

**ADMINISTRATIVE APPEAL**

*FILING DEADLINE IS 11:00 AM*

**PETITION CHECKLIST  
HANCOCK COUNTY AREA BOARD OF ZONING APPEALS**

The following items must be submitted before an administrative appeal to the Board of Zoning Appeals can be scheduled. Any questions regarding these items should be directed to the Board of Zoning Appeals office at (317) 477-1134. All information must be typed or printed in ink.

- ❑ **Application with original signatures (see below):**  
*The petitioner must submit the administrative appeal within ten days of the Planning Director’s decision, interpretation, or determination that is being appealed.*
- ❑ **Affidavit of Notification with list of adjoining landowners (attached):**  
*The petitioner must serve due notice to interested parties at least ten (10) days before the meeting of the Board of Zoning Appeals.*
- ❑ **Notice of Public Hearing (attached):**  
*Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.*
- ❑ **Supporting Information (Seven stapled sets):**  
*The petitioner must provide the following supporting information.*
  - Original Submittals: Copies of all materials upon which the decision being appealed is based.
  - Written Decisions: Copies of any written decisions that are the subject of the appeal.
  - Appeal Basis: A letter describing the reasons for the appeal noting specific sections of the Hancock County Code.
- ❑ **Hearing Procedure:**  
The BZA at a meeting will review the administrative appeal application and supporting information. The appellant and any representative of the appellant must be present at the meeting to present the appeal. The BZA will consider a report from the Planning Director and testimony from the appellant and/or witnesses. The BZA may grant, grant with modifications, deny, or continue the appeal to a subsequent meeting.

**APPLICATION**

**Petitioner’s Information:**

Petitioner’s Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address / City Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Petitioner’s Signature \_\_\_\_\_

Reason For The Appeal? \_\_\_\_\_

**AFFIDAVIT OF NOTICE OF PUBLIC HEARING**

**HANCOCK COUNTY BOARD OF ZONING APPEALS**

**Legal Notice:** I (We) understand that a public hearing will held by the Board of Zoning Appeals to consider this appeal and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall be published in the newspaper no less than one (1) time at least ten (10) days prior to the public hearing, not including the date of the hearing.

**Notice to Interested Parties:** In addition, I (We) will prepare, pay for, and distribute written notice of the appeal to all interested parties. The written notice shall be distributed at least ten (10) days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper. The notices will be sent by certificate of mailing no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, being at least ten (10) days prior to \_\_\_\_\_, 20\_\_\_\_, the date of the public hearing.

**Notification Requirements:** I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the Plan Commission office and verified through the County Auditor’s Office. Attached is the list of the land owners.

\_\_\_\_\_  
**Petitioner or Agent Signature  
Signed and Printed**

\_\_\_\_\_  
**Date**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**County**

\_\_\_\_\_  
**Commission Expires**

**ADMINISTRATIVE APPEAL**

**NOTICE OF PUBLIC HEARING  
HANCOCK COUNTY AREA BOARD OF ZONING APPEALS**

**Hearing Information:** Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 6:30 P.M. a public hearing will be held by the Hancock County Area Board of Zoning Appeals in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering an Administrative Appeal for the following described real estate:

**Property Location.** The subject site is located on the N/S/E/W side of \_\_\_\_\_ between roads \_\_\_\_\_ and \_\_\_\_\_ in \_\_\_\_\_ Township with a street address/city/zip of \_\_\_\_\_, Parcel No(s). \_\_\_\_\_, containing \_\_\_\_\_ acres. The purpose of the appeal is to \_\_\_\_\_.

**Petitioner’s Contact Information:** (Name / Mailing Address / Phone Number / Email Address)  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting Information:** Additional information is available for examination at the office of the Hancock County Area Board of Zoning Appeals.

**Written Comments:** Written comments on the appeal will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views on the appeal will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Board of Zoning Appeals and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

Petitioner and all members of the public wishing to provide documents or other written information for consideration by the Board of Zoning Appeals regarding a petition shall provide to the Plan Director any and all such documents intended to be considered by the Board no later than 12 o’clock noon on the Friday before the petition is scheduled for hearing. No further documents, including visual or written presentations, videos, illustrations, written evidence, or written testimony of any kind will be accepted or considered at the hearing if not provided to the Plan Director in a timely manner as set forth above.

For more information, contact the Hancock County Area Board of Zoning Appeals at (317) 477-1134. The Board office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

***Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.***