



New Business Determination Form

Building Department
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www.burnsharbor-in.gov



WELCOME TO BURNS HARBOR

Thank you for your interest in locating your business in Burns Harbor, Indiana. Town Officials and Staff are committed to serving the private sector through responsive communication and a streamlined review.

OUR PROCESS

1. Please complete and submit this form to buildingcommissioner@burnsharbor-in.gov. Sections I and II are required to make a determination.
2. The Building Commissioner will review your submission to determine if your business type is an approved use at the site location in the zoning district.
3. The Building Commissioner will make a determination of whether your business is approved or rejected.
 - a. If approved, you will work with the Building Department to complete the necessary permits and licensing.
 - b. If rejected, your rejection will be forwarded to our BZA secretary. You may choose to pursue a variance or special exception (as indicated by the Building Commissioner) at the Board of Zoning Appeals. Prior to filing for relief at the BZA, the Redevelopment Commission President and Staff are available to discuss further with you regarding the Town’s Master Plan and Zoning Ordinance.

SECTION I. CONTACT INFORMATION

Business Legal Name:

Business Address:

Brief Description of your Products/Services:

Company Website:

Owner/Operator Name:

Email:

Phone:

POC Full Name:

Email:

Phone:

SECTION II. ZONING INFORMATION

Type of Business Use:

Retail: Residential: Commercial: Light Industrial: Heavy Industrial:

Which zoning district are you seeking to locate:

Specific Use: Residential Open Space: Residential: Residential/Commercial 1:
Residential/Commercial 2: Downtown: Business Park:

Please describe your business and all its proposed uses on the property.

If your business has prior zoning variances, please describe.

If your business is seeking a zoning variance, please describe.

Name of Property:

Address:

Are you looking at more than one site? Yes: No:

Name of Property:

Address of Property:

SECTION III. ECONOMIC DEVELOPMENT

Do you need the Town’s assistance in finding an appropriate site(s)? Yes: No:

Is your business seeking a property to: Purchase: Lease: Other:

Does your business supply/support an existing industry or business in Burns Harbor? Yes: No:

Does your business operation necessitate specific coordination with fire, ambulance or police services? Yes: No:

Are you seeking to redevelop a brownfield site? Yes: No:

What are your general site/building requirements for water, electric, gas, sewer, road ingress/egress and broadband/fiber optic, if known (Check all that may apply):

Existing connections to: Utilities Roadway Ingress/Egress Broadband/Fiber Optic Access

New connections to: Utilities Roadway Ingress/Egress Broadband/Fiber Optic

What is the estimated dollar amount of this project investment?

What is the proposed project timeline?

What partners, if any, are involved on this project (Check all that may apply)?

Company Only: Commercial Broker: Private Developer: Small Business Administration:

Indiana Economic Development Corporation (IEDC): Other:

Is your business seeking financial incentives from the Town of Burns Harbor. The Project must meet the program guidelines to qualify. See <https://burnsharbor-in.gov/DocumentCenter/View/1181/Financial-Incentive-Policy-and-Program-7102019?bidId=>.

Tax Abatement: Tax Increment Financing: Public-Private Partnership: Façade Grant:

SECTION IV. MEASURING IMPACT

Employment. How many permanent jobs may be created?

Wages. What is the average annual wage anticipated?

Housing. Does your business need access to corporate housing apartments? Yes: No: Unsure:

Quality of Life Amenities. Is your business interested in the following amenities to help attract talent/workers? (Click all that may apply.)

Community Center (sports/recreation):

ADA accessible parks:

- Bike/walking trails:
- Kayaking/Padding/Fishing:
- Commuter trail access:
- Retail/Shopping:
- Coffee Shops/Pubs:
- Electric vehicle charging stations:
- High-speed internet:
- Good neighborhoods:
- High quality school system:
- Access to health care/medical facilities:
- Opportunities to volunteer:
- Other:

Any additional comments or questions that you may wish to share with the Town of Burns Harbor.

SECTION V. SIGNATURE

Business Representative's Signature

Date

Upon a full review of the information provided on this form, the Town of Burns Harbor has made the following determination regarding your new business zoning district request.

- Approved. Business is an approved use.
- Rejected. Business is not an approved use.

This decision is based on Town Code:

Building Commissioner's Signature

Date