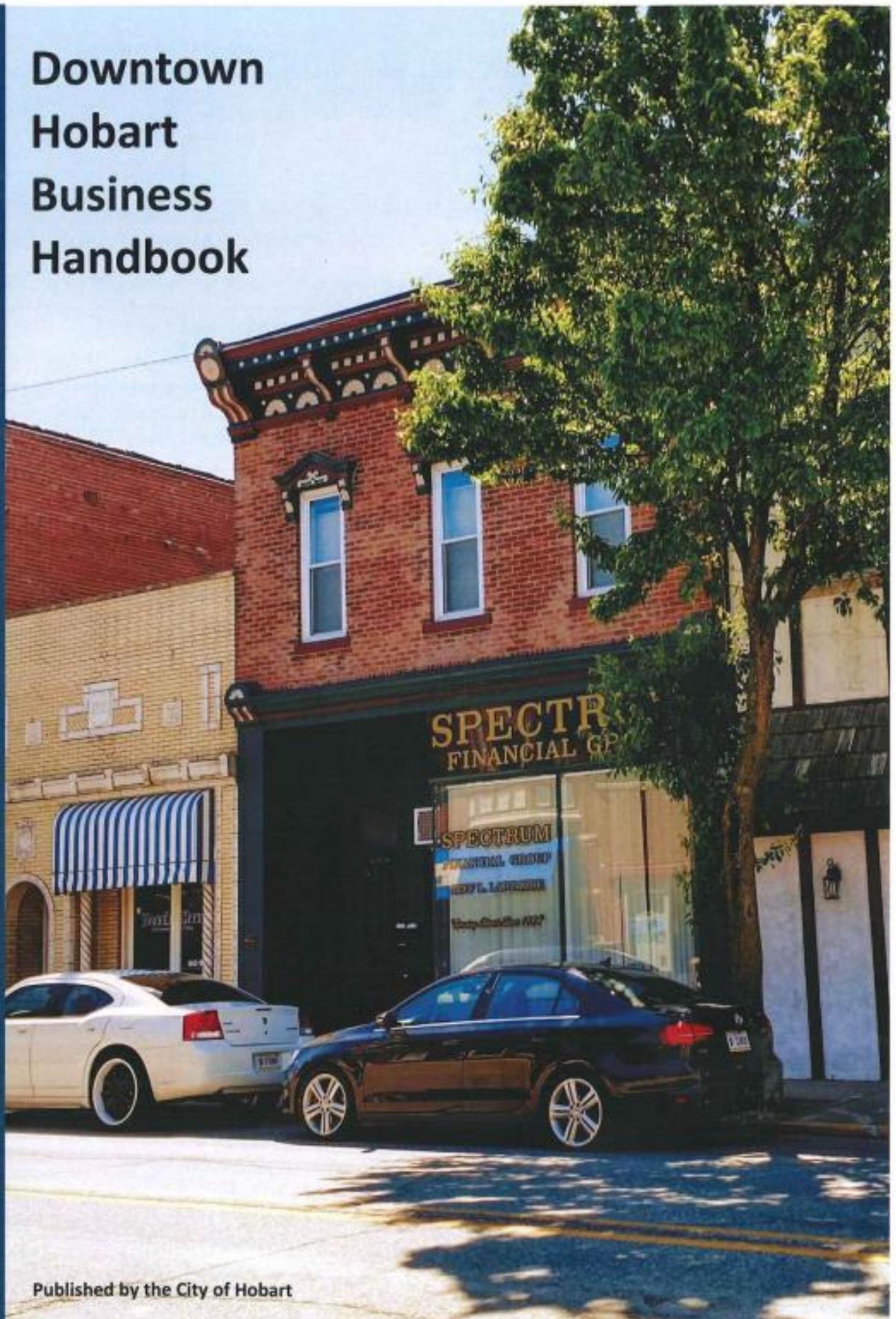


# Downtown Hobart Business Handbook



Published by the City of Hobart



# General Overview of Process

This flow chart on page 1 includes steps that may not be applicable to your situation or it may exclude steps you need to take. It is meant to serve only as a guide. For details, see the flow charts on pages 2-6, and contact the appropriate City staff person or department listed for additional guidance.

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Prepared by: Francesca Polizotto



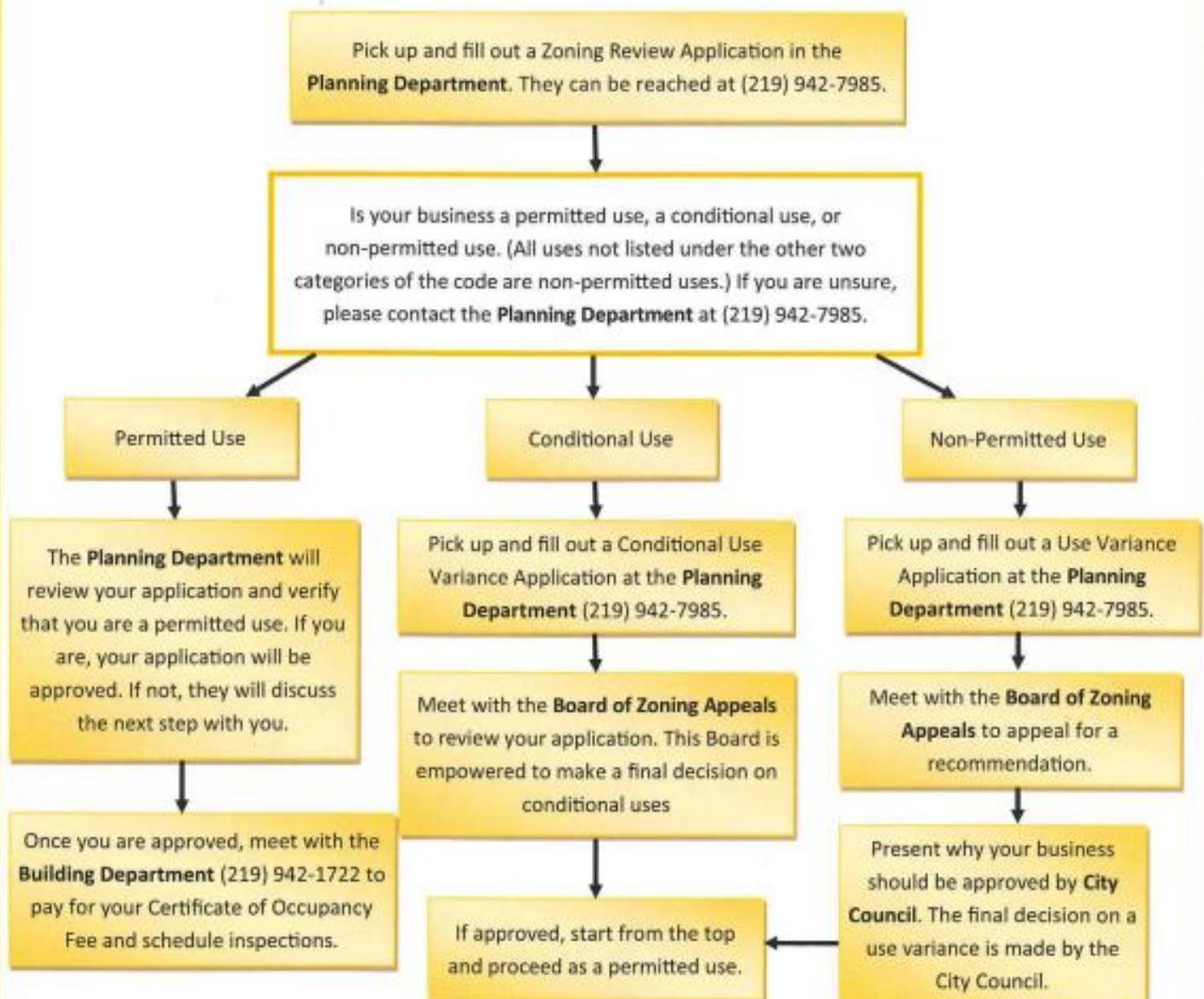
# Zoning Review Application

1.) **What is a Zoning Review Application?** It is a document that confirms a change of use (when an old business vacates the building and is replaced by another business).

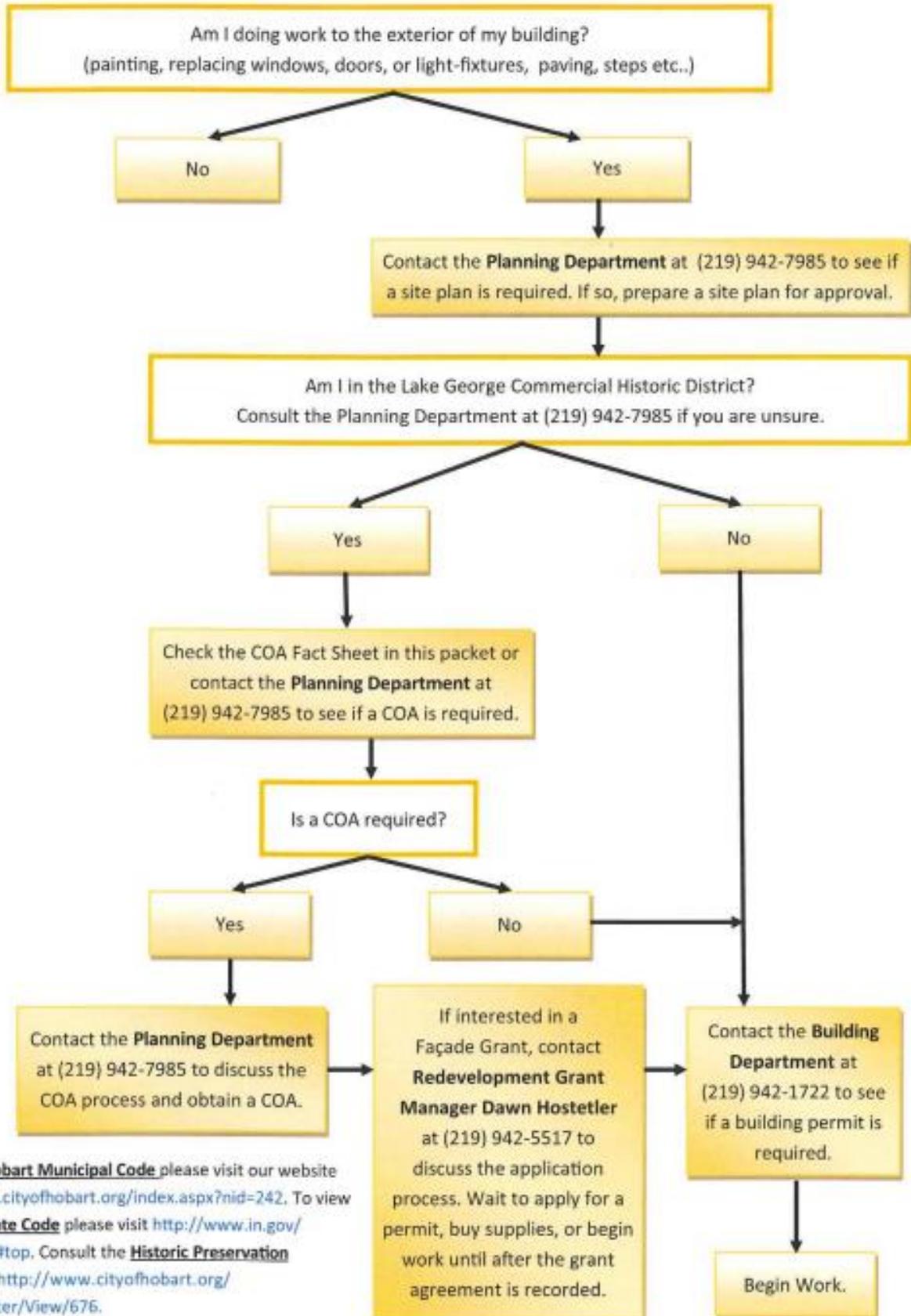
2.) **Do I have to apply?** Yes. All new businesses must apply.

3.) **Where do I check to see if my business is a permitted use, a conditional permitted use, or a non-permitted use?** Look online at Section 154.150 for Central Business Districts on the Hobart Municipal Code. The link to the Hobart Municipal Code is: <http://www.cityofhobart.org/index.aspx?nid=242>

4.) **How do I apply?** See flow chart below.



# Exterior Work



To view the **Hobart Municipal Code** please visit our website at <http://www.cityofhobart.org/index.aspx?nid=242>. To view the **Indiana State Code** please visit <http://www.in.gov/dhs/2490.htm#top>. Consult the **Historic Preservation Guidebook** at <http://www.cityofhobart.org/DocumentCenter/View/676>.

# Do I Need a COA?

## (Certificate of Appropriateness)

**1.) What is a COA?** A COA is a special document that businesses in the local historic district must obtain before applying for a building permit and before work is done on the exterior of a building.

**2.) Where can I learn about the guidelines by the Historic Preservation Commission?** Please consult the Historic Preservation Guidebook at <http://www.cityofhobart.org/DocumentCenter/View/676>.

**3.) When do I need a COA?** If you are doing any of the following actions in the local historic district, you need a COA.

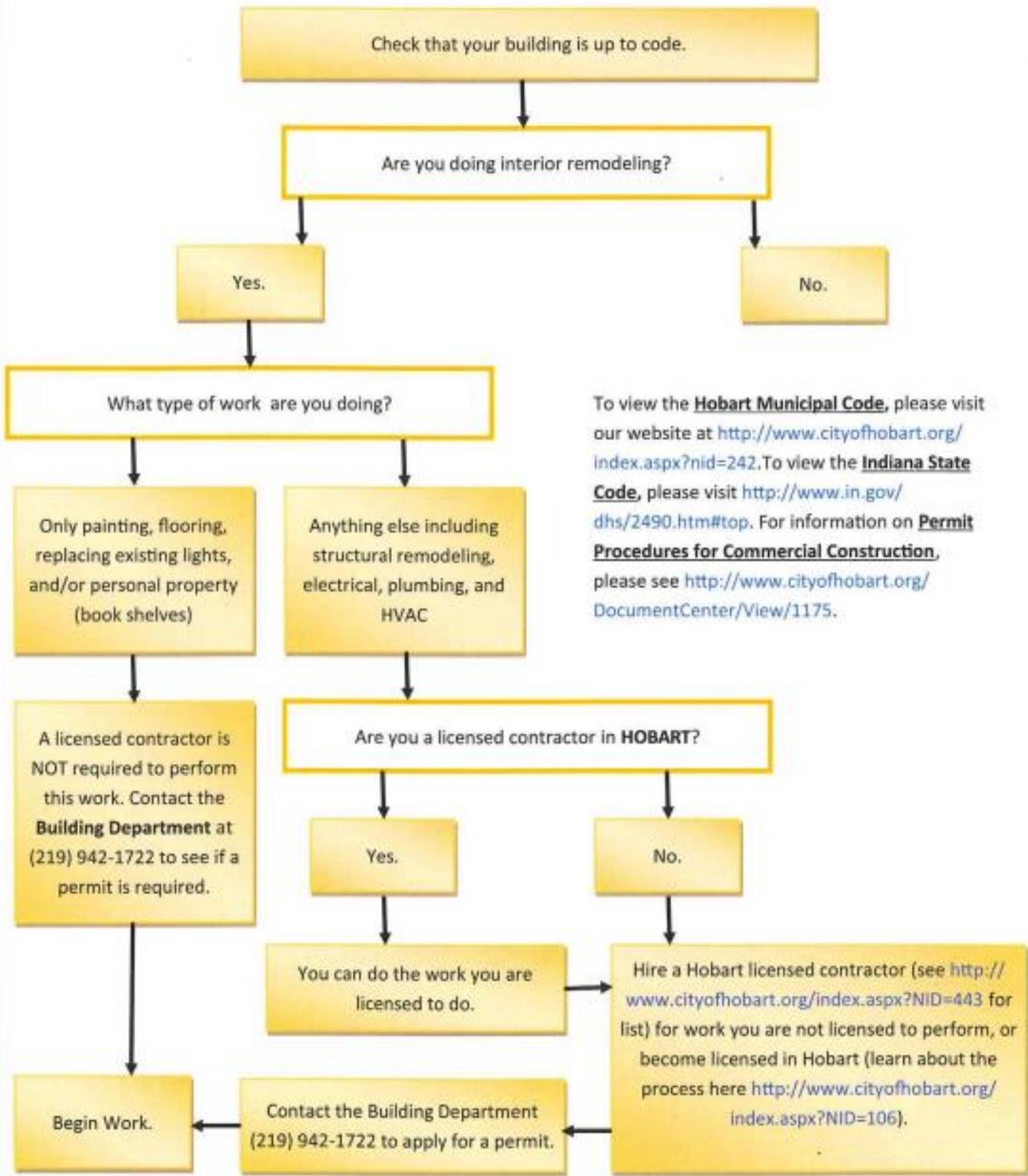
- The demolition of any building or structure
- The moving of any building or structure
- A conspicuous change in the exterior appearance of any historic building including but not limited to
  - Walls
  - Fences
  - Light fixtures
  - Steps
  - Paving
  - Change in a sign's
    - paint color
    - size
    - position
  - Change in paint color of the exterior of the building
  - Roof
  - Siding
  - Patios/Decks
  - Major landscaping change
  - Replacement of landscaping greater than 4ft high
  - Antennas/ satellite dish
  - Curb Cuts
  - Doors/Windows
- Any new construction of a principal building or accessory building or structure subject to view from a public way.

**If you are not sure, please call the Planning Department at (219) 942-7985.**

**3.) How do I start to apply for a COA?**

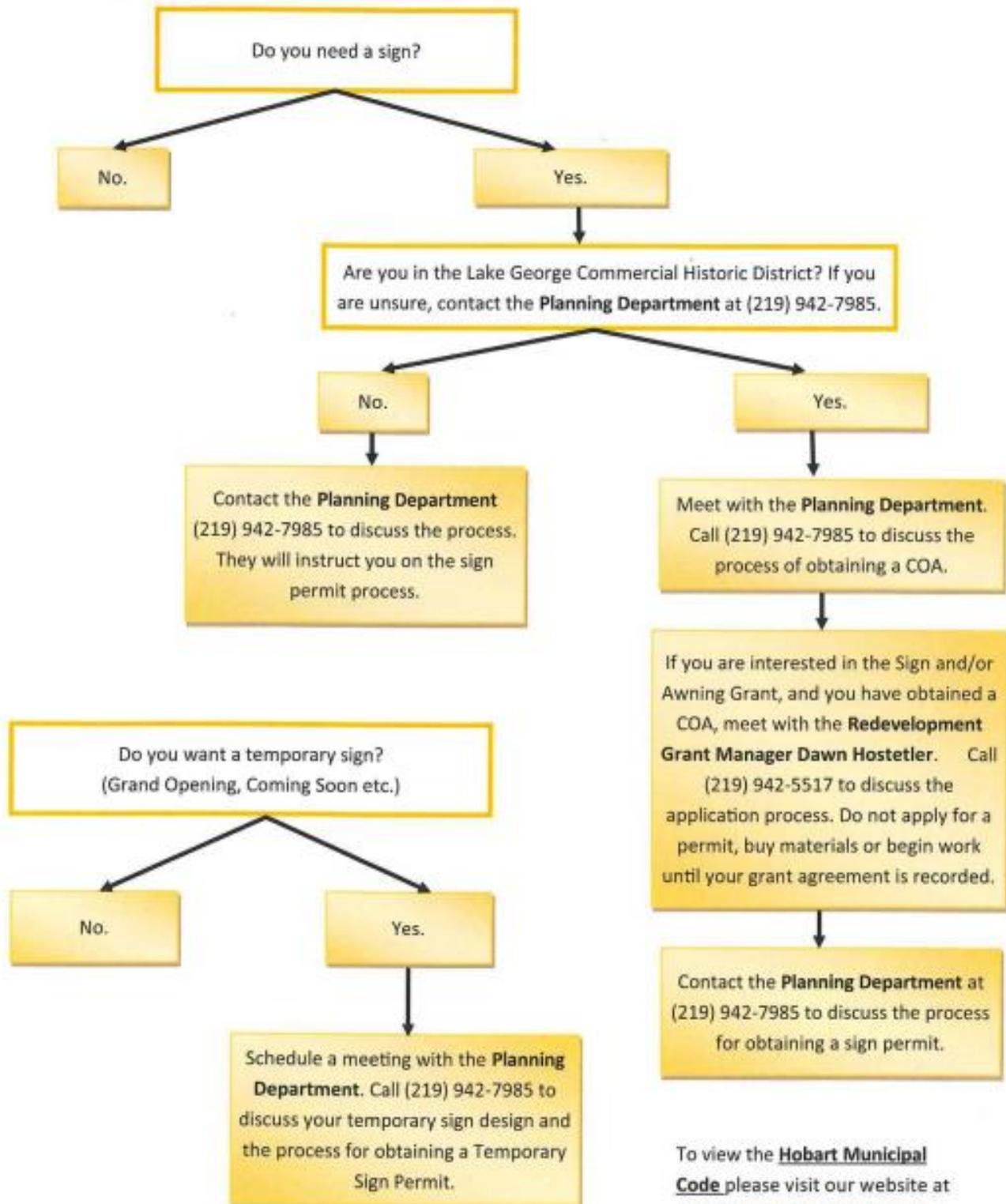
- Meet with City Planner Department to discuss the process. Call (219) 942-7985 to arrange a meeting.
- Fill out an application form (<http://www.cityofhobart.org/DocumentCenter/View/208>).
- Turn in the application form to the Planning Department Recording Secretary Joy Respecke at least fifteen days prior to the meeting of the Historic Preservation Commission that you wish to attend.

# Interior Remodeling



To view the **Hobart Municipal Code**, please visit our website at <http://www.cityofhobart.org/index.aspx?nid=242>. To view the **Indiana State Code**, please visit <http://www.in.gov/dhs/2490.htm#top>. For information on **Permit Procedures for Commercial Construction**, please see <http://www.cityofhobart.org/DocumentCenter/View/1175>.

# Sign Permit Flow Chart



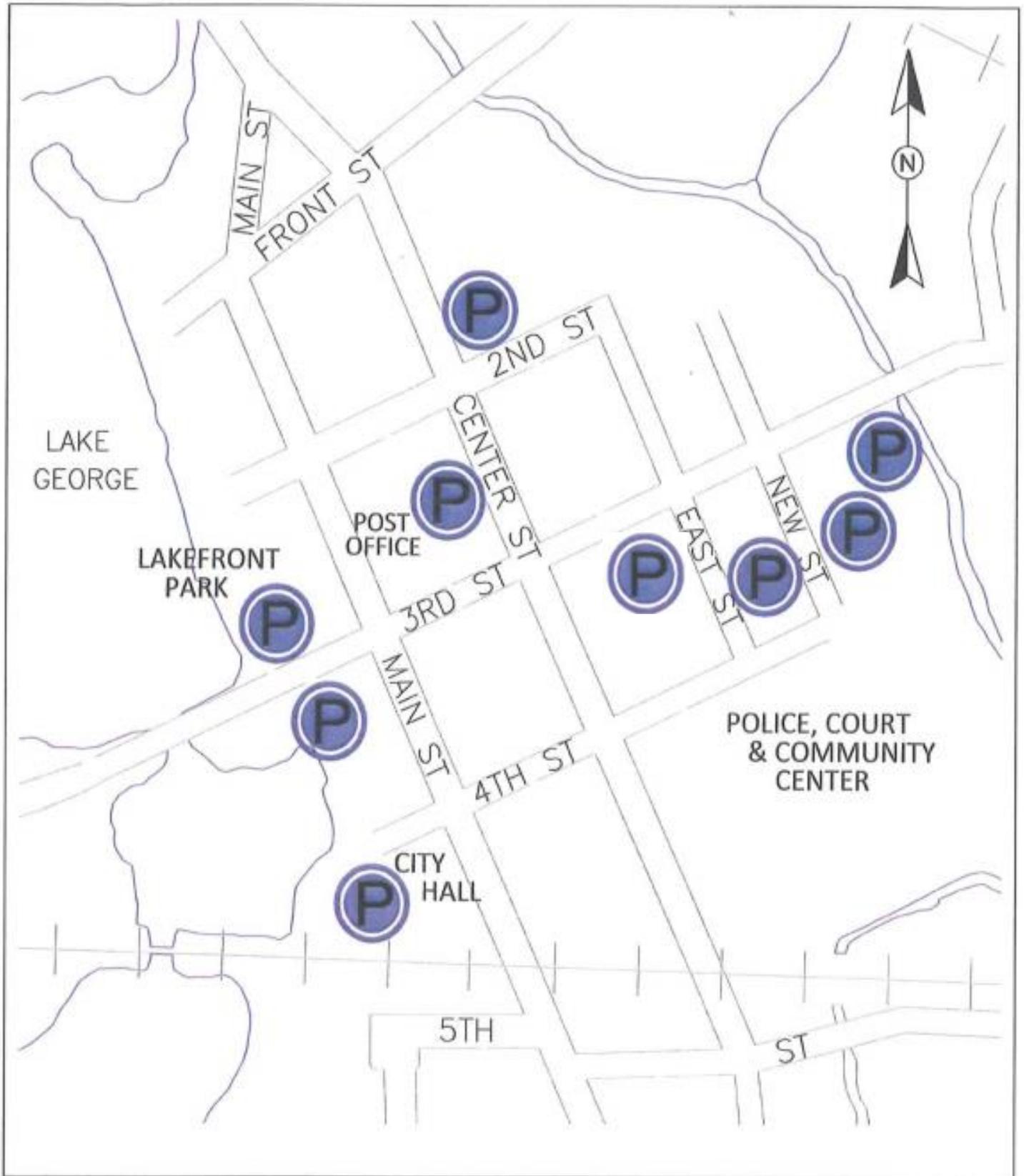
To view the **Hobart Municipal Code** please visit our website at <http://www.cityofhobart.org/index.aspx?nid=242>.

# Frequently Asked Questions

| Question   | Answer  |
|--|---|
| Should I call City Hall before I buy a property or sign a lease?                   | YES. Please contact Director of Development Beth Jacobson. (219) 942-5517 or <a href="mailto:bjacobson@cityofhobart.org">bjacobson@cityofhobart.org</a>   |
| Do my contractors have to be licensed with the City of Hobart?                     | YES. Please contact the Building Department at (219) 942-1722 or visit our website at <a href="http://www.cityofhobart.org/index.aspx?NID=443">http://www.cityofhobart.org/index.aspx?NID=443</a> for a list of contractors licensed in Hobart. |
| Am I in the Lake George Commercial Historic District?                              | Please consult the map of the district in this folder and check with the Planning Department at (219) 942-7985.   |
| Am I in the Riverfront District?   | Please consult the map of the district in this handbook and check with Redevelopment Grant Manager Dawn Hostetler. (219) 942-5517 or <a href="mailto:dhostetler@cityofhobart.org">dhostetler@cityofhobart.org</a>                               |
| When do I need a site plan?  | If you are making any changes outside of your existing exterior walls, you need a site plan. For details contact the Planning Department at (219) 942-7985.   |
| Do I need a permit for outdoor seating on the sidewalk downtown?                   | YES. You will also need a site plan. Please contact City Planner Department (219) 942-7985 or <a href="mailto:planning@cityofhobart.org">planning@cityofhobart.org</a>  |
| What do I need to do to turn my second floor into a residential rental property?   | If you are in zone B-2 or B-3, you can have a second floor residence. Contact the Planning Department at (219) 942-7985 for more information.   |
| Do I qualify for a façade grant?   | Please check if you are in the Historic District and contact Redevelopment Grant Manager Dawn Hostetler. (219) 942-5517 or <a href="mailto:dhostetler@cityofhobart.org">dhostetler@cityofhobart.org</a>   |
| How do I apply for a Riverfront Liquor License?                                    | Please check if you are in the Riverfront district and contact Redevelopment Grant Manager Dawn Hostetler. (219) 942-5517 or <a href="mailto:dhostetler@cityofhobart.org">dhostetler@cityofhobart.org</a>                                       |
| Do I need a food service permit and what is the procedure for receiving one?       | Yes. Contact the Lake County Health Department before beginning operation. Contact their Food Division at (219) 755-3655 to obtain the appropriate application and details.   |
| Do I need a permit to replace my window or door?                                   | YES. If you are in the Lake George Commercial Historic District, it also requires a COA. Work must be done by a licensed contractor. Contact the Building Department at (219) 942-1722.   |
| Who do I call if I have a question relating to permits, licensing, or inspections? | Contact the Building Department at (219) 942-1722.  |
| Who do I call about grease traps and wastewater?                                   | Contact the Hobart Sanitary District at (219) 942-3619.   |
| Who do I call if I have a question about zoning?                                   | Contact the Planning Department at (219) 942-7985.  |
| Who do I call if I have a question related to opening a business?                  | Contact the Department of Economic Development and Redevelopment at (219) 942-5517.   |
| Who do I call if I don't know who to call?   | Contact Director of Development Beth Jacobson. (219) 942-5517 or <a href="mailto:bjacobson@cityofhobart.org">bjacobson@cityofhobart.org</a>   |

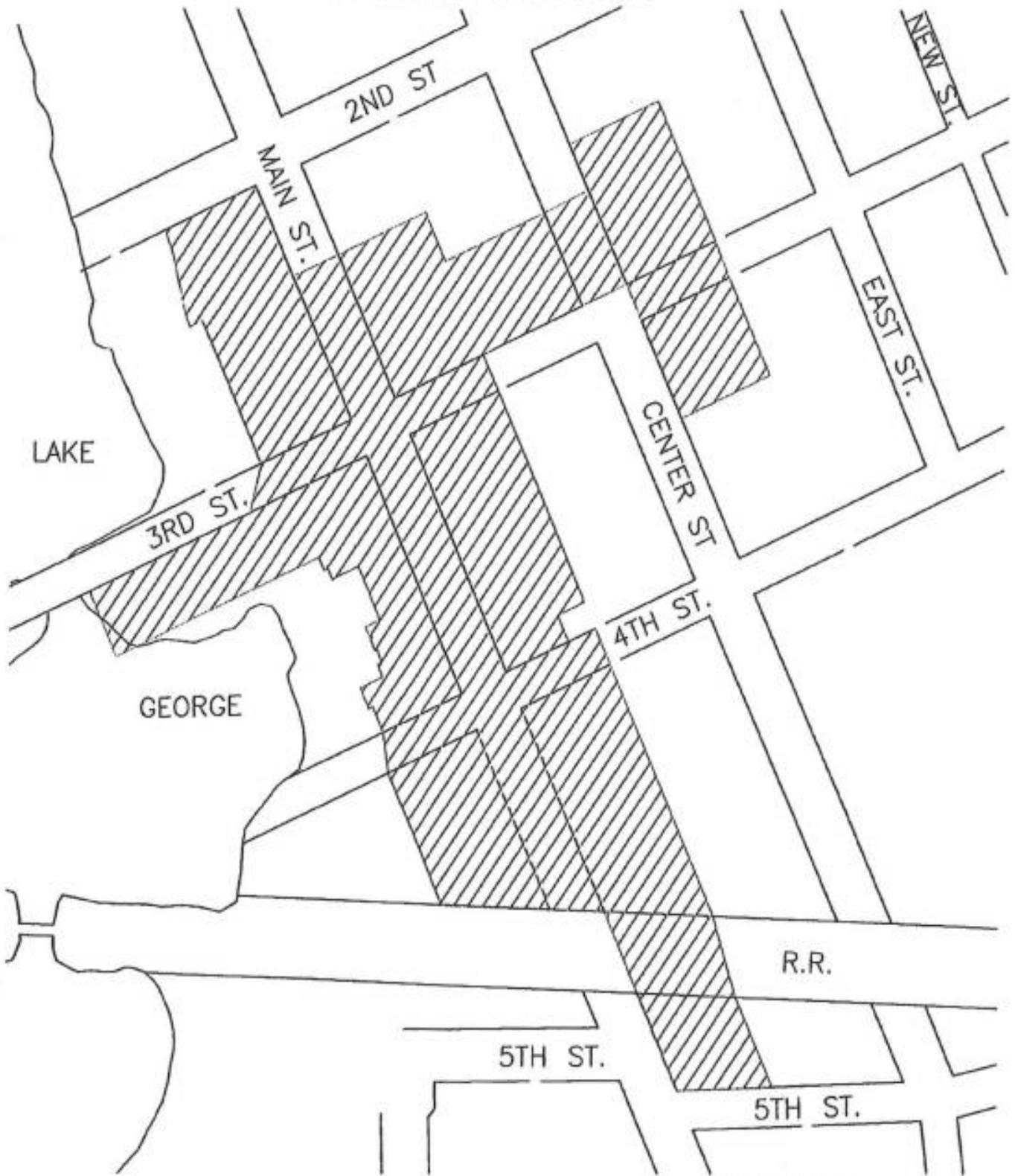
# Glossary

| Vocabulary Word                          | Definition   |
|--|--|
| Board of Zoning Appeals (BZA)            | A quasi-judicial body that approves land-use actions like Conditional Use Variance applications.   |
| Certificate of Appropriateness (COA)     | A special document that businesses in the Lake George Commercial Historic District must obtain before applying for a building permit and before work is started on the exterior of a building. Call the Planning Department at (219) 942-7985 for details. |
| Certificate of Occupancy (CO)            | A document required prior to occupying any commercial building, storefront, or other structure. Call the Building Department at (219) 942-1722 for details.  |
| Conditional Use                          | A zoning exception that allows a property owner use of his land in a manner not otherwise permitted within that particular zoning district. Call the Planning Department at (219) 942-7985 for details.  |
| Façade                                   | The front or face of a building, especially the side that faces the street.  |
| Infrastructure                           | The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of and provision of services to a society or enterprise.   |
| Lake George Commercial Historic District | A special local district whose borders are defined in the included map that has special regulations to ensure the preservation of the exterior of the buildings.   |
| Land Use                                 | The classification of current and future activities permitted or desired to occur within a natural or built environment.   |
| Mixed-Use Development                    | A type of development that has two or more zoning uses. For example, if you want to rent out the second floor of your business as an apartment, you have a residential use plus a commercial use on the ground floor.                                      |
| Riverfront District                      | A district created by the City of Hobart to encourage unique restaurants to open downtown. See the enclosed map for boundary details.  |
| Set-back                                 | The distance a fence, building, or other structure must be behind a street or other important public asset.  |
| Site Plan                                | A detailed plan of the current and envisioned site which includes land use, traffic impact, utility impact, urban design principles, public-safety services and landscaping. For more details see section 154.424 of the Hobart Municipal Code.            |
| Use Variance Application                 | A document filed by the property owner requesting authorization to conduct activities not otherwise permitted. Call the Planning Department at (219) 942-7985 for details.   |
| Zoning Review Application                | A document that confirms a change of use (when the old business leaves the building and is replaced by another business).  |
| Zoning Variance                          | Authorization from the local government to allow a property owner to do something with his/her property that would otherwise not be permitted by the local zoning ordinance.   |

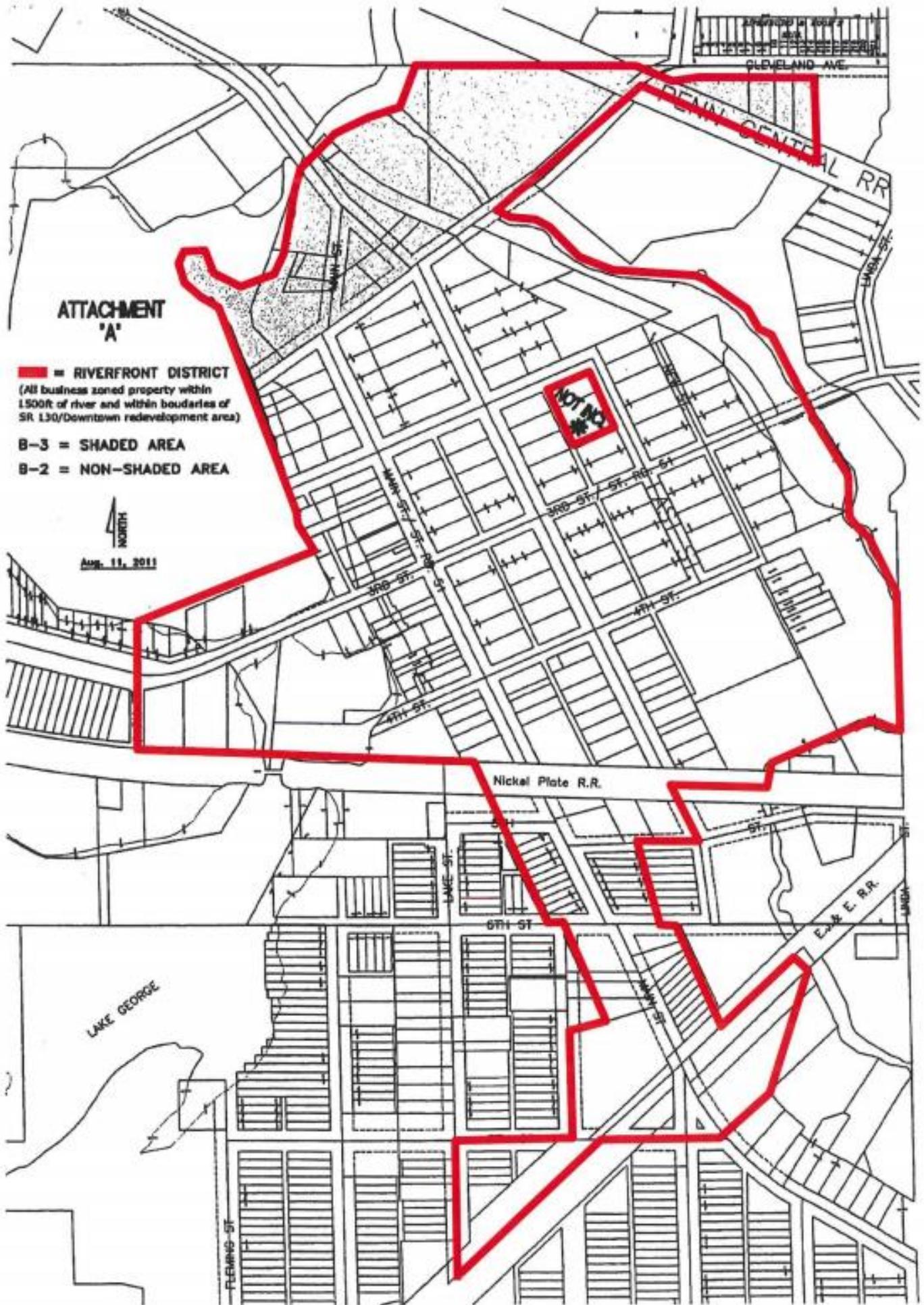


 = PUBLIC PARKING LOTS

# Lake George Commercial Historic District



Revised 3-27-13



**ATTACHMENT 'A'**

- █ = RIVERFRONT DISTRICT  
(All business zoned property within 1500ft of river and within boundaries of SR L30/Downtown redevelopment area)
- B-3 = SHADED AREA
- B-2 = NON-SHADED AREA

  
NORTH  
Aug. 11, 2011