

Variance, Special Use Application & Administrative Appeals Instructions Daviness County Board of Zoning Appeals

Docket No. (Office Use Only) _____

The following items will need to be submitted for a Variance of Development Standards or Special Use applications:

1. Applications shall be filled out entirely, including a detailed description as to why a Variance of Development Standards or Special Use is needed. Applications must be signed, notarized and returned to the Plan Director with the applicable fee at least twenty-one (21) days prior to the intended meeting date.
2. A site plan is required to be submitted with all applications for a Variance of Development Standards and should include the location and size of existing and proposed buildings, distances from buildings to property lines or rights-of-way, the location of driveways and parking lots and any other information deemed useful in evaluating the requested variance.
3. If the application is submitted by anyone other than the legal owner of the property, an Affidavit & Consent of Property Owner (BZA Form 3) must accompany the application.
4. Provide any drawings or photos that might be helpful to your individual case.
5. The applicant must notify all adjoining landowners of the applicant's intent at least ten (10) days prior to the intended public meeting. (An adjoining property would include any property that would touch the boundary of the applicant's property including those across streets, roads, alleys or other public rights-of-way.) A complete list of the adjoining landowners notified shall be submitted on Form BZA 4 and shall include the Tax Parcel ID Number, address, printed name of landowner and signature of landowner for each adjoining property. In lieu of obtaining the landowner signature on the form, a registered/certified letter may be sent to the landowner(s) stating the intentions of the applicant; date, time and place of the public meeting; and contact information for the Plan Director. A copy of the letter sent and the original return receipt (green card) for each certified mailing must be attached to Form BZA 4. (All green cards must be submitted to the Plan Director prior to the public meeting.)
6. The Daviness County Board of Zoning Appeals meets the third Thursday of each month at 6:00 PM in the Commissioners Room of the Daviness County Courthouse located at 200 East Walnut Street, Washington, Indiana.

Notice: Failure to meet any of the above requirements will result in your application being delayed to the next month's meeting.

I have read and understand the above requirements.

(Signature of Applicant)

(Date)