

HUNTINGBURG BZA APPLICATION PACKET

Contact: Administrator (812) 683-2211, planning@huntingburg-in.gov

Effective April 1, 2021

This application packet is for petitions under the jurisdiction of the Huntingburg Board of Zoning Appeals and includes:

- **Variance** - a modification of the specific requirements or standards of the zoning ordinance.
- **Special Exception** - approval of a land use that would be permitted in the subject zoning district provided it meets certain conditions.
- **Variance of Use** – approval of a specific land use that is not otherwise permitted in the subject zoning district.
- **Use Classification** – the classification of a land use that is neither listed nor similar to any use listed in the zoning ordinance.
- **Appeals** – an appeal of the Administrator’s review, decision, or determination in the enforcement of the zoning ordinance.

Step 1: Pre-Application.

At least one (1) week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (812) 683-2211, or emailing planning@huntingburg-in.gov.

Step 2: Making Application.

The applicant must make an appointment with the Administrator in order to file an application by calling (812) 683-2211, or emailing planning@huntingburg-in.gov. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. At this time, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Step 3: Submittal Checklist

	Variance	Special Exception	Variance of Use	Use Classification	Appeals
1. Application Fee	\$150	\$150	\$150	\$100	\$100
2. Electronic Copy	✓	✓	✓	✓	✓
3. Application Form	✓	✓	✓	✓	✓
4. Vicinity Map	✓	✓	✓	✓	✓
5. Aerial Map	✓	✓	✓	✓	✓
6. List of Adjacent Property Owners (City Will Provide List)	✓	✓	✓		✓
7. Site Plan	✓	✓	✓		
8. Narrative	✓	✓	✓	✓	✓
9. Legal Description and Drawing	✓	✓	✓		✓
Attachment A: Consent of Property Owner	✓	✓	✓		✓
Attachment B: Notice for Newspapers	✓	✓	✓	✓	✓
Attachment C: Notice for Property Owners	✓	✓	✓		
Attachment D: Standards for Evaluating a Variance	✓				
Attachment E: Standards for Evaluating a Special Exception		✓			
Attachment F: Standards for Evaluating a Use Variance			✓		
Attachment G: Standards for Classifying a Use				✓	
Attachment H: Information for Appeal					✓

1. Application Fee. Make checks payable to “City of Huntingburg”.
2. Electronic Copy. Submit an electronic copy of ALL of the items on the submittal checklist, including the application, maps, lists, plans, narratives, and other required attachments. File format should be PDF and each item should be saved as an individual file. Copy may be submitted by email or on a USB drive.
3. Application Form. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s).
4. Vicinity Map. Submit a vicinity map, in a scalable format showing where the property is generally located in Huntingburg, making sure major streets are labeled.
5. Aerial Map. At the time of filing, the Administrator will generate an aerial map of the subject parcel showing all properties within 200 feet of subject parcel.
6. List of Adjacent Property Owners. At the time of filing, the Administrator will generate a list of all surrounding property owners whose property is within 200 feet and at least 2 parcels deep from all portions of the subject parcel.
7. Site Plan. Submit a basic site plan in a scalable format showing the basic layout of the proposed development for duplication purposes.
8. Narrative. A Narrative describing the nature of the application, land use, and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
9. Legal Description and Drawing. A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
10. Attachments A - H. Complete necessary attachments per the respective instructions contained on each form.

Step 4: Notifying the Public

State Law and the Rules and Procedures for Huntingburg's PC and BZA require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

Complete Attachment B: Notice for Newspapers. At the application meeting, the Administrator will review and approve the completed attachment.

Publish the approved attachment and legal description one time in both of the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule). Failure to meet the publishing deadlines will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits and *Form 1: Proof of Notification* must be turned in to the Administrator at least three days prior to the hearing (see Application Schedule).

- Dubois County Herald. (Published Tuesday thru Saturday).

Surrounding Property Owner Notification (not applicable to Use Classifications or Appeals)

Complete Attachment C: Notice for Property Owners. At the application meeting, the Administrator will review and approve the completed attachment.

The Petitioner must notify all surrounding property owners within 200 feet and at least 2 properties in depth of the subject property. If the petitioner owns adjacent parcels, then go 200 feet and 2 properties beyond those parcels.

Notification must be mailed by either First Class Certificate of Mailing or Certified Mail.

- Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
- Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule). Proof of mailing must be submitted to the Administrator at least three days prior to the hearing (see Application Schedule). Include the following information to each person notified:

- A copy of the approved Attachment C: Notice for Property Owners
- Legal description and drawing
- Aerial Map
- Narrative
- Site Plan (if applicable)
- The applicable Attachment D, E, F, G, or H.

2021 Application Schedule

The following table depicts the deadlines for petitions before the Huntingburg BZA. Deviations from this schedule are not permitted without requesting approval from the Rules and Procedures.

Application Submittal	Deadline for Submitting Info to the File	Public Notice Deadline	Agenda and Staff Report Published	Submit Proof of Public Notice	BZA Hearing Date (Meets on an as Needed Basis)
Dec 14, 2020	Dec 30, 2020	Jan 2	Jan 6	Jan 11	
Jan 11	Jan 27	Jan 30	Feb 3	Feb 8	
Feb 8	Feb 24	Feb 27	Mar 3	Mar 8	
Mar 15	Mar 31	Apr 3	Apr 7	Apr 12	
Apr 12	Apr 28	May 1	May 5	May 10	
May 10	May 26	May 29	Jun 2	Jun 7	
Jun 14	Jun 30	Jul 3	Jul 7	Jul 12	
Jul 12	Jul 28	Jul 31	Aug 4	Aug 9	
Aug 9	Aug 25	Aug 28	Sep 1	Sep 6	
Sep 13	Sep 29	Oct 2	Oct 6	Oct 11	
Oct 11	Oct 27	Oct 30	Nov 3	Nov 8	
Nov 8	Nov 24	Nov 27	Dec 1	Dec 6	

- Application Submittal: The filing deadline is 12:00 noon on the date indicated. Call (812) 683-2211 or email planning@huntingburg-in.gov to make an appointment to file your application. Application meetings are at a place and time that is most convenient for the applicant and the Huntingburg UDO Administrator.
- Deadline for Submitting Info/Revisions to the File: Revisions or additions to the plans and/or file must be submitted by 12:00 noon on the date indicated in order to remain on the current application schedule. Plans shall be submitted electronically with a cover letter to the attention of the Huntingburg UDO Administrator at planning@huntingburg-in.gov.
- Public Notice Deadline: Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- Agenda and Staff Report Published: On the date indicated, Agendas and Staff Reports will be emailed directly to the Huntingburg BZA Members and the Applicant/Owner.
- Submit Proof of Public Notice: Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted electronically with a cover letter to the attention of the Huntingburg UDO Administrator at PLake@huntingburg-in.gov.
- BZA Hearing: Unless otherwise noticed, BZA Meetings are held at 5:30pm at the Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.

BZA Application

This application is being submitted for (check all that apply):

- ☐ **Variance** ☐ Special Exception
☐ Variance of Use ☐ Use Classification
☐ Appeal

Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Other Contact Name	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision			Lot Number(s)	
Total Acreage		Flood Zone on Site?		
Zoning of Subject Property		Use of Subject Property		
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

Signature

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of _____, 20____.

Signature _____

For Office Use Only	
File #	Fee
Filing	TAC
Hearing/Meeting	
<input checked="" type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved
<input checked="" type="checkbox"/> w/ conditions	

Attachment A: Consent of Property Owner

Complete and submit if applicant is different from property owner.

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of _____, 20____.

Signature _____

Attachment B: Notice for Newspapers

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the Huntingburg BZA, which petition requests a

☐ **Variance** ☐ Special Exception ☐ Use Variance ☐ Use Classification ☐ Appeal

for the said property in order to:

_____.

This petition, File # _____, will come for hearing at 5:30pm at the Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542 on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (812) 683-2211 or email at planning@huntingburg-in.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the BZA members in advance of the meeting must be received fourteen (14) days prior to the hearing and must be sent to planning@huntingburg-in.gov or Huntingburg BZA, Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.

Petitioner: _____

Attachment C: Notice for Property Owners

Include with the mailing: 1) Legal Description, 2) Aerial Map, 3) Site Plan (if applicable), 4) Narrative, 5) Attachment D, E, or F

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the Huntingburg BZA, which petition requests a

☐ Variance ☐ Special Exception ☐ Use Variance

for the said property in order to:

This petition, File # _____, will come for hearing at 5:30pm at the Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542 on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (812) 683-2211 or email at PLake@huntingburg-in.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the BZA members in advance of the meeting must be received fourteen (14) days prior to the hearing and must be sent to PLake@huntingburg-in.gov or Huntingburg BZA, Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.

Petitioner: _____

Attachment D: Standards for Evaluating a **Variance**

Use the following form or attach a separate sheet(s) to explain the Variance request. Use a new sheet for each variance requested. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

Petition Information

Describe the proposed use of the property (type of use, hours of operation, access, necessary construction, employees, etc.):

--

Standards for Evaluation

1. The variance will not be injurious to the public health, safety, morals, and general welfare of the community because...
2. The use or value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because...
3. The strict application of the terms of the ordinance will result in practical difficulties in the use of the property because...

Attachment E: Standards for Evaluating a Special Exception

Use the following form or attach a separate sheet(s) to explain the Special Exception request. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

Petition Information

Describe the proposed use of the property (type of use, hours of operation, access, necessary construction, employees, etc.):

--

Standards for Evaluation

1. The establishment, maintenance, or operation of the Special Exception will not be detrimental to or endanger the public health, safety, morals, or general welfare because...
2. The Special Exception will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted because...
3. The establishment of the Special Exception will not impede or substantially alter the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district because...
4. Adequate utilities, access road, drainage, and other necessary facilities have been or are being provided, such as...
5. Adequate measures have been or will be taken to provide entrance/exit to the property to minimize traffic congestion on the public roadways, and described as...
6. The special exception is permitted in and will be located in the _____ zoning district. I have reviewed all of the applicable development standards for this district and for this particular use and... <input type="checkbox"/> YES, all of the standards will be met. <input type="checkbox"/> NO, the following standards cannot be met and will be remedied as follows:

Attachment F: Standards for Evaluating a Variance of Use

Use the following form or attach a separate sheet(s) to explain the Variance of Use request. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

Petition Information

Describe the proposed use of the property (type of use, hours of operation, access, necessary construction, employees, etc.):

--

Standards for Evaluation

1. The approval of the Variance of Use will not be injurious to the public health, safety, morals, and general welfare of the community because...
2. The use and value of the area adjacent to the property included in the Variance of Use will not be affected in a substantially adverse manner because...
3. The need for the Variance of Use arises from some condition peculiar to the property involved, and is more clearly described as...
4. The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the Variance of Use is sought, and is more clearly described as...
5. The Comprehensive Plan describes this area as... The approval does not interfere substantially with the Comprehensive Plan because...

Attachment G: Standards for Classifying a Use

Use the following form or attach a separate sheet(s) to explain the Use to be classified. The BZA's decision shall be based upon how each of the following statutory requirements is justified in the request.

Petition Information

Describe the proposed use of the property (type of use, hours of operation, access, necessary construction, employees, etc.):

--

Standards for Evaluation

1. The subject use and its operations are compatible with the uses permitted in the district wherein it is proposed to be located, and are further described as...
2. The subject use is similar to one or more uses permitted in the district within which it is proposed to be located. The best example of a similar use is _____ and it is similar in the following ways...
3. The subject use will not cause substantial injury to the values of property in the neighborhood or district within which it is proposed to be located because...
4. The subject use will be designed, located, and operated to protect the public health, safety, and general welfare in the following ways...

Attachment H: Information for Appeal

Use the following form or attach a separate sheet(s) to explain the nature of the Appeal.

The BZA shall hear and determine appeals from and review any order, requirement, decision, or determination made by the Administrator in the enforcement of the UDO. In exercising its powers the BZA may reverse or affirm (wholly or partly), or may modify the order, requirement, decision, or determination appealed and to that end shall have all of the powers of the Administrator from whom the appeal is taken.

When an appeal has been filed, all proceedings, operation, and work on the premises concerned must stop, unless the official from whom the appeal was taken shall certify to the BZA that, by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings or work shall not be stayed except by a restraining order, which may be granted by a circuit or superior court of the county in which the premises affected are situated, on notice to the office or board from whom the appeal is taken and the owner of the premises affected, and on due cause shown.

Petition Information

Itemize the subject of the appeal and identify Zoning Ordinance citations where applicable:

Document/ Citation / Requirement	Administrator’s Interpretation	Applicant’s Position

Form 1: Affidavit of Notification (**All**)

Submit this Form two days prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 200 foot radius of my property and at least 2 properties deep located at _____.
- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public", which is part of the Rules and Procedures of the BZA as described;
- That the said property owners were notified that the BZA will hold a public hearing regarding this application on the date of _____, at 5:30pm; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of _____, 20____.

Signature _____

Form 2: Adjacent Property Owners Notified by Mail (**Proof of Mailing**)

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender			Type of Mail: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY	
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:	POSTMASTER, (name of receiving employee)	
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:			Page _____ of _____	