



VARIANCE

PETITION CHECKLIST FORTVILLE ADVISORY 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 Fortville Planning & Building Director at (317) 485-4044 Ext. 105. 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 public hearing must be published 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 **Planning & Building Director, Adam Zaklikowski (azak@fortvilleindiana.org)** no less than 24 hours before the hearing date.*
- ☐ **Notice of Public Hearing (attached):**
Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.
- ☐ **Legal Description of the Real Estate:**
A precise legal description of the property area that is proposed for the Variance.
- ☐ **Supporting Information:**
 - Statement of Intent
 - Site Plan (seven sets) including the following:
 - Location/Key map
 - Property dimensions
 - Existing buildings - please provide all dimensions
 - Adjacent roads and thoroughfares with entrances/exits to the site
 - Setbacks between structures and property lines
 - Parking areas - please provide all dimensions
 - Septic systems/wells
 - Proposed changes and building elevations
 - Existing easements
 - North arrow
 - 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 Fortville. 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

APPLICATION

FORTVILLE ADVISORY 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 from the ordinance for the purpose of

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

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: _____

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 _____, 20_____.

Petitioner or Agent Signature
Signed and Printed

Date

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

FORTVILLE ADVISORY 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 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 the Fortville Zoning Ordinance.

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 the Fortville Zoning Ordinance. The notices will be sent by certificate of mailing no later than the _____ day of _____, 20____, being at least ten (10) days prior to _____, 20____, 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 ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the Hancock County Area Plan Commission office in Greenfield and verified through the 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" sign, provided by the Town of Fortville, will be posted by the Town of Fortville 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 _____, 20_____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20_____.

Notary Public

County

Commission Expires

VARIANCE

NOTICE OF PUBLIC HEARING

FORTVILLE ADVISORY BOARD OF ZONING APPEALS

Hearing Information: Notice is hereby given that on the _____ day of _____, 20____ at 6:30 P.M. a public hearing will be held by the Fortville Advisory Board of Zoning Appeals at Fortville Town Hall, 714. E Broadway Street, Fortville, Indiana, for the purpose of considering a Variance 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 Vernon 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: Additional information is available for examination at Fortville Town Hall.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the *Fortville Planning & Building Director, Adam Zaklikowski (azak@fortvilleindiana.org)*.

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 Town of Fortville 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 Fortville Planning & Building Director at 317-485-4044 Ext. 105.

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

CONSENT OF PROPERTY OWNER(S)

Comes now _____ ,
being the owners in fee simple of the real estate located at _____
_____ ,

in the Town of Fortville, Indiana, and by my (our) signature (s) below consent to granting of the
petition of _____
currently pending before the Fortville Advisory Board of Zoning Appeals.

Dated: _____

Dated: _____

Subscribed and sworn to before me, a Notary Public, this _____ day of _____ ,
20__ .

Notary

Commission Expires

Residing in _____ County