

**BOARD OF ZONING APPEALS
CITY OF GREENSBURG, INDIANA**

INSTRUCTIONS FOR FILING PETITIONS

The following items are needed to file a petition before the Board of Zoning Appeals.

**ALL PAPERWORK MUST BE FILED AND RETURNED BY
NOON, FOUR WEEKS PRIOR TO THE HEARING DATE. BZA
MEETINGS ARE HELD EVERY 3RD TUESDAY OF THE MONTH
AS NECESSARY.**

1. A copy of a written statement explaining and justifying your request showing that you are able to meet the STANDARDS FOR VARIANCE IC 36-7-4-918.5.
 - (A) The approval will not be injurious to the public health, safety, morals, and general welfare of the community.
 - (B) The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.
 - (C) The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the property.
2. (A) **One copy of a site plan of the property (Variance Only)**, showing property size, EXISTING and PROPOSED buildings and all signage, their dimensions, and distance from all property lines. This MUST be drawn to scale.
(B) **A copy of an aerial view or blue print** of all properties within 100 feet of the property of the petition. Identify property owners to their property on the aerial view photo. **One Copy of the list of names and addresses of property owners within 100 feet of the property in petition. (Please list on a separate sheet of paper).** (Available at Courthouse in Auditor's Office)
(C) **Copy of Warrant Deed (Legal Description of Property)** (Available at Courthouse in Recorder's Office.)
4. **A \$150.00 dollar filing fee for a variance or special exception, payable by cash, check, or money order made payable to "City of Greensburg."**

The petitioner, his/her attorney, or representative must be present at the hearing. If the representative is not an attorney and the titleholder is not present, it is necessary to have a statement from the titleholder giving permission to present the petition. If the petitioner/representative does not show up for meeting, the application will be tabled until the next meeting. If not all information is provided, this will cause the petition to become invalid.



CITY OF GREENSBURG

BOARD OF ZONING APPEALS
314 WEST WASHINGTON ST.
GREENSBURG, INDIANA 47240
(812) 662-8495
(812) 662-6925 (FAX)



PETITION

(PLEASE PRINT OR TYPE)

APPLICANT'S NAME _____ PHONE _____

ADDRESS _____

ADDRESS OF PROPERTY _____

PRESENT ZONING OF PROPERTY _____

OWNER'S NAME _____ PHONE _____

ADDRESS _____

COUNSEL OF CONSULTANT _____ PHONE _____

SEEKING: VARIANCE/SPECIAL EXCEPTION (Circle One) on certain real estate within the City of Greensburg; this real estate is commonly described as (street address):

LOCATION: _____

(PLEASE ATTACH A COPY OF THE OWNERS LEGAL DESCRIPTION/WARRANTY DEED)

I AM SEEKING A VARIANCE/SPECIAL EXCEPTION IN ORDER TO: (PLEASE TYPE OF PRINT REASON FOR SEEKING A VARIANCE...SETBACKS, SIZE,/SPECIAL EXCEPTION...TYPE OF BUSINESS)

I ATTEST UNDER THE PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE.

SIGNATURE OF PROPERTY OWNER(S)/AGENT SIGNATURE OF PROPERTY OWNER(S)/AGENT

ITEMS INCLUDED WITH THIS PETITION:

- WRITTEN STATEMENT AERIAL PHOTO FROM COURTHOUSE
- COPY OF SITE PLAN ADJOINING PROPERTY OWNERS (WHERE
- COPY OF CURRENT WARRANTY DEED PROPERTY TAX IS MAILED)

Please call 812-662-8495 if you have any questions.