

VARIANCE AND CONDITIONAL USE APPLICATIONS

The following items will need to be submitted for a variance or conditional use:

- 1 Applications filled out entirely, including a detailed description as to why a variance or conditional use is needed, signed before a notary public and \$50.00 application fee.
- 2 A site plan is required and should include existing buildings, distance to property line or right-of-way line and the proposed structure. (Not needed for conditional use)
- 3 Complete list of adjoining property owners with signatures. The property owner does not have to approve/disapprove, only that they were made aware of the intentions of the applicant. Property owners must be notified at least ten (10) days prior to the meeting. Adjoining properties should also include the properties across streets and alleys.
- 4 If unable to get signatures, a registered/Certified letter must be sent to the property owner, giving intentions, date, time and place for meeting and contact information for the Building Commissioner. The office will need one copy of the letter.
- 5 The green signature cards are to be returned to the Building Commissioner's Office when all have been returned.
- 6 If application is filed by anyone other than the legal owner of the property, written permission from the owner must also be submitted.
- 7 The Building Commissioner requests any drawings or photos that might be helpful to your individual case.
- 8 **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

Board of Zoning Appeals

Application for Variation 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 VARIATION APPLIED FOR UNDER THE REQUIREMENTS OF THE MASTER PLAN ZONING
ORDINANCE (DETAILED DESCRIPTION OF THE TYPE OF VARIANCE 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 Board of Zoning Appeals. 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	

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	

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 Board of Zoning Appeals. 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	

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	

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

Petitioner's Signature

Application to the City of Washington Board of Zoning Appeals

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