

## **INSTRUCTIONS – BZA COMMITMENT AMENDMENT**

1. Please allow plenty of time for Department of Community Services (DOCS) staff review and the Board of Zoning Appeals (BZA) approval process (approximately 45-60 days). Discuss the proposed application with the DOCS staff at a pre-submittal meeting please contact us for an appointment: 317-571-2417, [jshestak@carmel.in.gov](mailto:jshestak@carmel.in.gov) or [aconn@carmel.in.gov](mailto:aconn@carmel.in.gov), or 3<sup>rd</sup> Flr. Carmel City Hall, 1 Civic Square, Carmel, IN 46032.
2. Please note that only electronic submittals are accepted, and they must be submitted on the online [Application Portal](#) (Cityworks). Then, after you receive an email invite from Avolve/ePlan, plans and documents are to be uploaded electronically through ProjectDox, Carmel's electronic plan review software.
3. INFORMATION NEEDED for formal DOCS staff and BZA review:
  - a. Electronically submitted application via the online Public Portal (Cityworks).
  - b. Electronic copy of a location map showing location of site in question, zoning, and existing land use of adjacent properties. (See [GIS Maps](#) link on the DOCS webpage as an option.) (Via ProjectDox)
  - c. Electronic copies of all plans depicting all existing and proposed structures, all exterior architectural building elevations, landscaping, drainage, lighting, landscaping, signage, and any other supporting documentation to fully understand the proposal (via ProjectDox)
  - d. Electronic copy of [adjacent property owners list](#) certified by the Hamilton County Real Property Dept. (via ProjectDox)
4. Once the application is submitted via the Public Portal, a docket number will be released, and you will receive an email from ePlan to upload the site plans and other drawings to ProjectDox. The above referenced information must be submitted to the DOCS at least 45 days prior to the hearing date. Within 10 days of filing, the application will be reviewed by staff and correspondence outlining the deficiencies will be emailed to the petitioner, or a docket number will be assigned, as well as a list of dates and deadlines related to the petition. (A docket number will not be assigned until all deficiencies are addressed).
5. Three modes of public notice are required:
  - a. A Public Notice Legal Ad shall be published in the **Newspaper** according to the **Chart on page 2** at least 20 days prior to the public hearing date. The certified "Proof of Publication" affidavit for the newspaper must be submitted at least 5 days prior to the hearing.
  - b. Notice of Public Hearing to all adjoining and abutting property owners is also required; 2 methods are recommended:
    1. **First Class Mail with Certificate of Mailing** sent to adjoining property owners (not Certified Mail w/ Return Receipt). (The white receipt should be stamped by the Post Office at least 20 days prior to the public hearing date), **OR**
    2. **Hand-Delivered** to adjoining and abutting property owners (A receipt/affidavit signed by the adjoining and abutting property owners acknowledging the 20-day prior notice should be kept for verification that the notice was completed).
  - c. A **Notice of Public Hearing Sign** posted on the property is also required at least 20 days prior to the hearing (see Pg 4.)
6. After final review, the petitioner needs to pay the required filing fee by Noon, 10 days prior to the BZA meeting date, before the item will be added to the official BZA meeting agenda. (See [DOCS Fees](#).)
7. At least 10 days prior to the hearing, the petitioner must submit electronic copies of their proof of publication(s), proof of adjacent property owners mailings notice, completed Petitioner's Affidavit of Notice of Public Hearing (pg. 6), and Board member's Info Packets to DOCS.

**1 electronic copy of the BZA Info Packet** is required that same day. The following is the suggested order and list of items that should be included:

|                                      |                                                |
|--------------------------------------|------------------------------------------------|
| a- Cover page / memo                 | d- Location map and/or aerial photo            |
| b- Brief description of request      | e- Any other supporting information            |
| c- Existing & proposed commitment(s) | f- Findings of Fact Sheet (page 7), filled out |
8. Note: At least 5 days prior to the BZA meeting, Planning Staff will release the BZA Dept. Report, which includes analysis of the petition, as well as vote recommendations for the Board.
9. The property owner, property owner's Attorney, or someone with the property owner's Power of Attorney must be present at the Carmel Board of Zoning Appeals public hearing to speak and give a presentation. This should include some type of display or exhibit; an opaque paper overhead projector will be available the night of the hearing, as well as computer laptop hookups.
10. Generally, appeal applications are acted upon by the Board in one meeting. However, the Board may, at its discretion, table an item at any time.
11. The Board of Zoning Appeals usually meets the 4<sup>th</sup> Monday of each month at 6:00 p.m. at Carmel City Hall Council Chambers, 2<sup>nd</sup> Flr., 1 Civic Sq., Carmel, IN 46032. (And, BZA Hearing Officer meetings are held on the same evening, immediately prior to the regular meeting (around 5/5:30p.m.) in the same room.)

### **NEWSPAPER PUBLICATION (LEGAL AD) - NOTICE OF PUBLIC HEARING**

Per Article VI, Section 3 of the BZA Rules of Procedure, a legal notice shall be published in The Current in Carmel newspaper. However, affected areas located within a non-Carmel postal ZIP code (Westfield, Zionsville, Indianapolis) must place a legal notice in the corresponding city's newspaper. Refer to the chart below to find what publications to notify based upon the corresponding ZIP code. **(Please note: subject sites located on the border between a Carmel and a non-Carmel zip code must make legal ad notice to two newspapers – The Current & The Indianapolis Star.)**

| <b><u>Zip Code</u></b>     | <b><u>Publication</u></b> |
|----------------------------|---------------------------|
| 46032, 46033, 46280, 46290 | Current in Carmel         |
| 46074                      | Current in Westfield      |
| 46077                      | Current in Zionsville     |
| 46240 & 46260              | Current in North Indy     |
| 46268                      | Indianapolis Star         |

**ADJACENT PROPERTY OWNERS LIST**

I, \_\_\_\_\_ (*Auditor's Name*) \_\_\_\_\_, Auditor of Hamilton County, Indiana, certify that the attached list is a true and complete listing of the adjoining and adjacent property owners of the property described herewith.

OWNER

ADDRESS

**EXAMPLE ONLY:**

Formal list request sheet & official list may be acquired from the Hamilton County Real Property Dept. (317-770-4412 or [hamiltoncounty.in.gov](http://hamiltoncounty.in.gov)). Please allow 3 to 5 days for Hamilton County to complete your request.

Auditor of Hamilton County, Indiana--Signature

Date

## **BZA Public Notice Sign Procedure & Affidavit**

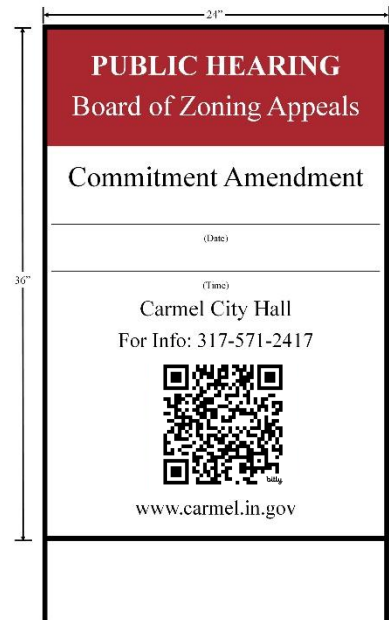
### **Procedure:**

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 20 days prior to the public hearing date.
2. Sign must follow the sign design requirements:
  - Must be 24" x 36" – vertical
  - Must be double sided
  - Must be composed of weather resistant material, such as corrugated plastic or laminated poster board
  - Must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
  - 12" x 24" PMS 1805 Red box with white text at the top
  - White background with black text below.
  - Text used in example to the right, with Date\* and Time of subject public hearing
  - A QR code providing a link to the GIS Map of Public Hearings

\* The Date should be written in day, month, and date format. *Example: "Mon., Jan. 23"*
4. The sign must be removed within 72 hours of public hearing conclusion



(A high definition exemplar of this sign is included on the next page)

### **Public Notice Sign Placement Affidavit:**

I (We) \_\_\_\_\_ do hereby certify that placement of the public notice sign to consider Docket No. \_\_\_\_\_ was placed on the subject property at least 20 days prior to the date of the public hearing, at the address listed below:

STATE OF INDIANA, COUNTY OF \_\_\_\_\_, SS:

The undersigned, having been duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

\_\_\_\_\_  
(Signature of Petitioner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public, Signed Name: \_\_\_\_\_

Notary Public, Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_.

24"

36"

**PUBLIC HEARING**

Board of Zoning Appeals

White Letters on  
PMS 1805 Red

Commitment Amendment

Black Metal Frame

(Date)

(Time)

Carmel City Hall

For Info: 317-571-2417

Black Letters  
on White



www.carmel.in.gov

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS

Docket No. \_\_\_\_\_

Notice is hereby given that the Carmel Board of Zoning Appeals meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. in the City Hall Council Chambers, 1 Civic Sq., 2<sup>nd</sup> Flr., Carmel, IN 46032, will hold a Public Hearing upon a Commitment Amendment application to:  
*(Explain your request—seeking to amend commitments related to...)*

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With the property being known as *(insert address)*: \_\_\_\_\_  
\_\_\_\_\_.

The application is identified as Docket No. \_\_\_\_\_.

The real estate affected by said application is described as follows: *(insert Legal Description OR Tax ID parcel number(s))*

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The petition may be examined on the City's website, through Public Documents - Laserfiche.

All interested persons desiring to present their views on the above application, either in writing or verbally, will be given an opportunity to be heard at the above-mentioned time and place.

\_\_\_\_\_  
PETITIONERS

*(Note: When mailing out public notices to adjacent property owners, it is recommended that you also include a location map, and maybe also a Site Plan and/or Aerial Photo.)*

**PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING  
CARMEL BOARD OF ZONING APPEALS**

I (WE) \_\_\_\_\_ DO HEREBY CERTIFY THAT NOTICE OF  
(Petitioner's Name)

PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS CONSIDERING DOCKET NO.

\_\_\_\_\_, WAS REGISTERED AND MAILED AT LEAST 20 DAYS PRIOR TO THE DATE OF  
THE PUBLIC HEARING TO THE BELOW LISTED ADJACENT PROPERTY OWNERS:

OWNER

ADDRESS

|  |  |
|--|--|
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

STATE OF INDIANA

SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

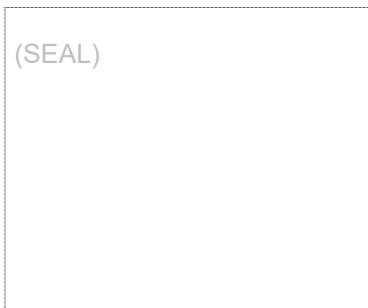
\_\_\_\_\_  
(Signature of Petitioner)

County of \_\_\_\_\_ Before me the undersigned, a Notary Public  
(County in which notarization takes place)

for \_\_\_\_\_ County, State of Indiana, personally appeared  
(Notary Public's county of residence)

\_\_\_\_\_ and acknowledge the execution of the foregoing instrument  
(Property Owner, Attorney, or Power of Attorney)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(date) (month) (year)



\_\_\_\_\_  
Notary Public--Signature

\_\_\_\_\_  
Notary Public—Printed name

My commission expires: \_\_\_\_\_

CARMEL BOARD OF ZONING APPEALS  
**FINDINGS OF FACT SHEET - COMMITMENT AMENDMENT**

*(Petitioner fills out first 2 blanks)*

Docket No.: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Comments:

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DECISION

It is therefore the decision of the Carmel Board of Zoning Appeals that Commitment Amendment Docket No. \_\_\_\_\_ is granted, subject to any conditions stated in the minutes of this Board, which are incorporated herein by reference and made a part hereof.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
CHAIRPERSON, Carmel Board of Zoning Appeals

\_\_\_\_\_  
SECRETARY, Carmel Board of Zoning Appeals

*Conditions of approval of the Board, if any, are listed on the Letter of Grant.*

**CHECKLIST**  
**Commitment Amendment Application**

**Applications must include the following applicable materials:**

- ☐ Application (created/submitted on online Public Portal), signed by the owner of the subject property or an authorized agent, notarized, and filed at least 45 days prior to the next scheduled public hearing.
- ☐ Electronic copy of Adjacent Property Owners list certified by the Hamilton County Real Property Dept. Formal list request sheet & official list may be acquired by 317-770-4412 or [hamiltoncounty.in.gov](http://hamiltoncounty.in.gov). Please allow 3 to 5 days for Hamilton County to complete your request.
- ☐ Electronic copy of Site Plan (if applicable) that includes:
  1. Existing and proposed principal structures and accessory structures.
  2. Parking plan (automobiles & bicycles).
  3. Landscaping.
  4. Signage plan.
  5. Lighting plan, if applicable.
  6. Existing and proposed public rights of way (internal and adjoining).
  7. Location of easements (utility, drainage, landscape, access, etc.)
  8. Building setback lines.
  9. Building coverage calculation;
  10. Existing and proposed utility structures and systems, and
  11. If applicable, Drainage Plan.
- ☐ Electronic copies of exterior architectural building elevations and photo examples of subject site and/or buildings.
- ☐ When applicable, prepare an electronic copy of an estimated construction cost to comply with the Thoroughfare Plan per UDO Section 1.07(E). (Contact Carmel Engineering Dept. for more details at 317-571-2441.)
- ☐ Electronic copies of Covenants and/or Commitments (existing and proposed).
- ☐ When applicable, electronic copies of correspondence to/from TRM ([Technical Review Members](#)).

All documents must be legible and of the required size and scale. The omission of any of the material indicated in the above checklist may lead to your petition being placed on a later docket or not accepted for filing.