

**ORDINANCE NO. 2025-06**

**AN ORDINANCE AMENDING THE PLANNING AND ZONING FEE  
SCHEDULE FOR THE TOWN OF CLEAR LAKE**

**SUMMARY:**

This ordinance adds and amends certain fees in the existing fee schedule and attempts to further clarify the Town of Clear Lake Planning and Zoning Fee Schedule.

\_\_\_\_\_ Recorder's Office

\_\_\_\_\_ Publish Public Hearing

\_\_\_\_\_ Auditor's Office

\_\_\_\_\_

\_\_\_\_\_ Clerk's Office

\_\_\_\_\_ Publish O/R after adoption

\_\_\_\_\_ Other

\_\_\_\_\_

\_\_\_\_\_ Clerk-Treasurer

**ORDINANCE NO. 2025-06**  
**AN ORDINANCE AMENDING THE PLANNING AND ZONING FEE**  
**SCHEDULE FOR THE TOWN OF CLEAR LAKE**

WHEREAS, a Planning and Zoning Fee Schedule has been established and maintained by the Town of Clear Lake to document the fees associated with planning and zoning permits and applications; and

WHEREAS, amendments to Ordinance Nos. 2016-02 and 2025-03 are necessary as costs and discoveries within the Unified Development Ordinance have necessitated the addition, amendment, and clarification of, certain fees.

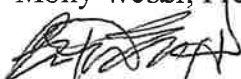
**NOW, THEREFORE, BE IT ORDAINED** by the Clear Lake Town Council, Steuben County, Indiana,


THAT, the Planning and Zoning Fee Schedule attached hereto, and dated November 18, 2025, shall be in full force and effect immediately after its passage by the Town Council, and proper publication in a newspaper of daily circulation within Steuben County, Indiana.

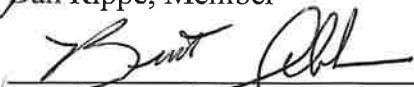
**PASSED AND ADOPTED** by the Town Council of the Town of Clear Lake, Indiana, this 18<sup>th</sup> day of November, 2025.

**COUNCIL OF THE TOWN OF CLEAR LAKE:**

  
\_\_\_\_\_  
Molly Weber, President

  
\_\_\_\_\_  
Bert Elliott, Member

  
\_\_\_\_\_  
Dan Rippe, Member

 - BYE  
\_\_\_\_\_  
Brent Schlosser, Member

  
\_\_\_\_\_  
George Schenkel, Member

ATTEST:   
\_\_\_\_\_  
Nathan Striker - Clerk-Treasurer

## Town of Clear Lake Planning and Zoning Fee Schedule

### Improvement Location Permits:

Projects less than 200 square feet	\$200
Projects 200 square feet to 1,999 square feet	\$400
Projects 2,000 square feet to 2,999 square feet	\$500
Projects 3,000 square feet to 3,999 square feet	\$600
Projects 4,000 square feet or greater	\$700
Commercial projects of any size	\$1,000
Fence and/or Retaining Wall	\$100
Flatwork and/or Hardscaping	\$125
Signs, less than 50 square feet in area	\$50
Signs, 50 square feet in area or greater	\$1 per square foot
Outdoor Mechanical Equipment	\$75
Temporary Improvement Location Permit	\$75
Amendment to App/site plan (Major)	25% of original fee
Extension of ILP (six (6) month extension) (renewable 3 times)	25% of original fee
Post Construction Improvement Location Permits	Regular Fee Tripled
Reinspection	\$75
Demolition Permit Application	\$100
Each Additional Structure to be demolished	\$25
Post Demolition Inspection	\$50

Administrative Appeal \$900\*

### Variance (Development Standards):

Residential	\$1,250*
Each Additional Residential Request	\$250*
All Other Non-Residential	\$1,750*

### Variance (Use Standards):

First variance	\$1,500*
Each additional variance after the first	\$750*

Special Exception \$900\*

Applicant-requested Special BZA Meeting\*\* \$1,500

### Subdivision of Land

Administrative Subdivision	\$450*
Minor Subdivision	\$800*
Primary Plat first four (1-4) lots	\$1,000*
Primary Plat each additional (5+) lot after four	\$100/each lot
Secondary Plat	\$200

Town of Clear Lake - Planning and Zoning Fee Schedule

Adopted on November 18, 2025

Zoning Map Amendment (Rezoning)	\$500, plus \$100 per acre*
Development Plan Approval	\$500
Planned Unit Development	\$3,000 plus \$80 per acre*
Vacation of a Public Way	\$1,500
Applicant-requested Special PC Meeting**	\$1,500

\*Applications requiring a public hearing shall be charged \$100, in addition to the listed fee, for legal advertising costs and mailing costs to interested parties.

\*\*If an applicant requests a special meeting of the Plan Commission or Board of Zoning Appeals, a one-time special meeting fee shall be collected, in addition to the fees listed for the specific petition. Special meeting fees shall not be split between applicants.

Copies of the Comprehensive Plan and Unified Development Ordinance are available on the Town's website ([www.townofclearlake.org](http://www.townofclearlake.org)).