



**SPECIAL EXCEPTION PROCEDURAL GUIDELINE**

**DEFINITION:** A use that is designated as such in the Zoning Ordinance as being permitted in the zoning district if it meets special conditions.

**APPLICATION UNIFORMITY STANDARDS**

For the ease of processing applications, we request the following guidelines are followed as closely as it reasonably possible:

- All documents are submitted on standard 8 ½” by 11” paper
- All notarized documents must have their original submitted. A scanned copy will suffice until the original can be mailed or otherwise delivered.
- **All due dates are final deadlines**, failure to comply may result in an incomplete application and a continuance to the following meeting

**APPLICATION:**

- Notarized application **must** be filed at least **thirty (30) days** before Board of Zoning Appeals meeting
- Separate written legal description
- List of adjoining property owners within six hundred sixty (660) feet but no more than two (2) property ownerships in depth (See Plat Office for information)
- Sample letter to property owners
- Notice of public hearing
- Copy of deed
- All applications **must** be reviewed by the Planning Department staff for completeness and accuracy prior to acceptance

**FEE**

\$150 must be paid when application is submitted

**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 special exception
- The nature of the special exception
- Reason why the special exception is needed
- Is in fact a permitted SE use as listed in each use district and appears on the Office Schedule of District Regulations adopted for the district involved
- Will be harmonious with and in accordance with the general objectives, or with a specific objective of the Comprehensive Plan and Zoning Ordinance
- Will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area
- Will not be hazardous or disturbing to existing or future neighboring uses
- Will be served adequately by essential public facilities and services, or that the persons or agencies responsible for the establishment shall be able to provide adequately any such services
- Will not create excessive additional requirements, at public cost, for public facilities and services and will not be detrimental to the economic welfare of the community
- Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors
- Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding thoroughfares
- Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance

## **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
- Homestead Variance

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, deposed 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

Dear:

Please be advised that the undersigned property owner or agent has petitioned the Putnam County Board of Zoning Appeals for a \_\_\_\_\_ in \_\_\_\_\_ Township, Section \_\_\_\_\_, Range, \_\_\_\_\_ Township \_\_\_\_\_ Property more commonly 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, 4<sup>th</sup> 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, 1<sup>st</sup> Floor Commissioner's Room on \_\_\_\_\_ at 7:00 p.m.

Yours Truly,



**LETTER OF INTENT**

Applicant's Name: \_\_\_\_\_

1. *The establishment maintenance, or operation of the special exception will not be injurious to the public health, safety, morals, and general welfare of the community.*

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2. *The special exception will not affect the use and value of other property in the immediate area in a substantially adverse manner.*

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3. *The establishment of the special exception will be consistent with the character of the district (particularly that area immediately adjacent to the special exception) and the permitted land use.*

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4. *The proposed special exception is a permitted special exception use as listed in the zoning district.*

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**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 1<sup>st</sup> Floor,  
Greencastle, IN 46135, will hold a public hearing on a request by \_\_\_\_\_ for consideration  
of \_\_\_\_\_ on premises located at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_  
Petitioner: \_\_\_\_\_

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, 4<sup>th</sup> 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

Case Number: \_\_\_\_\_





**AFFIDAVIT OF NOTICE OF PUBLIC HEARING FOR VARIANCE/SPECIAL EXCEPTION**

I/We \_\_\_\_\_ do hereby certify that notice of public hearing of the Putnam County Board of Zoning Appeals 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\_\_\_\_.

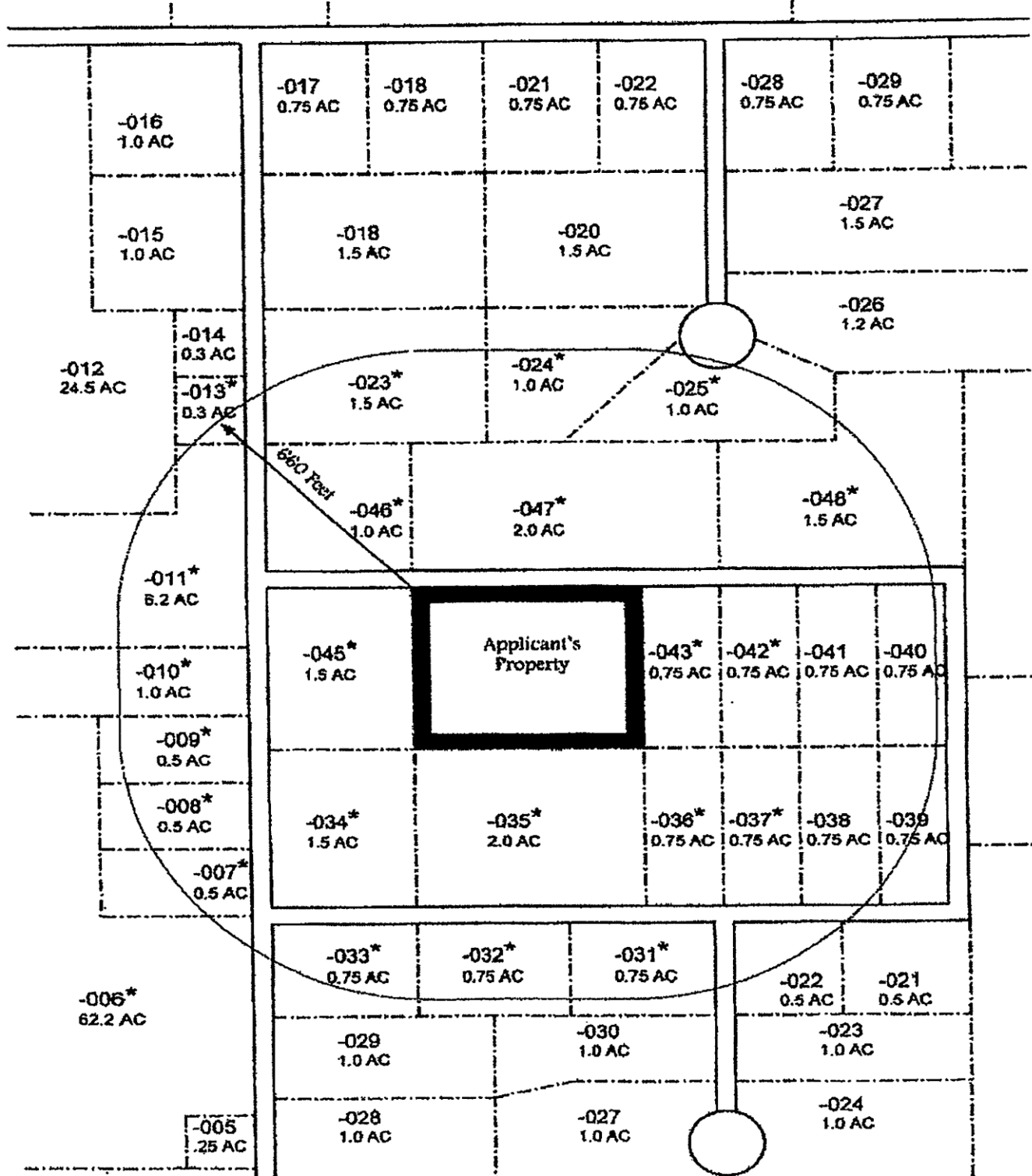
\_\_\_\_\_  
Notary Public

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