

**\*\*MEET WITH STAFF PLANNER/DIRECTOR TO REVIEW REQUEST\*\***

**Documents Required with Application:**  
(Online applications, documents must be uploaded)

Fee (this includes \$55 advertising fee)

- \$400 Variance / \$515 Special Exception

Property Inspection Release

- must be notarized

Letter of Intent

- must address specific points required for either a Variance or Special Exception

Copy of Deed

- a copy can be obtained at the Recorder's Office

Concept or Site Plans

- can be hand-drawn

**Once Application is submitted and reviewed, you will be provided with:**

Notification list, map and letter template

- Notification letters must be mailed at least 10 days prior to hearing date
- The original "Certificate of Mailing", along with the signed and notarized "Affidavit of Notice of Public Hearing", must also be brought in or mailed to the office prior to the hearing date.

Office will submit the following:

- Newspaper Ad
- Township Notifications

**Attend BZA Hearing:**

You or a representative must attend the BZA meeting

You may bring pictures, documents, etc. to present at the meeting (*all submitted materials must be left with the board and added to the official case file*)

## **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:

### **Required**

- north arrow
- boundary lines of the property
- existing streets or other public ways
- buildings, parking and loading areas

### **By Request**

- traffic access points and circulation patterns,
- open spaces, landscaping,
- service areas, utilities, signs,
- other relevant detail 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:

- who is seeking the variance or special exception,
- the nature of the variance or special exception,
- why the variance or special exception is needed

**\*\*ALSO, address these specific points:**

### **For a Variance:**

1. General Welfare- the approval will not be injurious to the public health, safety, morals, and general welfare of the community
2. 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
3. Practical Difficulty- the strict application of the terms of this 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

### **For a Special Exception:**

1. Is in fact a permitted SE use as listed in each use district and appears on the Official Schedule of District Regulations adopted for the district involved,
2. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Comprehensive Plan and Zoning Ordinance
3. Will be designed, constructed, operated, and maintained so as 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,
4. Will not be hazardous or disturbing to existing or future neighboring uses,
5. 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,
6. 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
7. 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,
8. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding thoroughfares, and
9. Will not result in the destruction, loss, or damage of a natural, scenic or historic feature of major importance