

VARIANCE/SPECIAL EXCEPTION

PETITION CHECKLIST TOWN OF INGALLS BOARD OF ZONING APPEALS

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) 485-4321. All information must be typed or printed in ink.

- Application Form with original signatures (attached):**
If the petitioner is not the land owner, 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 land owners (attached):**
The petitioner must publish the public hearing in a local newspaper at least ten (10) days before the hearing date. The Proof of Publication and Certificate of Mailing Receipt must be submitted to the Town Hall located at 227 N. Swain St., Ingalls, Indiana, by the petitioner no less than 24 hours before the hearing date.
- Legal Description of the Real Estate:**
A precise legal description of the property area that is proposed for the Variance/Special Exception.
- Supporting Information:**
 - o Statement of Intent
 - o Site Plan (seven sets) including the following:
 - o Location/Key map
 - o Property dimensions
 - o Existing buildings - please provide all dimensions
 - o Adjacent roads and thoroughfares with entrances/exits to the site
 - o Setbacks between structures and property lines
 - o Parking areas - please provide all dimensions
 - o Septic systems/wells
 - o Proposed changes and buildings elevations
 - o Existing easements
 - o North arrow
 - o Location of any existing cemeteries
- Warranty Deed, Quitclaim Deed, and/or Contract:**
The deed and/or contract must be executed and recorded.
- Filing Fee: \$ _____**
Cash, Check, or Money Order payable to the Town of Ingalls. 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 ten (10) days prior to the hearing date.

VARIANCE/SPECIAL EXCEPTION

**APPLICATION
TOWN OF INGALLS 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 a Variance/Special Exception from the ordinance for the purpose of _____

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

Parcel Number _____ Present 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/Special Exception: _____

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 _____, 201__.

Petitioner or Agent Signature
Signed and Printed

Date

VARIANCE/SPECIAL EXCEPTION

**NOTICE OF PUBLIC HEARING
TOWN OF INGALLS BOARD OF ZONING APPEALS**

Hearing Information: Notice is hereby given that on the ____ day of _____, 201_ at 7:00 p.m. a public hearing will be held by the Ingalls Board of Zoning Appeals in the Ingalls Town Meeting Hall at 247 N. Meridian St., Ingalls, Indiana, for the purpose of considering a Variance/Special Exception petition for the following described real estate:

(Attach copy of legal description)

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 _____.
The purpose of the petition is to _____

Petitioner's Contact Information: (Name / Mailing Address / Phone Number) _____

Supporting Information: The supporting information is available for examination at the office of the Ingalls 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 Ingalls Town Manager.

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 Ingalls 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.

For more information, contact the Ingalls Town Manager at 227 N. Swain St., Ingalls, Indiana 46048 at (317) 485-4321, or you may also call the Ingalls Town Attorney, Gregg H. Morelock at (317) 462-7787.

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

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

TOWN OF INGALLS BOARD OF ZONING APPEALS

Legal Notice: I (We) understand that a public hearing will be held by the Board of Zoning Appeals to consider this petition and that the Town will prepare and 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 (10) days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to IC 5-3-1.

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 (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 as outlined in IC 5-3-1. The notices will be sent by certificate of mailing no later than the _____ day of _____, 201__, being at least ten (10) days prior to _____, 201__, 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 (2) ownerships of 300 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained and verified through the Madison 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 ten (10) days prior to the hearing.

Petitioner or Agent Signature
Signed and Printed

Date

Dated this _____ day of _____, 201__.

Subscribed and sworn to before me, a Notary Public, in and for said County and State, this _____ day of _____, 201__.

My Commission Expires: _____, Notary Public
Residing in _____ County, IN