

PLAN COMMISSION APPLICATION REQUIREMENTS FOR THE U.S. 50 BYPASS OVERLAY ZONE DISTRICT PROJECTS

- 1 All commercial projects within the U.S. 50 BYPASS OVERLAY ZONE DISTRICT must be approved by the Washington Plan Commission.
- 2 This would include but is not limited to signs, new construction, additions, façade alterations, parking changes and landscape.
- 3 Applications must be submitted by the deadline given to the applicant.
- 4 Applicants must notify adjoining landowners by either a signature on the form provided in the application packet or by certified return receipt mail and include the following information. The provided form must be returned with the application.
 - a. Name of applicant.
 - b. Address of property for which application is being made.
 - c. Date, time and location of the meeting.
 - d. Reason for request. Example: Waiver from setback standards from 60 ft to R.O.W. to 10 ft to R.O.W. (R.O.W. = Right of way)
- 5 Applicants will be provided a map of adjoining landowners. The properties to be notified will have a number. Included with the map will be property information sheets printed from the GIS and they will have the corresponding number from the map. The adjoining landowner signature page must be filled out completely. The only item that could be blank is the signature line if the applicant chooses to send certified return receipt letters. The map provided must be returned with the applicant.
- 6 Adjoining landowners must be notified of the applicant's intent to petition the Plan Commission and the letters sent must be post marked no later than 10 days prior to the meeting date. The green cards that the applicant will receive as verification of delivery must be returned to the Building Commissioners before the meeting date during regular office hours. The Building Commissioners staff must verify that all applicants have been notified. Signatures must also be turned in, in the same fashion as the green cards.
- 7 It is the applicant's responsibility to review the ordinance, located in chapter 155 Zoning in the code of ordinances, and determine if any variances are needed to meet the design specs of their project. After determining these variances, indicate these on the application page in the location asking for a full statement of waiver(s) applied for.
- 8 A site plan will need to be submitted with the application and should include but not be limited to the following information.
 - a. Property layout including boundaries, size and footage.
 - b. Building orientation and size on property to scale.
 - c. If it is an addition to existing structure, indicate both.
 - d. Building setback lines of this zoning district drawn on the plan.
 - e. Sign locations.
 - f. Ingress and egress to site.
 - g. Proposed green space including landscape, turf and undeveloped areas.

- h. Number of parking spaces and size of spaces.
- i. Parking lot lighting.
- j. Loading births, dock locations, driveways, roadways public and private.

9 There is a \$50.00 application fee that will be due when the application is returned. The check needs to be made payable to The City of Washington.

10 **ALL** information must be turned in to the office by _____ for the meeting on _____, or by _____ for the meeting on _____. The public hearing requires a legal notice to be published in the newspaper at least fifteen (15) days prior to the meeting date.

Failure to meet these requirements will result in your case being moved to the next month's meeting.

The Plan Commission meets on the second (2nd) Wednesday of the month at 6:30 p.m. and the Board of Zoning Appeals meets the fourth (4th) Wednesday of the month at 7:00 p.m. Both meeting are in the City Council Chambers, 200 Harned Avenue.

By signing this you agree and understand the requirements.

Signature

Date

VARIANCE APPLICATION

Plan Commission - Overlay Zones

Application for Waivers from the Requirements of the Master Plan Established by the Zoning Ordinance of the City of
Washington, Indiana

Case Number: _____

Date: _____

Address of Property for which Application is being made: _____

Parcel Number of Property for which Application is being made: _____

Name of Petitioner: _____

Phone No. _____

Address of Petitioner: _____

Name of Property Owner (if different from petitioner): _____

Property Owner's address (if different from petitioner): _____

If Petitioner is not the property owner, written permission of the property owner for the application to be filed must accompany the application

The Property Fronts on (name of Street or Road: : _____

The Property is located between (nearest streets or roads intersecting with the road in front of the property):
_____ Street/Road, and _____ Street/Road

Lot/Plot size: _____

Current Zoning: _____

Nature and Size of Currently Existing Structures or Improvements on the Property:

FULL STATEMENT OF THE WAIVER APPLIED FOR UNDER THE REQUIREMENTS OF THE MASTER
PLAN ZONING ORDINANCE OR DETAILED DESCRIPTION OF THE TYPE OF CONDITIONAL USE APPLIED FOR
WITH REASONS.

THE ABOVE INFORMATION IS, TO MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

Signature of Applicant

STATE OF INDIANA, COUNTY OF _____, SS:

Acknowledged and signed before me, this _____ of _____, 20____.

Notary Public

My commission expires _____, _____.

THE FEE IS TO BE PAID TO THE CITY OF WASHINGTON. THIS OFFSETS THE COSTS OF ADVERTISING AND IS REQUIRED BY ORDINANCE No 392, SEC. 24.

If the variation for which you have applied requires changes in the exterior structure of an existing building, new construction of any sort, changes in the topography of property, or the installation of a septic system, the Board will require diagrams and/or drawings of the proposed changes. Drawings and diagrams should be to scale. If there is to be new construction the Board may request to see elevations in order to determine how a new building will appear within the context of the property and the neighborhood in which the applicant's property is located.

We, the undersigned, being the adjoining landowners of property located at _____

have been notified of the petitioner's intent to _____

Notice: Signing this application does NOT indicate, that as an adjoining property owner, you approve or disapprove of the petitioner's application for a variance from the restrictions of the zoning code. The hearing on this application will be conducted in a public meeting of the Plan Commission. The information regarding the meeting will be published in the Legal Notices of the Washington Times-Herald.

Please Note: The signature hereon must be that of the property owner or a person legally recognized as the guardian or representative of the property owner. Signatures of a tenant or other resident of the property is NOT valid.

Parcel Number		Parcel Number	
Actual Address		Actual Address	
Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
Mailing Address of Property Owner		Mailing Address of Property Owner	

Parcel Number		Parcel Number	
Actual Address		Actual Address	
Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
Mailing Address of Property Owner		Mailing Address of Property Owner	

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Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
Mailing Address of Property Owner		Mailing Address of Property Owner	

THE ABOVE INFORMATION IS, TO MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

Petitioner's Signature

We, the undersigned, being the adjoining landowners of property located at _____

have been notified of the petitioner's intent to _____

Notice: Signing this application does NOT indicate, that as an adjoining property owner, you approve or disapprove of the petitioner's application for a variance from the restrictions of the zoning code. The hearing on this application will be conducted in a public meeting of the Plan Commission. The information regarding the meeting will be published in the Legal Notices of the Washington Times-Herald.

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THE ABOVE INFORMATION IS, TO MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

Petitioner's Signature

Affidavit & Consent of Property Owner

Application to the City of Washington Board of Zoning Appeals

State of; Indiana

County of _____) SS:

I, _____, after being duly sworn, depose and say the following:
(Name of Property Owner)

- 1 That I am the owner of real estate located at _____
(Address of affected property)
- 2 That I have read and examined the Application made to the City of Washington Board of Zoning Appeals by _____
(Name of Applicant)
- 3 That I have no objections to, and consent to the request (s) described in the Application made to the City of Washington Board of Zoning Appeals.

Owner's Name (Please Print)

Owner's Signature

STATE OF INDIANA, COUNTY OF _____, SS:

Acknowledged and signed before me, this _____ of _____, 20____.

Notary Public

My commission expires _____, _____.

WASHINGTON BZA/PC

_____, having requested action by the
Washington Board of Zoning Appeals/Plan Commission/Review Committee on my land located at

Washington, Indiana, do hereby consent to allow members of the Washington BZA/PC
and other City officials to come onto the property at said address to inspect the property for purposes
of making a decision on my Application for Action by the Washington Board of Zoning Appeals.

Applicant