

## To Keep Our City Safe...

The purpose of the Site Review Committee (SRC) is to review site plans for new and change-of-use developments within the City to ensure compliance with all appropriate codes and permitting requirements.

The SRC was created to promote the health, safety, convenience, order, and general welfare of the present and future residents of the City of La Porte by:

- (1) Lessening the danger and congestion of traffic on streets and highways
- (2) Securing safety from fire, panic, flood, and other dangers
- (3) Providing adequate light and clean air
- (4) Providing standards for all types of dwelling units so that all people may have access to decent, sound, and sanitary housing
- (5) Protecting the character and maintaining the stability of residential, business and manufacturing areas with orderly development

## How does the SRC interact with the Plan Commission and the Board of Zoning Appeals?

The SRC works cooperatively with the other Commissions and Boards. The SRC meeting minutes are provided to the Plan Commission and Board of Zoning Appeals to facilitate their public hearing process. The SRC minutes can be used as a guide to aid board members in their decision-making.



Contact information:

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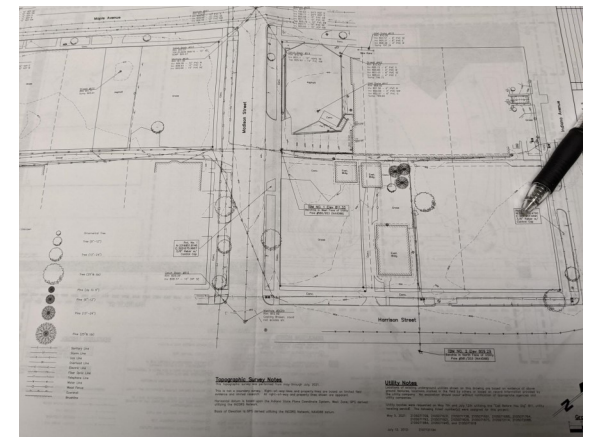
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**LA PORTE**  
I N D I A N A

## Site Review Committee



**Site Review is NOT an approval process but a facilitative process to review all issues prior to the approval process.**

- ⇒ Site Review Committee meets on Wednesday, as scheduled for time and location of meeting
- ⇒ Presentations to the Site Review Committee are normally one-half hour
- ⇒ Two (2) large sets and eight (8) small sets of plans must be submitted **at the time of application or a Site Review meeting will not be scheduled for a project.** You may submit digital (.pdf) plans for additional fee of \$20 in lieu of prints
- ⇒ Plans are to be submitted to the Department of Engineering and Building Services at 801 Michigan Avenue, City Hall

## **Site Review Committee (SRC) Frequently Asked Questions**

**What is the Site Review Committee?** It is a committee consisting of city department heads involved with the infrastructure and planning related to new and change-of-use developments in the City. This committee meets with developers to discuss and review development plans for new projects in the City. Developers will leave the meeting with a list of issues to be resolved for the project.

**How does the process work?** The SRC meets on an as needed basis to review development plans for new projects in the community. The secretary for the committee is responsible for recording minutes detailing the discussion about the new development. No new or change-of-use development is allowed to proceed until it has met with the SRC.

**Who should attend meetings?** Representatives of the project need to attend to answer questions and explain the details of their development plan. Department heads (or their representative) that are involved in the planning and implementation of new develop-

ments should also attend—typically the SRC consists of the City Planner, City Engineer, Building Inspector, City Sustainability Program Manager, Water, Wastewater, Fire, and Parks Departments. Depending on the project, representatives from NIP-SCO and other private utilities may attend.

**Does the SRC have authority?** Yes. The City of La Porte Common Council adopted an Ordinance #17-2008 establishing the Site Review Committee and Procedures. This Ordinance details the powers and responsibilities of the SRC and establishes the requirement that developers must meet with the SRC before a new project may begin.

**Will this delay Economic Development?** No. The SRC allows for a more efficient and quick review process of new development. The SRC allows for proactively addressing issues with the development plan before they start construction. This saves time and money for the developer and helps the City promote public safety.