

INSTRUCTIONS – BZA ADMINISTRATIVE APPEAL APPLICATION

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 Appeal with the DOCS staff at a pre-submittal meeting; please contact us for an appointment: 317-571-2417, jshestak@carmel.in.gov or aconn@carmel.in.gov, or 3rd Flr. Carmel City Hall, 1 Civic Square, Carmel, IN 46032.
2. Please note that only electronic submittals are accepted, and they must be created and 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 online plan review software.
3. INFORMATION NEEDED for formal DOCS staff and BZA review:
 - a. Electronically submitted application via the online Application 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 Auditor's Office (Via ProjectDox).
4. Once the application is submitted via the Application Portal, a docket number will be released, and you will receive an email from ePlan asking you 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 public 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 3** 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 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 7.)
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 Sheet / Memo	d- Statement of Support (short paragraph)
b- Finding of Facts (question sheet, pg. 8)	e- Location Map and/or aerial photo
c- Statement of Request (short paragraph)	f- Reductions of all plans (site, drainage, landscaping, signage, lighting, architecture, etc...)
8. Note: At least 5 days prior to the BZA meeting, Planning Staff will release the BZA Dept. Report, which includes analyses 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 meeting to speak and give a short presentation. This should include some type of display or exhibit; an opaque paper overhead projector camera will be available the night of the hearing, as well as computer laptop hookups.
10. Generally, 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 4th Monday of each month at 6:00 p.m. at Carmel City Hall Council Chambers, 2nd Flr., 1 Civic Sq., Carmel, IN 46032. 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.

ADJACENT PROPERTY OWNERS LIST

I, (Auditor's Name) , Auditor of Hamilton County, Indiana, certify that the attached affidavit is a true and complete listing of the adjoining and adjacent property owners concerning Docket No. _____.

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) Please allow 3 to 5 days for Hamilton County to complete your request.

Auditor of Hamilton County, Indiana

Date

NOTICE OF PUBLIC HEARING – NEWSPAPER PUBLICATION (LEGAL AD)

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.)**

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

*(Useable **Template** for published and mailed Public Notice)*

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 Square, 2nd Flr, Carmel, IN 46032, will hold a Public Hearing upon an Appeal application to:

(Explain your request—seeking to appeal...)

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))*

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 A LEGAL
(Petitioner's Name)

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS CONSIDERING

DOCKET NO. _____, WAS GIVEN AT LEAST 20 DAYS PRIOR TO THE DATE OF

THE PUBLIC HEARING TO THE BELOW-LISTED ADJOINING AND ABUTTING PROPERTY OWNERS:

OWNER

ADDRESS

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.

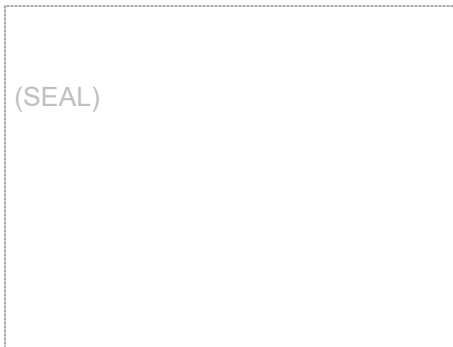
(Signature of Petitioner)

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_____.
(day) (month) (year)



Notary Public--Signature

Notary Public Name--Printed

My commission expires: _____

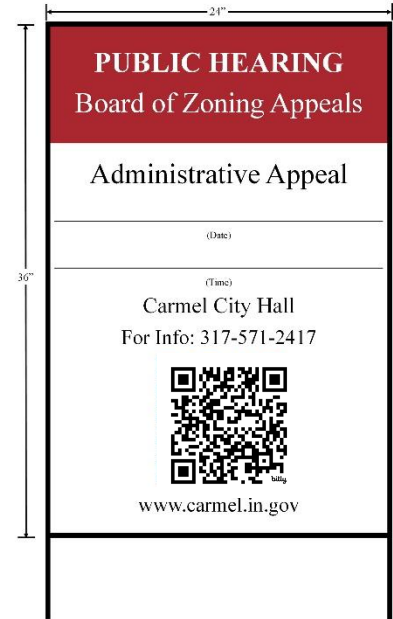
BZA Public Notice Sign Procedure & Affidavit

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 example 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

Administrative Appeal

Black Metal Frame

(Date)

(Time)

Carmel City Hall

For Info: 317-571-2417

Black Letters
on White



www.carmel.in.gov

FINDINGS OF FACT SHEET – ADMINISTRATIVE APPEAL
CARMEL BOARD OF ZONING APPEALS, CARMEL, INDIANA

(Petitioner, fill out 1st two blanks and 1-6)

Docket No.: _____

Petitioner: _____

1. The Petitioner has (has not) properly followed the Appeals Procedures outlined in Unified Development Ordinance Section 9.01, et seq. except as follows:

2. Nature of action appealed from:

Agency: _____

Date of Agency Decision: _____

3. Attached copy of Ordinance or materials which is subject of Appeal as Petitioner because:

4. The written materials submitted to the Board does support the Petitioner because:

5. The Agency, Official, Board or Zoning District boundary should be affirmed.

6. The work on the premises upon which appeal has been filed shall not be stayed because:

DECISION

IT IS THEREFORE the decision of the Carmel Board of Zoning Appeals that Administrative Appeal 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.