

SPECIAL EXCEPTION

PETITION CHECKLIST HANCOCK COUNTY AREA BOARD OF ZONING APPEALS

Filing Deadline is 11:00 AM

The following items must be submitted before a petition 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.

- ❑ **Pre-filing meeting with staff:**
Please contact the Board of Zoning Appeals office to schedule a meeting.
- ❑ **Application Form with original signatures (attached):**
If the petitioner is not the landowner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.
- ❑ **Affidavit of Notice of Public Hearing with list of adjoining landowners (attached):**
The public hearing must be published in a local newspaper at least ten days before the hearing date. The Proof of Publication and Certificate of Mailing Receipt must be submitted to the Board of Zoning Appeals office no less than 24 hours before the hearing date.
- ❑ **Notice of Public Hearing (attached):**
The Notice of Public Hearing must be sent to all owners of parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less.
- ❑ **Supporting Information (Seven stapled sets):**
 - Statement of Intent
 - Site Plan (**seven sets**) including the following:
 - Location/Key map
 - Property dimensions
 - Existing buildings - please provide all dimensions
 - Adjacent roads and thoroughfares with entrances/exits to the site
 - Setbacks between structures and property lines
 - Parking areas - please provide all dimensions
 - Septic systems/wells
 - Proposed changes and building elevations
 - Existing easements
 - North arrow
 - Location of any existing cemeteries
 - Fiscal Impact Study – if required by the Board of Zoning Appeals
- ❑ **Warranty Deed, Quitclaim Deed, and/or Contract, including Legal Description:**
The deed and/or contract must be executed and recorded.
- ❑ **Filing Fee: \$ _____**
*Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC.
The filing fee is not refundable.*

Please Note: The public hearing for this project will automatically continue to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than 10 days prior to the hearing date.

SPECIAL EXCEPTION

**APPLICATION
HANCOCK COUNTY AREA BOARD OF ZONING APPEALS**

Petitioner's Contact Information:

Petitioner's Name _____ Phone _____

Project Address / City Zip _____

Mailing Address / City / Zip _____

Email Address _____

Present Use of Property: _____

Petitioner's Statement of Intent: *Please provide your response to the following questions on an attached sheet of paper:* A) In what ways will the requested special exception deviate from the applicable development standards of the zoning ordinance? B) In what ways will the requested special exception meet the decision criteria provided on Page 6 of this application packet? C) What written commitments, if any, are offered by the Petitioner in support of the requested special exception? If applying for a Home Occupation, please complete the Supplemental Questionnaire.

(Attach legal description of the property with warranty deed and/or contact)

Parcel Number _____ Township: _____ Current zoning _____

Section/Township/Range _____ Date property was purchased _____

Owner's Contact Information: *If the petitioner is not the landowner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Dated this _____ day of _____, 20_____.

Petitioner or Agent Signature
Signed and Printed

Date

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

HANCOCK COUNTY AREA BOARD OF ZONING APPEALS

Legal Notice: I (We) understand that a public hearing will held by the Board of Zoning Appeals to consider this petition 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 appear in the newspaper no less than one time at least ten days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to HCC 156.101(A).

Notice to Interested Parties: In addition, I (We) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten 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 as outlined in HCC 156.101(A). 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. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners. A “Notice of Public Hearing” card, provided by the Board of Zoning Appeals, will be posted by me (us) on the property within 15 feet of the road easement and clearly visible from the road or street at least 10 days prior to the hearing

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

SPECIAL EXCEPTION

**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 a Special Exception petition 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 petition 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 application 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 petition 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 of Zoning Appeals no later than 12 o’clock noon on the Monday 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.

**Hancock County Plan Commission
Property Owner's Consent for Review Form**

Property Owner Information (the "owner" does not include tenants or contract buyers)

Name: _____

Current Address: _____

Phone No.: _____ Email Address: _____

The Property to be reviewed by: (check all that apply)

_____ Technical Committee

_____ Plat Committee

_____ Plan Commission

_____ Board of Zoning Appeals

Property Information:

Current Address: _____

And Location Description (if no address has been assigned, please provide a street corner, subdivision lot number, or attach a legal description):

Property Owners Consent: I/WE, _____, hereby acknowledge and give consent that my/our property can be submitted for review and consideration by the Board(s).

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ 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

Decision Criteria. The Board of Zoning Appeals will use the following decision criteria in determining whether to grant or deny the requested special exception:

- (1) The special exception shall be listed in § 156.021 of the Hancock County Code.
- (2) The special exception can be served with adequate utilities, access roads, drainage, and other necessary facilities;
- (3) The special exception shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons, and shall comply with the development standards of §§ 156.060 et seq. of the zoning ordinance.
- (4) The special exception shall be sorted, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties;
- (5) The special exception shall produce a total visual impression and environment which is consistent with the environment of the neighborhood;
- (6) The special exception shall organize vehicular access and parking to minimize traffic congestion in the neighborhood;
- (7) The special exception shall preserve the purpose of the zoning ordinance.

As part of submitting a complete application, the petitioner is required to explain how the requested special exception will meet the above decision criteria on a separate sheet of paper.

Other Considerations. When considering a special exception the Board of Zoning Appeals may consider the following items as they relate to the proposed use:

- (1) Topography and other natural site features;
- (2) Zoning of the site and surrounding properties;
- (3) Driveway locations, street access and vehicular and pedestrian traffic;
- (4) Parking (including amount, location, and design);
- (5) Landscaping, screening, buffering;
- (6) Open space and other site amenities;
- (7) Noise production and hours of any business operation;
- (8) Design, placement, architecture, and building material of the structure;
- (9) Placement, design, intensity, height, and shielding of lights;
- (10) Traffic generation;
- (11) General site layout as it relates to its surroundings; and
- (12) Any other criteria deemed relevant by the Board.

Conditions. The Board may impose such reasonable conditions upon its approval as it deems necessary to find that the criteria for approval (above) have been satisfied.

Commitments. The Board may require the owner of the property to make written commitments concerning the use or development of the property as specified under Indiana Code 36-7-4-921. Such commitments shall be recorded in the Hancock County Recorder's Office. A copy of the recorded commitments shall be provided to the Planning Director for inclusion in the petition file at the time an application is submitted and prior to the issuance of any improvement location permit. No improvement location permit shall be issued for a permit application which does not comply with the recorded commitments.

Limitations. Unless otherwise specified by the Board, special exception approvals shall be limited to, and run with the applicant at the location specified in the application. The Board may also limit special exceptions to a specific time period and a specific use. Special exceptions shall also be invalid if:

- (1) The property conforms with the ordinance as written, or
- (2) The special exception approval is terminated, consistent with § 156.013 of the Hancock County Code.

Home Occupation Supplemental Questionnaire

Please provide the following supplemental information:

1. How many employees? Explain.

2. What would be the hours of operation? Explain.

3. Which days of the week would the business operate? Explain.

4. Where would customers park their vehicles? Explain.

5. If your property is served by an on-site septic system, could the system support the proposed business? Explain.

6. Is any signage proposed? Explain

7. Would your business involve any other state or federal licenses or permits? Explain.

****Please Note****

Your Home Occupation may require an Indiana State Design Release. For more information, please contact the Indiana Department of Homeland Security:

Building Plan Review staff

planreview@dhs.in.gov

(317) 232-6422

<https://www.in.gov/dhs/fire-and-building-safety/building-plan-review/>