
THE HENDRICKS COUNTY QUALITY GROWTH STRATEGY

BZA
APPEALS PROCEDURE



APPEALS PROCEDURE

Definition: Pursuant to Section 12.9 of the Hendricks County Zoning Ordinance the Board of Zoning Appeals shall hear and determine all appeals from any decision or action of the Building Commissioner (Planning Director) in the administration or enforcement of the Zoning Ordinance. The Board of Zoning Appeals shall hear and determine all appeals from the refusal of the Building Commissioner to issue Improvement Location Permits. The Board may decide appeals by reversing or affirming, wholly or in part, or by modifying such decision, action or refusal.

Pursuant to Section 12.9 the Board of Zoning Appeals shall have the power to interpret any provision of the Zoning Ordinance including a determination of the exact location of any district boundary, if there is uncertainty.

1. Preliminary Consultation:
 - a. Schedule by appointment only.
 - b. On-site/in-house review.
 - c. Sketch plan showing all existing and proposed improvements.

2. Application (All required information must be filed prior to placement on the agenda of the Board of Zoning Appeals) APPLICATION SUBMITTAL AND FEE RECEIPT DOES NOT CONSTITUTE PLACEMENT ON ANY SPECIFIC AGENDA OF THE BOARD OF ZONING APPEALS:
 - a. Application must be filed by 3:30 P.M. at least thirty (30) days before the Board of Zoning Appeals meeting.
 1. Application must be completed in ink or typed, and the application must be completed in its entirety; and
 2. Application must be notarized.

 - b. The following information shall accompany the application pursuant to Section 12.9 of the Hendricks County Zoning Ordinance:
 1. A complete legal description;
 2. Letter of Intent (see attached checklist);
 3. Detailed site plan of the proposed site for the Appeal (see attached checklist);
 4. Sample letter to surrounding property owners (must be approved prior to mailing); and
 5. List of surrounding property owners, to be notified, by name and address.

 - c. All applications must be reviewed by the Zoning Technician for completeness and accuracy, prior to acceptance.

3. Fee: Administrative Appeals: \$340.00 plus \$55.00 for the public newspaper notification.

4. Notification:

- a. Written Notification: All land owners, to a depth of two (2) ownerships, but not to include any ownership of land located more than six hundred sixty (660) feet from the property described in the application, must be notified by certified mail, return receipt / green cards, or registered or first class mail (with a USPS Certificate of Mailing for each letter), of a public hearing at least ten (10) days before a scheduled meeting (see attached sample illustration and procedure).
 - b. Public Notification: The Planning and Building Department will submit legal notices in the Hendricks County Flyer and the Republican at least ten (10) days before a scheduled meeting.
 - c. Notification Sign: The Planning and Building Department shall place a notification sign upon the real estate described in the application, at least ten (10) days before a scheduled meeting, along each road frontage. (The applicant should bring the notification sign to the Board of Zoning Appeals meeting).
5. **Staff Review:**
Review of all applications by the Board of Zoning Appeals staff.
 6. **Board of Zoning Appeals:**
A public hearing to be held on the scheduled meeting date of each month (see attached meeting schedule).
 7. **Action by the Board:**
Any person aggrieved by a decision of the Board of Zoning Appeals may present, to the Circuit or Superior Court of Hendricks County, a verified petition setting forth that the decision is illegal in whole or in part



Hendricks County BZA

APPEALS PROCEDURE

Fee: _____ Case Number: _____
 Date Received: _____ Reviewed By: _____
 Date of BZA Hearing: _____ Date of Legal Publication: _____
 Decision of BZA: _____ Approval _____ Denial _____ With Conditions _____

APPLICATION
 BOARD OF ZONING APPEALS
 HENDRICKS COUNTY, INDIANA

Applicant(s): _____ Telephone: _____

Address: _____
 Email: _____

Owner(s) _____ Telephone: _____

Address: _____
 Email: _____

Agent: _____ Telephone: _____

Address: _____
 Email: _____

REAL ESTATE EFFECTED: Section _____ Township _____ Range _____
 Township _____ Parcel Key Number(s): _____

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 _____

(CHECK APPROPRIATE BOX(S))

Variance From The Development Standards _____ Special Exception/ Mobile Home _____

Appeals _____ Special Exception _____

Special Exception/ Home Occupation _____

Applicable Ordinance Section Number(s): _____

Requested Action From The Board of Zoning Appeals:

Please see "Variance, Special Exception or Appeals Procedure" for the list of supportive materials which must accompany this petition.



Hendricks County BZA

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I (We) hereby authorize and grant to the employees of the Hendricks County Planning and Building Department, other Hendricks County Officials and employees, 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 inspecting and evaluating the premises regarding this application. I (We) further release said Board members, Commission members, and County employees and officials from any and all liability during said inspection and related matters.

The undersigned, sworn upon his oath, says that the above information and attached exhibits, to my knowledge, are true and correct:

Signature of Applicant(s): _____

Date: _____

State of Indiana

SS:

County of _____

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

My Commission expires: _____

NOTARY PUBLIC

AFFIDAVIT AND CONSENT OF PROPERTY OWNER(S), IF DIFFERENT THAN THE APPLICANT

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, Variance or Appeals of the Hendricks County Zoning Ordinance, and are familiar with its contents; and
3. That I (We) have no objections to, and consent to such request as set forth in the application;

Signature of Property Owner(s) _____

State of Indiana

SS:

County of _____

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

My Commission expires: _____

NOTARY PUBLIC

Hendricks County Planning and Building Department
355 South Washington #212
Danville, Indiana 46122 (317) 745-9254

SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION
AND
AFFIDAVIT OF NOTIFICATION PROCEDURE

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners for a public hearing as required by Indiana Code 36-7-4-706 and the Hendricks County Subdivision Control Ordinance and Zoning Ordinance.

The applicant must follow steps 1 through 7 to ensure that proper written notification is given to adjacent property owners.

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. For purposes of giving notice the land described in the application shall be deemed to include any adjoining or adjacent land owned by the applicant. Any land separated from land described in the application by streets, alleys, easements, channel waters, or any other natural or artificial barrier, shall be deemed to be adjoining or adjacent to that described in the application. 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 must be sent by certified mail, with return receipts (green cards), or registered or first class mail (with a USPS certificate of mailing for each letter) to the legal property owner. The mailing address of the legal property owners shall be obtained from the Hendricks County Auditor's Office, Deeds and Plats. 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 must submit an Affidavit of Written Notification on the form available at the Planning and Building Department;
4. The affidavit must be completed in ink or typed;
5. The affidavit must be notarized;
6. The names and addresses of the property owners who were sent notices must be attached to the affidavit;
7. The affidavit of notice and the return receipts (green cards) must be filed with the Planning and Building Department on or before the Friday preceding the scheduled Public Hearing.
Date: _____;

STATE OR FEDERAL HIGHWAY NOTIFICATION

All applications requiring a public hearing by the 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 of the property described in the application.

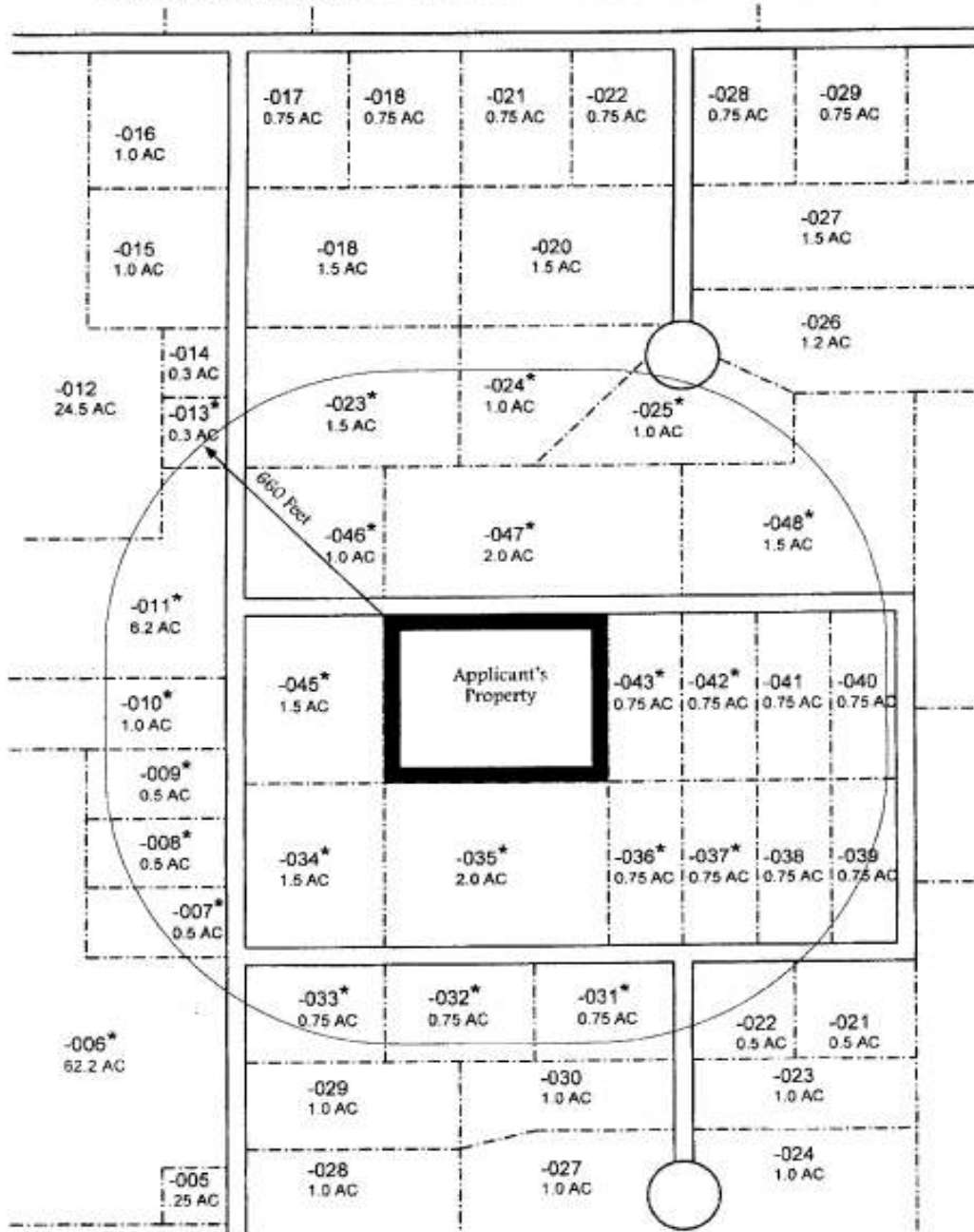
All applicants should contact the Indiana Department of Transportation as follows:

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

If affidavit of notification and green cards are not filed with the Planning and Building Department on or before the Friday preceding the scheduled Public Hearing, the petition will automatically be continued to the next monthly meeting.

SAMPLE ILLUSTRATION

* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION



(This illustration is not drawn to scale)



SAMPLE NOTIFICATION LETTER
BOARD OF ZONING APPEALS
HENDRICKS COUNTY, INDIANA

Date (DATE LETTERS MAILED)

Name (MAILING ADDRESS OF PROPERTY
Address OWNER TO BE NOTIFIED)
City, State, Zip

Dear:

Please be advised that the undersigned property owner or agent has petitioned the
Hendricks County Board of Zoning Appeals for a TYPE AND NATURE OF REQUEST,
in NAME OF CIVIL TOWNSHIP Township, Section ____, Township ____, Range ____,
Hendricks County, Indiana located on the property known as GIVE LOCATION OF
SUBJECT PROPERTY TO NEAREST COUNTY ROAD INTERSECTION AND/OR
PROPERTY ADDRESS.

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 Hendricks County Government
Center, 355 South Washington Street #212, Danville, Indiana 46122, 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 Hendricks County Government Center, 355 South
Washington Street, Danville, Indiana in Meeting Rooms 4 and 5 on DATE OF SCHEDULED
PUBLIC HEARING, 20__ at 7:30 P.M.

Yours Truly,

(NAME OF APPLICANT)



AFFIDAVIT OF NOTICE OF PUBLIC HEARING
BOARD OF ZONING APPEALS
HENDRICKS COUNTY, INDIANA
FOR VARIANCE/SPECIAL EXCEPTION

STATE OF INDIANA)

) SS:

COUNTY OF HENDRICKS)

I/We _____ do hereby certify that notice of public hearing by the Board of Zoning Appeals of the County of Hendricks to consider Case No. _____ being the application of _____

Was registered and mailed to the last known address of the following persons:

ATTACH A LIST OF THE SURROUNDING PROPERTY OWNERS
NOTIFIED BY NAME AND ADDRESS

AND THAT SAID NOTICES WERE SERVED BY CERTIFIED MAIL (WITH RETURN RECEIPTS) OR REGISTERED OR FIRST CLASS MAIL (WITH A USPS CERTIFICATE OF MAILING FOR EACH LETTER) on or before the ____ day of _____ 20__, being at least TEN (10) days prior to _____ 20__, the date of the Public Hearing in the Hendricks County Government Center, 355 South Washington Street #212, Danville, Indiana at 7:30 P.M.

Signature of Applicant

State of Indiana

SS:

County of _____

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

My Commission expires: _____

NOTARY PUBLIC

2011
MEETING SCHEDULE
HENDRICKS COUNTY BOARD OF ZONING APPEALS

Application Deadline	Site Visit & Sign Deadline	Written & Public Notice Deadline	Staff Notebook Deadline	BZA Hearing
Dec 17 '10	Jan 6	Jan 7	Jan 11	Jan 18 (1)
Jan 21	Feb 10	Feb 11	Feb 15	Feb 22 (1)
Feb 18	Mar 10	Mar 11	Mar 14	Mar 21
Mar 18	Apr 7	Apr 8	Apr 11	Apr 18
Apr 15	May 5	May 6	May 9	May 16
May 20	Jun 9	Jun 10	Jun 13	Jun 20
Jun 17	Jul 7	Jul 8	Jul 11	Jul 18
Jul 15	Aug 4	Aug 5	Aug 8	Aug 15
Aug 19	Sep 8	Sep 9	Sep 12	Sep 19
Sep 16	Oct 6	Oct 7(1)	Oct 7	Oct 17
Oct 21	Nov 9	Nov 10(1)	Nov 14	Nov 21
Nov 18	Dec 8	Dec 9	Dec 12	Dec 19
Dec 16 '11	Jan 5 '12	Jan 6 '12	Jan 10 '12	Jan 17 '12(1)
(1) Not the regularly scheduled day of the week.				

Application Deadline: Date by which a BZA application must be filed to be heard the next month. An application must be complete at the time of filing.

Site Visit: The date staff will visit the project site. A notice of the hearing will be posted on the site.

Public Notice Deadline: Date by which the legally required public notice must be submitted. This is done by staff.

Written Notice Deadline: Date by which the applicant must have mailed notice to nearby property owners.

BZA Hearing: Date of the BZA hearing.

Meeting Location and Time		
BZA Hearing	Meeting Rooms 4 & 5	7:30 p.m.
Unless otherwise posted, all meetings are held at the Hendricks County Government Center, 355 S Washington St, Danville, IN 46122		

For more information contact Gloria Watts at 317.745.9254 or gwatts@co.hendricks.in.us