

Board of Zoning Appeals
County Complex
LaPorte, Indiana 46350
219-326-6808 Ext.219,221 or 418

Procedure to place a Mobile Home or establish a business, etc. in the county of LaPorte.

A mobile home is not allowed in LaPorte County unless persons own the property, or are in the process of buying the property the mobile home is to be placed on and it is approved by the Board of Zoning Appeals.

In order to request a Variance of Special Exception by the Board of Zoning Appeals, the following procedure should be followed:

1. A typewritten petition consisting of the name of the party or parties involved.
2. A legal description of the property and size.
3. Name of County Road the property is on and the closest cross road (or address, if already established) the township and the zoning
 - A) The Building Commissioner must be able to find this property. Mobile home, or building to be constructed on property, Must be staked.
4. The intended use of said property specifying whether it is for a mobile home, business, ect.
5. The date the petition will be heard by Zoning Board.

Petitions shall be filed with the Board at least fifteen (15) days before the hearing by noon.

The petitioner shall file two (2) copies of the petition with the staff of the Board.

The notice must be received by the newspaper at least fourteen (14) days before the date of the hearing and be published at least ten (10) days prior to the meeting.

The petitioner shall prepare and file findings of fact as they relate to his/her petition.

The petitioner shall notify at least ten (10) days prior to the hearing, all adjacent property owners, either in person, or by certified mail, return receipt requested. If notification is done in person, the adjacent property owner (s) must sign and date the ***Notice of Public Hearing.***

The petitioner shall pay the filing fee of one-hundred dollars (\$100.00, non-refundable) as required by this ordinance.

A site plan shall be furnished with the petition to show the Board exactly where the site in question can be inspected. Include space for septic, well, building and driveway.

Within fifteen (15) days after your variance has been approved by the Zoning Board, you must pick up your sanitation (septic) permit from the County Health Dept., and building and driveway permit (if necessary) from this office.

Please list all adjoining property owners on petition.

It is recommended that an Attorney draw up this petition, as it must be in proper legal form before it can be presented to the Zoning Board.

The Board meets every third Tuesday of the month.

***Special Note**

In order to avoid confusion and /or postponement of your petition, please be sure to have all the lines on the attached petition filled in accurately.