

Getting Started . . .

Speak to a member of the Area Plan Commission staff. They can verify the zoning of property, determine the zoning that you need for your anticipated use, and provide guidance on the process.

Reach out to your neighbors, as the rezoning of your property may effect the use and enjoyment of their property. Surrounding property owners are notified during the process, so being proactive can help identify and address any concerns that may arise. You should also speak to the appropriate neighborhood organizations in your area, if applicable, and the Council person for the district in which the proposed rezoning is going to take place.

The staff may also suggest , depending on the circumstance, contacting other government agencies such as the Building Dept., the Engineer's office, the Health Department, or various State agencies that may have jurisdiction

Do you have a 5-digit address?

In some cases, annexation of the property to a municipality may be suggested or even required when adjacent to a city or town. A rezoning which includes a annexation can be done through a combined ordinance, but adds a month to the process.

Notes

Area Plan Commission of St. Joseph County, IN

1140 County-City Building
227 W. Jefferson Blvd.
South Bend, IN 46530

Phone: 574.235.9571
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www.stjosephcountyindiana.com/areaplan

How to Rezone Property



AREA PLAN COMMISSION OF ST. JOSEPH COUNTY, IN

*Serving St. Joseph County, South Bend, Lakeville, New Carlisle,
North Liberty, Osceola and Roseland*



Zoning

Zoning is necessary for the protection of land values, to insure public safety and health, and to promote development that benefits the community as a whole. In St. Joseph County, each jurisdiction has adopted and implemented a zoning ordinance that they see fit to protect the constitutional rights of its citizens. With due process, a property owner can propose to change the zoning of their land for a different use. Upon diligent consideration, if the rezoning is deemed to not have negative effects on land values, public health and safety, or the community as a whole, the rezoning may be granted.

The Area Plan Commission of St. Joseph County, during a public hearing, reviews and makes recommendations on rezoning petitions in South Bend, Lakeville, New Carlisle, North Liberty, Osceola, Roseland, and unincorporated St. Joseph County.

The respective City, Town, or County Council, after a public hearing, ultimately decide whether each petition is approved or denied.

Documentation

Rezoning packets can be obtained in person at the Commission's office on the 11th Floor of the County-City Building or at the Commission's website:



www.stjosephcountyindiana.com/areaplan

A submittal includes, in part, the following:

1. A petition signed by the property owner, which includes the address, tax key number, current zoning, proposed zoning, legal description, and intended use of the property.
2. An ordinance as prescribed by the municipality.
3. A filing fee
 - A site plan, if required.
 - Ownership information for all properties within a 300' radius (which can be obtained from the auditor's Office), along with stamped, addressed envelopes for each property.
 - Any other documentation that may be required by the Commission to make an informed decision.

Combined Public Hearing

Special applications for a Combined Public Hearing are available if variances from the development standards or a special exception approval are required. This reduces the number of meetings and allows a comprehensive evaluation of the project.

Procedure

A typical rezoning takes about three months, from the time a petition and ordinance is filed to a decision by the legislative body. The timing and process is largely dictated by the requirements of State law.

