

INSTRUCTIONS – BZA DEVELOPMENT STANDARDS VARIANCE *HEARING OFFICER* APPLICATION

1. Please allow plenty of time for Department of Community Services (DOCS) staff review and the Board of Zoning Appeals Hearing Officer (BZA-HO) approval process (approximately 30 days). First, discuss the proposal 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 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.
 - 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 28 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 10 days prior to the public hearing date. The certified "Proof of Publication" affidavit for the newspaper must 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 10 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 10-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 10 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 Sheet / Memo	d- Statement of Support (short paragraph)
b- Finding of Fact sheet (fill out sheet, pg. 7)	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 to speak and give a presentation. This should include some type of display or exhibit; you can refer to your BZA Info Packet.
10. Generally, applications are acted upon by the BZA Hearing Officer in one meeting. However, the BZA Hearing Officer may, at his discretion, table an item at any time.
11. The regular 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.

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.)**

<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

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

Auditor of Hamilton County, Indiana--Signature

Date

BZA Hearing Officer Public Notice Sign Procedure & Affidavit

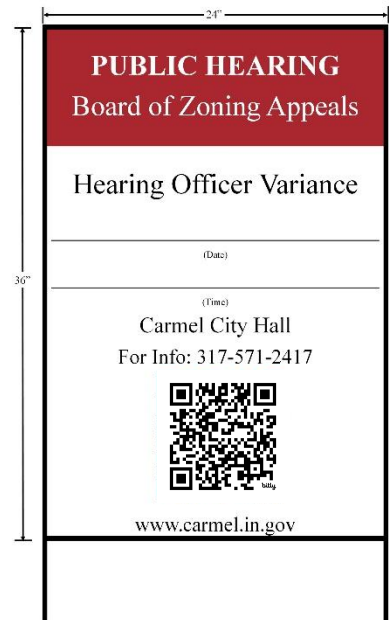
Procedure:

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 **10** 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 **10** 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

Hearing Officer Variance

(Date)

(Time)

Carmel City Hall

For Info: 317-571-2417



www.carmel.in.gov

White Letters on
PMS 1805 Red

Black Metal Frame

Black Letters
on White

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

Docket No. _____

Notice is hereby given that the Carmel Board of Zoning Appeals Hearing Officer meeting on the _____ day of _____, 20____ at _____ p.m. in the City Hall Council Chambers, 1 Civic Sq., 2nd Flr., Carmel, IN 46032, will hold a Public Hearing upon a Development Standards Variance application to:

(explain your request—seeking approval for XXXX when only XXX is allowed)

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 include a location map, and perhaps 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 HEARING OFFICER CONSIDERING
DOCKET NO. _____, WAS REGISTERED AND MAILED AT LEAST 10* DAYS PRIOR TO THE
DATE OF THE PUBLIC HEARING TO THE BELOW LISTED ADJACENT 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.

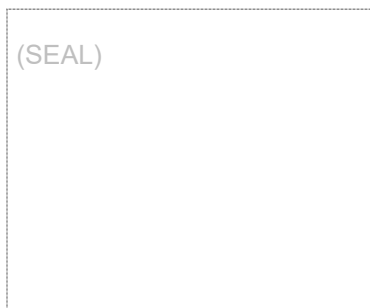
(Signature of Petitioner)

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--Please Print

My commission expires: _____

**Only 10 days prior public notice required for a BZA Hearing Officer meetings*

FINDINGS OF FACT SHEET - DEVELOPMENT STANDARDS VARIANCE

CARMEL BOARD OF ZONING APPEALS

(Petitioner to fill out 1-3 + first two blanks)

Docket No.: _____

Petitioner: _____

1. The approval of this variance 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 will not be affected in a substantially adverse manner because:

3. The strict application of the terms of the Unified Development to the property will result in practical difficulties in the use of the property because:

DECISION

IT IS THEREFORE the decision of the Carmel Board of Zoning Appeals that Development Standards Variance 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 _____.

HEARING OFFICER, 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

Development Standards Variance **Hearing Officer** Application

Applications must include the following applicable materials:

- ☐ Electronic copy of completed application (with legible text), 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 Owner Affidavit (completed in electronic application)
- ☐ Electronic copy of Adjacent Property Owners list certified by the Hamilton Real Property Dept. Formal list request sheet & official list may be acquired from via 317-770-4412 or hamiltoncounty.in.gov. Please allow 3 to 5 days for Hamilton County to complete your request.
- ☐ Electronic copy of Site Plan (with dimensions) that includes:
 1. Existing and proposed principal structures and accessory structures.
 2. Parking plan (automobiles & bicycles).
 3. Signage plan.
 4. Lighting plan, if applicable
 5. Existing and proposed public rights of way (internal and adjoining).
 6. Location of easements (utility, drainage, landscape, access, etc.)
 7. Building setback lines.
 8. Building coverage calculation, and
 9. Existing and proposed utility structures and systems.
 10. Landscape Plan, if applicable.
- ☐ Electronic copy of exterior architectural building elevations and/or photo examples of subject site and/or buildings.
- ☐ When applicable, prepare an electronic copy of an estimated construction cost to comply with the Transportation Plan per UDO Section 1.07(E) (Contact City Engineering Dept. for more detail, at 317-571-2441.)
- ☐ Electronic copy of Covenants and Commitments, if any.
- ☐ When applicable, electronic copies of service reports/correspondence 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.