



PETITION FOR APPEAL
City of Greenfield
Board of Zoning Appeals

DATE FILED: _____

DOCKET #BZA _____

1. Premises Affected

Address _____

Attach or enter Legal Description _____

Code Enforcement Action? _____ N/A _____ Previous Petition? _____

Present Zoning _____ Total Acreage _____

Current Use _____

Use of Adjacent Properties: North: _____ South: _____

East: _____ West: _____

Proposed Use _____

Section of the Ordinance to be modified _____

Is this a Variance of Development Standards _____ or, Variance of Use? _____

2. Appellant Contact Info

Name _____ Telephone _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone, Fax, E-Mail _____

Signature of Applicant _____

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) _____

3. PROPERTY OWNER (if different from Applicant)

Name _____

Street Address _____

City, State, Zip _____

Telephone _____ E-Mail _____

Signature of Owner _____



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ADDITIONAL REQUIREMENTS

Appeals shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.093

The following items must be submitted before a petition to the Board of Zoning Appeals can be scheduled for public hearing. Any questions should be directed to the Plan Commission office at 477-4320.

- o Application Form - One completed petition form with original signature.
- o Legal Description.
- o Plot Plan/Sketch.
 - o location/key map w/North arrow
 - o property dimensions
 - o existing buildings
 - o adjacent roads and thoroughfares
 - o ingress/egress to the site
 - o setbacks
 - o copy of the property deed or contract.
 - o parking areas
 - o proposed changes
 - o existing easements
 - o address of property or location

Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a duly executed consent of the legal owner using the form provided by the Board of Zoning Appeals consenting to the filing of such application.

A person may not communicate with any member of the Board before the hearing with intent to influence the member's action on a matter pending before the Board. Not less than five days before the hearing, however, the Plan Commission staff, may file with the Board a written report setting forth any facts or opinions relating to the matter.

The Board may require any party adverse to any pending Petition to enter a written appearance specifying the party name and address. If the written appearance is entered more than four days before the hearing, the Board may also require the petitioner to furnish each adverse party with a copy of the petition and a plot plan of the property involved.

If approval of an appeal petition is granted, an Improvement Location Permit must be commenced within ninety (90) days of the date of issuance of such permit otherwise the same shall lapse and become null and void. All work so authorized will commence within six months and shall be completed within twelve (12) months from the issuance of the permit therefore, and provided that for good cause shown the Zoning Administrator may extend the work completion time.

The rules of the Board require all appeals or applications for variation to be on forms provided by it. Until this application process is completed any other communication will be treated merely as notice of an intention to appeal or make application, and will not be docketed.



APPLICATION FOR APPROVAL ON APPEAL
City of Greenfield
Board of Zoning Appeals

INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director a minimum of 5 business days prior Notice Deadline.

a. Public Notice (Newspaper)

For every application which is to be heard by the Plan Commission, the Legal Notice of Public Hearing shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

The Daily Reporter asks that all notices for publication be emailed. The paper is published Tuesday through Saturday. Tuesday - Friday's deadline: previous day by Noon. Saturday deadline: Thursday by Noon. Contact Dee Berge at DRlegals@greenfieldreporter.com Tel: 317-477-3243

b. Personal Notice (U.S. Mail)

For all applications for rezoning and the platting of subdivisions, the Applicant shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed 'certified mail/return receipt' or by 'certificate of mailing' (Postal Service Form 3877) at least fifteen (15) days before the date of the hearing.

c. Proof of Notice

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the Form 3877 certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.



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Board of Zoning Appeals

NOTICE OF PUBLIC HEARING OF AN APPLICATION FOR APPROVAL

Notice is hereby given that on the _____ day of _____, 20 ____, at _____ P.M. a public hearing will be held before the Board of Zoning Appeals at City Hall in the City of Greenfield, Council Chambers, 10 S. State St., Indiana, 46140 on the application of (petitioner) _____

Docket # BZA _____ is filed for Approval on Appeal as specified in the Zoning Ordinance of Greenfield, Indiana: Ordinance 2003-8, as amended. The Variance proposed is for property located at (insert address and a brief legal description of location) _____

The nature of the proposed Approval request is as follows: (briefly describe the improvements and use proposed in the application). _____

The application and all submitted documentation are available for review Monday through Friday 8 a.m. to 4 p.m. in the Planning Department located in City Hall, 10 S. State Street, Greenfield, IN.

The Board of Zoning Appeals has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Secretary of the Board, at or before such hearing and will be heard by the Board at the time and place specified. Interested persons desiring to present their views upon the application, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact the Commission Secretary, 10 South State Street, Greenfield, IN, 46140, 317-477-4320, at least forty-eight (48) hours prior to the meeting. Every effort will be made to make reasonable accommodations for these persons.

Dated at Greenfield, Indiana, this _____ day of _____, 20 _____.

Name _____

Secretary

City of Greenfield Board of Zoning Appeals

City of Greenfield, Planning Department 10 S. State Street, Greenfield, IN 46140

Phone: 317-477-4320 Fax: 317-477-4321 E-mail: planning@greenfieldin.org www.greenfieldin.org



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AFFIDAVIT:

STATE OF INDIANA)
COUNTY OF HANCOCK)
TO THE GREENFIELD BOARD OF ZONING APPEALS

_____, verifies and states that he/she, at least fifteen (15) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of the petition for:

_____ filed by _____ on the _____ day of _____, 20____ at the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Signed

Printed name

Further affiant sayeth not.

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

Notary Public

Printed Name

Commission Expires: _____

County of Residence: _____



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CONSENT FORM:

The undersigned, _____, being the owner of the property commonly known as _____ hereby authorizes _____ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
-
- Remain in effect until _____

Property Owner

Property Owner

Address

Address

Phone, Email

Phone, Email

Date

Date

STATE OF INDIANA
COUNTY OF HANCOCK, SS:

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

Notary Public

Printed Signature

My Commission Expires:
_____, _____

County of Residence

STATE OF INDIANA
COUNTY OF HANCOCK, SS:

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

Notary Public

Printed Signature

My Commission Expires:
_____, _____

County of Residence