

CARROLL COUNTY AREA PLAN COMMISSION

KAMRON YATES, EXECUTIVE DIRECTOR

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Application for: Rezoning Special Exception Variance

A fee of \$200, payable to the Carroll County Treasurer, must accompany this application.

Date of Application: _____ Application #: _____ Receipt #: _____

<u>Deeded Owner</u>	<u>Applicant (if different)</u>
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Premises affected:

Address of requested rezoning: _____

Legal Description: _____

Parcel ID# _____

Present Zoning Classification: _____ Requested Rezoning: _____

Lot Number: _____

Subdivision: Yes No If yes, Subdivision Name: _____

Reasons for the request:

STOP!! PROCEED TO PAGE 2.

----- *Area Plan Office use only below this line.* -----

File # _____ Received By: _____

Mail Receipts Received Date: _____

Sign Posting

It is the responsibility of the applicant or applicant's representative to properly post the Rezoning, Special Exception, or Variance notification sign as follows:

1. Sign must be posted on the subject property so that it can be clearly seen and read from the primary road front.
2. Sign must be posted a **minimum of ten (10) full days** prior to the scheduled hearing date. *The hearing date is not included in the 10-day minimum.* Post sign no later than midnight on: _____
3. Sign must remain continuously posted until the time of the hearing.
4. The applicant must provide a picture of the sign posted on the property to the Area Plan Office **10 days** prior to the meeting.
5. The sign must be removed and properly disposed of within three (3) days following the initial hearing date and time. Sign is composed of recyclable plastic.

The information submitted, including this document and all exhibits, to my knowledge and belief, are true and correct. By signing below, I give Area Plan the right to access the site for the purpose of taking photos to aid the board in their decision-making process. Said photos will become a part of the permanent public file for this request.

Signature: _____ Date: _____

Applicant or Representative

Print Name: _____

Email: _____

Phone: _____

As stipulated in Indiana Code § 36-7-4-920 (g): A person may not communicate with any member of the Board before the hearing with intent to influence the member's action on a matter pending before the board.

By initialing below, I signify that I have read and understood the following statements:

The Carroll County, Indiana Zoning & Subdivision Control Ordinances and the By-Laws of the Area Board of Zoning Appeals shall be automatically incorporated by reference and become part of the evidence at my hearing. Unless a member of the Board objects, the findings of each member casting a vote for the majority decision of the Board will be the collective finding of the Board in support of the decision of the Board.

Applicant's Initials: _____

Application Procedures

The Carroll County Area Plan and Board of Zoning Appeals meets on the 4th Tuesday of each month, unless otherwise scheduled due to holidays, special circumstances, etc. All meetings are open to the public in the Commissioners' Room on the Second Floor of the Carroll County Courthouse, 101 W. Main Street, Delphi, IN. Doors will open to the public at 5:30 p.m. The following procedure outlines the processes to apply for Rezoning, Special Exception Use and Variance. Some circumstances may require additional information.

APPLICANT'S RESPONSIBILITIES:

1. Obtain a dimensional survey (at the applicant's expense) of the subject property, prepared by a registered land surveyor, showing the property lines, distances from property lines to all lot improvements and any improvements on an abutting property within 50' of any property line, easements, parking, wells, septic systems, existing and proposed structures with dimensions. (If applicable.)
2. Submit a copy of all written commitments/conditions that pertain to the subject property. (If applicable)
3. Provide a copy of your Property Record Card (Assessor's Office, 1st floor).
4. Provide a copy of your Deed or Contract (Recorder's Office, 2nd floor) showing ownership and legal description of the property. A small fee will be charged by the Recorder's Office for this copy.
5. Burden of Proof. It is the applicant's responsibility to demonstrate (as stated in Article 7 of the Carroll County Zoning Ordinance) why the strict application of the terms of this ordinance would involve practical difficulties as applied to the property for which the special exception is sought. It is highly recommended this justification be supplied in writing, at the time of application.
6. Applications must be filed with the Area Plan Department by the established cutoff date (see attached). A filing fee of \$200 payable to Carroll County Treasurer must accompany the application.
7. Post a "*Special Exception*", "*Request for Variance*", or "*Request for Variance*" sign (provided by the Area Plan Office) on the property, where it can easily be seen and read from the road, a minimum of **10 full days prior** to the date of the hearing and continually until the date of the hearing. A "*Sign Posting Affidavit*" (provided by Area Plan) verifying the posting date, is required. The sign must be removed within three (3) days following the initial hearing date and time. Sign is composed of recyclable plastic.

The Applicant or a representative should be present at the hearing to answer any questions and/or consider any changes the board may have regarding the request. The board may hear the request whether or not a representative is present. If the request is denied, re-application is not allowed for a period of one year. If no representative will be present, contact the Area Plan office to request a continuance. **It is the petitioner's responsibility to present any & all information to the Board of Zoning Appeals.**

<u>Filing Dates</u>	<u>Meeting Dates</u>	<u>AREA PLAN HEARINGS</u>	<u>BZA HEARINGS</u>
01/03/23	01/24/23	6:00 P.M.	7:00 P.M.
02/03/23	02/28/23	6:00 P.M.	7:00 P.M.
03/03/23	03/28/23	6:00 P.M.	7:00 P.M.
04/03/23	04/25/23	6:00 P.M.	7:00 P.M.
05/05/23	05/23/23	6:00 P.M.	7:00 P.M.
06/02/23	06/27/23	6:00 P.M.	7:00 P.M.
07/03/23	07/25/23	6:00 P.M.	7:00 P.M.
08/04/23	08/22/23	6:00 P.M.	7:00 P.M.
09/01/23	09/26/23	6:00 P.M.	7:00 P.M.
10/06/23	10/24/23	6:00 P.M.	7:00 P.M.
11/03/23	11/28/23	6:00 P.M.	7:00 P.M.

*Please note the publication deadline for the BZA meetings is prior to the filing deadline, all notices must be published in the Carroll County Comet a minimum of **10 days** prior to the hearing date. The office must also approve all publications.*

**PLEASE OBSERVE THE FOLLOWING GUIDELINES,
FOR THE SAKE OF TIME AND FAIRNESS TO ALL:**

1. Step to the podium and state your name for the record before you speak.
2. Limit your remarks to **ten (10) minutes** or less or you must request and receive approval from the Board for more time.
3. Do not repeat arguments that have been brought up by others.
4. Remember that all visual aids used to support your arguments will remain the property of the Board.
5. Cell phones must be turned off while the meeting is in session. Please step out of the room before using your cell phone.