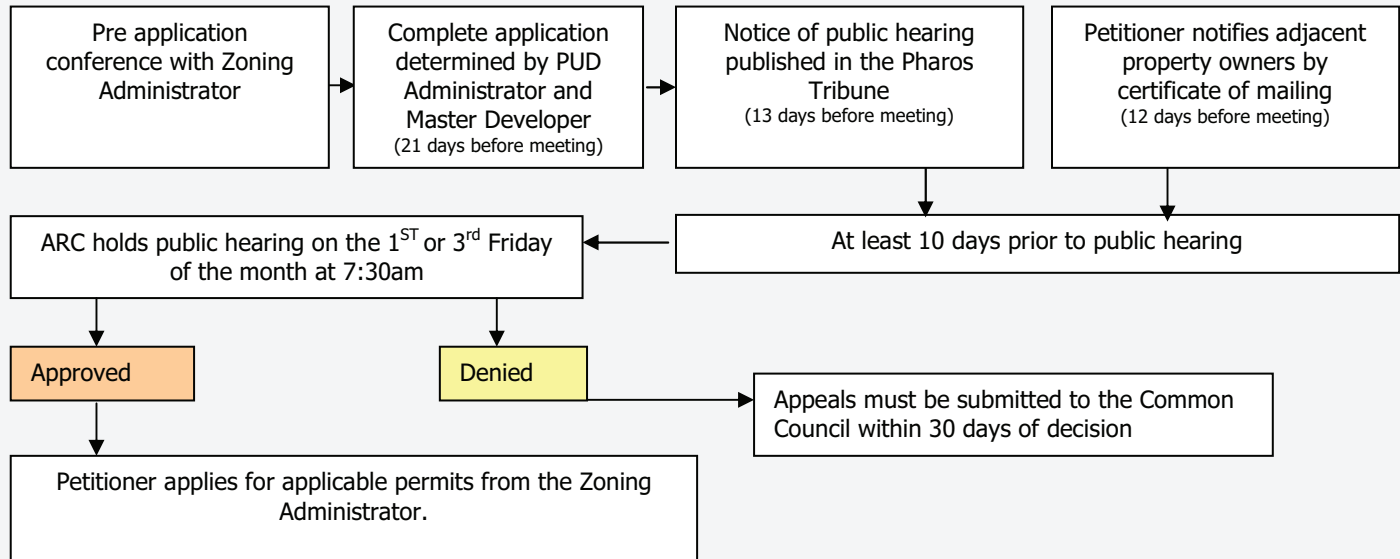
You or your legal representative must be present for your petition to be heard before the Plan Commission or Committee during the public hearing/meeting. Committee meetings are scheduled after complete application has been submitted.

- **Logansport:** 2nd Monday of the Month at 4:00pm in the City Council Chambers, 3<sup>rd</sup> Floor, Logansport City Building located at 601 East Broadway, Logansport.
- **Cass County:** 1<sup>st</sup> Tuesday of the Month at 8:30am in the County Commissioners, 2<sup>nd</sup> Floor, Cass County Government Building located at 200 Court Park, Logansport
- **Walton:** 1<sup>st</sup> Monday of the Month at 6:00pm in Walton Town Hall located at 100 Depot St., Walton

DPR is required in the following situations:

- A. Any construction, reconstruction, or structural alterations & additions of any structure or structures;
- B. Establishment or change of any land use on any property within an affected district;
- C. Demolition within the DOD.
- D. Any vehicle and pedestrian circulation, parking, landscaping, signage, lighting, and any exterior facade alterations & additions relating to the historical and/or architectural importance of a structure.

## ARCHITECTURAL REVIEW COMMITTEE PROCESS



*For Technical Review Sign-offs and Department List see Technical Review Process*

### Filing: Following materials must be included:

- Complete Application
- Agent Authorization Letter and/or Owner Affidavit, signed and notarized (if different than applicant)
- Site Plan and/or Survey showing:
  - Property lines
  - North arrow
  - Scale
  - Dimensions of setbacks, building, parking areas, etc.
- Supporting material including, but not limited to:
  - Lighting plan
  - Landscaping plan
  - Proposed building elevation and/or construction plan
  - Material Plan
  - Signage Plan

The Zoning Administrator will assign a case number to applicants when a completed application has been submitted and all filing fees have been paid (Fees are nonrefundable)

### Logansport

Variance from Developmental Standards	\$215
Major Development Plan Reviews	\$ 90
Minor Development Plan review	\$35
Major Subdivision	\$165 + \$15per lot
Minor Subdivision	\$115

- *Make checks payable to City of Logansport*

### Public Notice:

#### Legal Notice

Planning Staff will prepare and publish the legal notice in the Pharos Tribune, but invoice will be paid by the applicant

#### Interested Parties

Planning Staff will provide a list of interested parties that must be notified by certificate of mailing post marked 12 days before the hearing date. Interested parties will be provided by staff.

### Submittals to Zoning Administrator Prior to Hearing:

Proof of notification to all interested parties:

- Certificate of mailing receipt

Proof of publication to the Pharos Tribune

- Affidavit showing that the notice has been published in the paper

Representation at Public Hearing:

You or your legal representative must be present for your petition to be heard before the BZA during the public hearing.

**Logansport:** 1<sup>st</sup> and 3<sup>rd</sup> Friday of the Month at 7:30am in the City Council Chambers, 3<sup>rd</sup> Floor, Logansport City Building located at 601 East Broadway, Logansport.

Appeals from ARC Decision

The petitioner or an interested party may appeal any decision of the ARC to the Logansport Common Council within 30 days of decision.

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  
to ARCHITECTURAL REVIEW COMMITTEE  
(Section 608)**

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

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

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

**Legal Description of Property Affected:**

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

**Description of Present or Proposed Use:**

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

**Description of Proposed Project:**

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

**Finding of Facts to be considered:**

1. Does the architectural character allow for creative interpretation of traditional design, motifs, and building materials that create a visually cohesive, integrated Village environment?

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2. Are the neighborhoods, activity areas, and Open Space around a well-designed transportation/ circulation network where pedestrian activity is strongly supported and integrated with vehicular streetscapes, service or parking areas?

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3. Do the retail, cafes, restaurants and personal or business services generate high pedestrian activity along ground floor locations and potential office space or residential units on upper floors of the Village Center or peripheral Mixed Use or residential developments?

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4. Does the design incorporate commercial, office, retail, institutional and public single lots into the overall Village fabric?

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5. Are the residential areas intermixed within close/walkable proximity of new commercial uses, places of work or dedicated Public Open Spaces and/ or amenities?

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6. Is there an emphasis on developing neighborhoods where new and existing residents and visitors can live, work and play?

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7. Does the design create an overall Village Center where Open Space, streetscapes with dedicated sidewalks, pathways, public and/ or institutional uses, and recreational uses are interwoven?

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**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)

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: \_\_\_\_\_

**Application for VARIANCE FROM DEVELOPMENTAL STANDARDS  
(Section 608)**

**\_\_\_\_\_ Architectural Review Committee (ARC)**

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

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

**Address or common description of property:**

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

**Legal description of property affected:**

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

**What are the extraordinary or peculiar conditions pertain to the requested property or building in question:**

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

**Standards of Zoning Ordinance requesting Variance from Developmental Standards from:**

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**The Applicant must address the following questions and be able to establish reasons for each answer at the public hearing in order to obtain an accurate determination from the ARC.**

- A. Will the approval of this variance request be injurious to the public health, safety, morals, and the general welfare of the community?

Yes ( ) No ( )

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- B. Will the use and value of the area adjacent to the property included in the variance request be affected in a substantially adverse manner if the petition is approved?

Yes ( ) No ( )

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- C. Will the strict application of the terms of the Zoning Ordinance result in practical difficulties in the use of the property involved in the petition?

Yes ( ) No ( )

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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)

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

**Application is Determined Complete:**

\_\_\_\_\_  
PUD Administrator

\_\_\_\_\_  
Date

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

**Requirements for Filing a Petition for a DP/ DP Amendment to the ARC.**

Application requirements and process information come from Sections 608 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 + \$15.00 recording fee (*if required*)
- ☐ Existing Site Map including vicinity map, existing structures, and vegetation
- ☐ Site Plan
- ☐ Architectural Elevations, Sketches, etc.
- ☐ Supplementary Sign Form
- ☐ Supplementary Landscaping/Parking Form
- ☐ Details including material, color and design of fenestration, awnings, facades, lighting, walls, fences, planters, and etc.
- ☐ Protective Covenants or Maintenance Agreements
- ☐ Statement of the proposed order of development, if phased project
- ☐ Other information that may be required by the respective LV district



**Agent Authorization Letter**

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

Architectural Review Committee  
C/O: Cass County/Logansport/Walton Planning Department  
200 Court Park, Room 306  
Logansport, IN 46947

RE: Architectural Review Committee Agent Authorization for Application

To Whom it May Concern:

Be advised that I am the lawful owner of the property described in the application attached. As the owner, I hereby authorize and empower \_\_\_\_\_ to act as agent to file application(s) to the Architectural Review Committee, answer all pertinent questions to the proposed project and act on my behalf for the Architectural Review Committee application(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date

STATE OF INDIANA (COUNTY OF \_\_\_\_\_) ss:

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE, PERSONALLY APPEARED:

\_\_\_\_\_  
Property Owner

WHO ACKNOWLEDGED THE EXECUTION FOR THIS FOREGOING INSTRUMENT AS HIS/HER VOLUNTARY ACT AND DEED FOR

WITNESS MY HAND AND NOTARY SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
COUNTY OF RESIDENCE

\_\_\_\_\_  
MY COMMISSION EXPIRES

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Printed Name