



DEVELOPMENT STANDARDS VARIANCE PROCEDURAL GUIDELINE

DEFINITION: A variance to deviate from the development standards (such as height, bulk, area, road frontage, etc.) that the Zoning Ordinance prescribes for a particular zoning district.

APPLICATION UNIFORMITY STANDARDS

For the ease of processing applications, the follow the guidelines as closely as possible:

- All documents are submitted on standard 8 ½” by 11” paper
- All notarized documents must have their original submitted.
- **All due dates are final deadlines**, failure to comply may result in an incomplete application and a continuance to the following meeting.

APPLICATION:

1. Notarized application **must** be on file at least **thirty (30) days** before Board of Zoning Appeals meeting
2. Other Forms:
 - a. Separate written legal description
 - b. List of adjoining property owners within six hundred sixty (660) feet but no more than two (2) property ownerships in depth
 - c. Sample letter to property owners
 - d. Notice of public hearing
 - e. Copy of deed
 - f. The Planning Department must review all applications staff for completeness and accuracy prior to acceptance

FEE

\$150 required with application.

DRAW CONCEPT OR SITE PLAN

A site plan clearly lays out the relevant detail of the subject property. The site plan must include the following to the best of your ability:

- North Arrow
- Boundary lines of property
- Existing streets or other public ways
- Buildings, parking and loading area
- Open spaces, landscaping
- Other relevant details as specified by Staff

WRITE LETTER OF INTENT

The letter of intent is the applicant's letter to the BZA stating why approval of the petition is necessary. The letter of intent should address the following:

- Applicant seeking the development standards variance
- The nature of the variance
- Why the variance is needed
- General Welfare – the approval will not be injurious to the public health, safety, morals, and general welfare of the community
- Adjacent Property – the use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner
- Practical Difficulty – the strict application of the terms of the Zoning Ordinance will result in a practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain

NOTIFICATION:

- Written Notification: Applicant **must** mail letters to adjacent property owners at least **ten (10) days** before scheduled meeting and file an affidavit with the Planning and Building Department prior to the public hearing. Proof of notification shall be a Certificate of Mailing.
- Legal Notification: Applicant **must** place a legal notice in the Banner Graphic at least **ten (10) days** before scheduled meeting. Proof of publication **must** be submitted to the Planning and Building Department staff prior to the public hearing.

SITE VISITS:

The BZA Staff may be conducting onsite inspections of the property, if necessary, prior to Technical Review.

TECHNICAL REVIEW (Optional):

A meeting between the developer's representatives, usually the project engineer and the BZA staff to discuss the project. This meeting will be set as needed based on the project. An email of the date and time will be sent to the applicant and/applicant's agent.



Application No. _____
Fee: _____
Receipt # _____

Putnam County Board of Zoning Appeals

Use Variance Development Standards Variance Special Exception

Name of Applicant _____ Phone No. _____
Address of applicant _____
City, State Zip _____ Email _____

Owner(s) _____ Phone No. _____
Address of Owner _____
City, State Zip _____ Email _____

Agent: _____ Phone No. _____
Address of Agent _____
City, State Zip _____ Email _____

REAL ESTATE EFFECTED: Section _____ Township _____ Range _____
Township _____ Parcel No. _____

Location of subject property to nearest county road intersection: _____

Address of Subject Property _____
Town of _____ Lot _____ Block _____ Addition _____
Subdivision _____ Lot _____ Section _____
Lot Size _____ Current Zoning District _____ Sewer _____
Water _____

Applicable Ordinance Section Number(s) _____

Requested Action from the Board of Zoning Appeals:

Name of Registered engineer or surveyor preparing plans _____
 Engineer's address _____ Phone No. _____
 _____ Fax No. _____
 _____ Email: _____

Attorney or Other Agents _____
 Agent's address _____ Phone No. _____
 _____ Fax No. _____
 _____ Email: _____

STATE OF INDIANA)
) SS:
 PUTNAM COUNTY)

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 Applicant Title of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

 Notary Public

County of: _____ My Commission Expires _____

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, THE PROPERTY OWNER MUST COMPLETE THE FOLLOWING:

AFFIDAVIT AND CONSENT OF PROPERTY OWNER(S)

I/We _____ after being first duly sworn, depose and say:

1. That I/We are the owner(s) of the above-described real estate
2. That I/We have read and examined the Application for Special Exception or Variance of the Putnam County Zoning Ordinance, and are familiar with its contents
3. That I/We have no objections to, and consent to such request as set forth in the application

 Signature of Property Owner Signature of Property Owner

State of Indiana)
) SS:
 Putnam County)

Subscribed and sworn to before me this _____ day of _____, 20____

 Notary Public

My Commission Expires: _____ County of Residence: _____



PROPERTY INSPECTION RELEASE FORM

REAL ESTATE AFFECTED: Section _____ Township _____ Range _____

Township _____

Location of Subject Property to Nearest County Road Intersection:

Address of Subject Property: _____

Town of: _____ Lot _____ Block _____ Addition _____

Subdivision _____ Lot _____ Section _____

I/We hereby authorize and grant to the employees of the Putnam County Planning and Building Department, other Putnam County Officials, members of the Board of Zoning Appeals, and members of the Plan Commission the right to come onto the above-described property for the purpose of inspection and evaluating the premises regarding this application. I/We further release said Board members, Commission members, and County employees and officials from all liability during said inspection and related matters.

Applicant(s) _____

Date _____

NOTIFICATION LETTER

DATE

please be advised that the undersigned property owner or agent has petitioned the Putnam County Board of Zoning Appeals for a **DEVELOPMENT STANDARDS VARIANCE**, in _____ Township, Section _____, Township _____, Range _____, Putnam County, Indiana on the property known as _____

A copy of this application, legal description and all development plans pertaining thereto are on file and available for examination, prior to the hearing, in the office of the Planning and Building Department at the Putnam County Courthouse, 1 West Washington Street, 4th Floor Room 46, Greencastle, Indiana between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Written comments to a proposal may be filed with the Secretary of the Board of Zoning Appeals (Planning and Building Department) prior to the date set for hearing and such comments will be considered.

A public hearing will be held at the Putnam County Courthouse, 1 West Washington Street, 1st Floor Commissioner's Room on _____ at 7:00 p.m.

Yours Truly,

Name of Applicant



LETTER OF INTENT

Applicant's Name: _____

1. *The approval will not be injurious to the public health, safety, morals, and general welfare of the community.*

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.*

3. *The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought.*

NOTICE OF PULBIC HEARING

TO BE PUBLISHED IN THE NEWSPAPER

Notice is hereby given that the Putnam County Board of Zoning Appeals on the _____ day of _____, 20____, at 7:00 p.m. in the Putnam County Courthouse, 1 W Washington Street 1st Floor, Greencastle, IN 46135, will hold a public hearing on a request by _____ for consideration of a **DEVELOPMENT STANDARD VARIANCE** on premises located at: _____

Property Owner: _____

Petitioner: _____

Case Number: _____

Written suggestions or objections to provisions of the said request may be filed with the Planning Department, at or before such meeting and will be heard by the Board at the time and place specified.

Interested persons desiring to present their views upon the said request. Either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place. Copies of the petition may be examined at the Putnam County Planning Department 1 W Washington St, 4th Floor Room 46, Greencastle, IN 46135.

Interested persons may call the Plan Commission at (765) 301-9108 on the day of the meeting before 3:30 p.m. to inquire if the meeting has not been cancelled or rescheduled.

Petitioner



AFFIDAVIT OF NOTICE OF PUBLIC HEARING FOR VARIANCE/SPECIAL EXCEPTION

I/We _____ do hereby certify that notice of public hearing of the Putnam County Advisory Plan Commission was given in accordance with sections A, B, and C listed below.

A. The public hearing will consider the application of _____ for a _____ in _____ Township, Section _____, Township _____, Range _____, Putnam County, Indiana located _____

B. The notices were sent by CERTIFIED, REGISTERED, OR FIRST-CLASS MAIL WITH CERTIFICATES OF MAILING to the current address of the property owners listing below. The address of each property owner was obtained from the Putnam County GIS website.

PROPERTY OWNERS NAME

ADDRESS

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

C. The notices were mailed on the day of _____, 20____, which is at least ten (10) days prior to _____, 20____, the date of the public hearing at the Putnam County Courthouse 1 West Washington Street Greencastle, Indiana, in the Commissioner’s Meeting room at 7:00 p.m.

Applicant/Agent

Subscribed and sworn to before me, a notary public in and for said county and state this _____ day of _____, 20____.

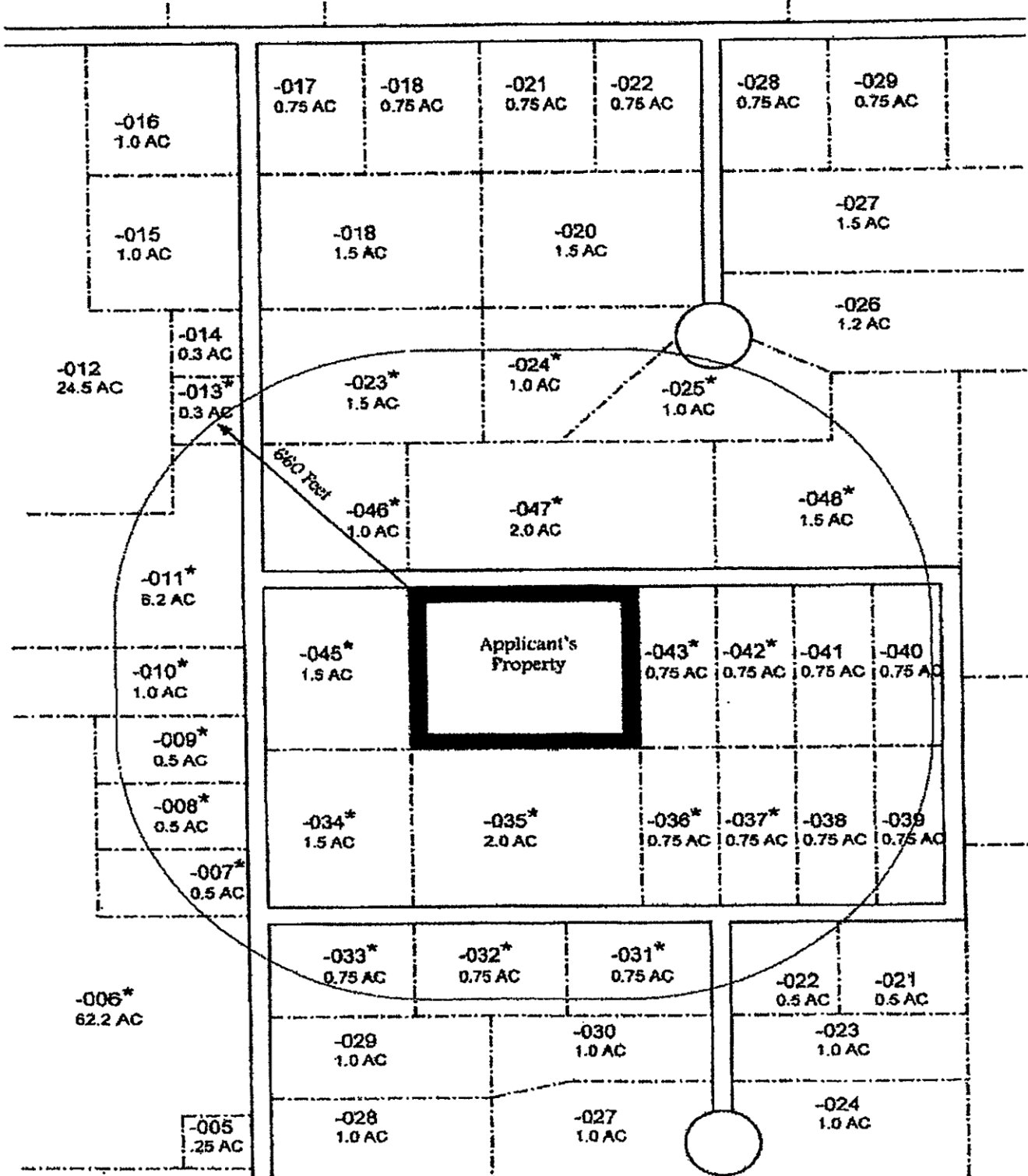
Notary Public

County of _____

My Commission Expires _____

SAMPLE ILLUSTRATION

* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION



(This illustration is not drawn to scale)



SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners of a public hearing as required by Indiana Code 36-7-4-706 and the Putnam County Advisory Plan Commission Rules of Procedure.

The applicant must follow steps 1-3 in order to ensure that the proper written notification is given to the adjacent property owners.

STEPS:

1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the applicant shall follow the above rule of notification into that county.
2. Letters of written notification shall be sent by certified, registered, or first-class mail to the legal property owner. If first-class mail is used, a USPS Certificate of Mailing must be submitted for each letter. The mailing address of legal property owners shall be obtained from the Putnam County Plat Office. For notification into an adjacent county, the applicant shall contact the appropriate county office to secure names and addresses of property owners.
3. The applicant shall submit an Affidavit of Written Notification on the forms available at the Planning & Building Department by the appropriate deadline. Proof of mailing shall be submitted to the Planning & Building Department staff prior to the public meeting.
4. **STATE OR FEDERAL HIGHWAY NOTIFICATION:**
All applications requiring a public hearing by the Advisory Plan Commission or Board of Zoning Appeals must notify the Indiana Department of Transportation as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

All applicants should contact INDOT as follows:

ATTENTION: PERMIT DEPARTMENT
Regulatory Department
Indiana Department of Transportation
41 W CR 300 N
Crawfordsville, IN 47933