

# VARIANCE

## 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):**  
*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):**
  - 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
- ❑ **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.*

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

**Petitioner's Contact Information:**

Petitioner's Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

Project Address / City / Zip \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

I (We), the above petitioner, request Variance from the ordinance for the purpose of:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Parcel Number \_\_\_\_\_ Section/Township/Range \_\_\_\_\_

Township \_\_\_\_\_ Zoning of property: \_\_\_\_\_ Date property was purchased \_\_\_\_\_

Describe the provisions of the Zoning Ordinance involved in your appeal or request, and the reasons for the Variance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner's Contact Information:** *If the petitioner is not the land owner, 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 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**

**VARIANCE**

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

**Meeting Information:** Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 6:30 P.M., the Hancock County Area Board of Zoning Appeals will hold a public hearing in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering a Variance petition regarding 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 variance is to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

**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 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**