



Town of Bargersville

VARIANCE AND SPECIAL EXCEPTION FILING PROCEDURE

READ CAREFULLY

1. Meet with Staff:

- a. Prior to filing a meeting with staff is required

2. Application:

- a. Application must be completed in ink or typed.
- b. The application must be completed in its entirety.
- c. The application must be notarized.
- d. The application must be filed with the Bargersville Department of Development 30 days prior to the next scheduled meeting.
- e. A non-refundable filing fee of \$400.00 + \$50.00 for each additional variance required upon submitting an application.
- f. A notarized letter of consent is required for any petition, which the applicant **does not** own the property involved.

3. Notice of Public Hearing:

- a. Notice of Public Hearing must be published in the Newspaper and mailed to adjacent property owners located within *600 feet* of the property or up to two (2) property owners deep. The official list of adjacent property owners must be obtained from Auditors office/Mapping Dept. of Johnson County. This Notice must occur *at least ten (10) days* prior to the scheduled public hearing. The Newspaper Notice must appear in the Johnson County Daily Journal newspaper.
- b. The notice must include the time, date, place and reason for the petition along with the address and legal description of the property
- c. A copy of the legal advertisement must be submitted to the Bargersville Plan Commission office on or before the Friday preceding the Plan Commission meeting.
- d. Proof of Notice Affidavit and Newspaper affidavit must be filed with the Bargersville Department of Development office on or before the Friday preceding the Board of Zoning Appeals meeting (hearing date).
- e. The letter or notice sent to the adjoining property owners must contain the place, date, time and reason for the petition.
- f. A copy of the letter of notice must be filed along with the Proof of Notice Affidavit.
- g. If the Proof of Notice, green cards, white receipts and newspaper notice are not filed with the Bargersville Plan Commission before the Friday preceding the Board of Zoning Appeals meeting, the petition will automatically be continued to the next monthly meeting.
- h. The letter or notice sent to the adjoining property owners must contain the place, date, time and reason for the petition.
- i. A copy of the letter of notice must be filed along with the Proof of Notice Affidavit.

4. Site Plan Requirements:

- a. A detailed site plan is required at the time of filing with each petition.
- b. The site plan must show the entire layout of the property with all buildings, structures, drives, parking areas, and uses related to or proposed with the petition clearly delineated on the plan.
- c. Minimums of seven (7) copies of the site plan are necessary to be filed with the Department of Planning and Zoning.
- d. The site plan must indicate the adjacent property(s) within 600 feet as well as any special uses of that property. A copy of the aerial photo from the Auditors office/Mapping Dept. of Johnson County may be used for this purpose.
- e. Additional information may be requested by the BZA at their discretion.

**TOWN OF BARGERSVILLE
VARIANCE
APPLICATION
Department of Development**

Pre-Filing Conference with office staff _____ Date _____

PREVIOUS FILINGS (RELATED TO PROJECT, i.e. rezones, plats, development, variances and/or amendments)

APPLICANT'S NAME _____ EMAIL _____

COMPANY NAME _____

APPLICANT'S ADDRESS _____

TELEPHONE# _____ FAX # _____

DETAILED STATEMENT FOR VARIANCE REQUEST: _____

PROJECT NAME _____

SUBDIVISION NAME _____

PROPERTY ADDRESS _____

PARCEL/TAX ID #(s) _____

CURRENT ZONING DISTRICT _____ PROPOSED ZONING DISTRICT _____

AREA (acres) _____ NUMBER OF LOTS _____ MILES OF STREETS _____

SQ.FT. OF PROPERTY _____ SQ.FT. OF BUILDING _____

SQ.FT. OF DISTURBED AREA _____ SQ.FT. OF IMPERVIOUS AREA _____

PROJECT ENGINEER/ARCHITECT _____

EMAIL _____

COMPANY NAME _____

COMPANY ADDRESS _____

TELEPHONE# _____ FAX# _____

CERTIFICATION: I hereby certify that the application is correct and that ANY construction, reconstruction, enlargement, relocation, or alterations of structures, or any land use changes requested by the application will comply and conform to all applicable laws of the State of Indiana and Town of Bargersville Ordinances. I further certify that construction of any kind will not be used or occupied until proper certificates of occupancies or completion are issued by the Department of Development, Bargersville, Indiana.

Signature of Owner/Authorized Agent

Date

Printed Name _____

NOTICE TO ADJACENT PROPERTY OWNERS AFFIDAVIT

I, _____ having first been duly sworn depose and say:

1. That I have notified in person or by CERTIFIED RETURN RECEIPT U.S. MAIL, all owners of property which is located within a six hundred (600) foot radius of the property located _____, Bargersville, Indiana (or hand delivered notices)
2. That the said property owners were informed by me of the filing of the application for Variance/Special Exception and/or the nature of said application as provided in the Rules of Procedure of the Board of Zoning and Appeals.
3. That the property owners were also notified that the Board of Zoning and Appeals will hold a public hearing regarding this application on _____, 20____ at 7:00 pm at the Bargersville Town Hall located at 24 N Main, Bargersville, IN 46106.
4. That the names and addresses of said property owners so notified are listed on a separate sheet of paper, which is a part of this Affidavit.

AND FURTHER AFFIANT SAYETH NOT.

Affiant

STATE OF INDIANA)
)
COUNTY OF JOHNSON) SS:

Subscribed and sworn to be before me this _____ day of _____, 20 ____ .

Notary Public, _____
(Name Printed)

Resident of _____ County, IN

My Commission expires: _____

NOTICE TO PUBLIC HEARING

Notice is hereby given that the Department of Planning and Zoning on the _____ day of _____
20____, at _____ p.m. at the Bargersville Town Hall located at 24 N Main Street in Bargersville, IN, will
hold a public hearing on request by _____ for consideration of a
Variance/Special Exception for the property located at _____ to allow:

On the premise located (Legal description attached):

Written suggestions or objections to provisions of the said request may be filed with the Secretary of the Board of Zoning and Appeals at or before such meeting and will be heard by the Commission at the time and place specified.

Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Copies of the petition may be examined at the Bargersville Department of Planning and Zoning, 24 N Main Street, Bargersville, IN 46106.

APPLICANT