



BOARD OF ZONING APPEALS CITY OF GREENSBURG, INDIANA

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

1. **A copy of a written statement explaining and justifying your request.** This statement must show that you can meet the STANDARDS FOR VARIANCE IC 36-7-4-918.5.
 - a. The approval will not be injurious to 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 copy of the 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.
3. **A copy of the Warranty Deed** with the legal description of the property. This information is available at the Courthouse in Recorder's Office
4. **Filing fee** for the variance or special exception. The BZA meets for regularly scheduled meetings on the 1st Tuesday of February, April, June, August, October, and December. The filing fee for a regularly scheduled meeting is **\$350**. If you are requesting to have your petition heard during a non-scheduled meeting month, a Special Meeting must be held. The filing fee for a Special Meeting is **\$700**. This payment may be made with cash, check, or money order made payable to "The 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 the meeting, the application will be tabled until the next meeting. Any missing information from the list above will cause the petition to be invalid.

ALL PAPERWORK MUST BE FILED AND RETURNED BY NOON, FOUR WEEKS PRIOR TO THE HEARING DATE. BZA MEETINGS ARE HELD ON THE 1ST TUESDAY OF FEBRUARY, APRIL, JUNE, AUGUST, OCTOBER, AND DECEMBER, OR AS NECESSARY.



BOARD OF ZONING APPEALS

Variance / Special Exception Petition

Building, Planning, & Zoning Office
 314 West Washington St
 Greensburg, IN 47240
 Office: 812-662-8495

Date		
Applicant's Name		Phone
Address		

Requesting (Please check one)	<input type="checkbox"/> Variance	<input type="checkbox"/> Special Exception
Meeting Time (Please check one)	<input type="checkbox"/> Regularly Scheduled Meeting	<input type="checkbox"/> Special Meeting (Expedited)

Location / Address (of Variance or Special Exception)	
Present Zoning of Property	
Owner's Name	Phone
Owner's Address	
Is this Variance / Special Exception Temporary or Permanent	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent

Special Exception Request (Be as specific as possible)

Variance Request (Only ONE variance may be submitted per application)

Type of Variance Requested Primary Structure Accessory Structure Sign Parking

Other If Other Specify _____

Please complete the section that corresponds to the specific variance being requested. Only one variance may be submitted per application.

Primary Structure Variance			
<input type="checkbox"/> Setback (feet requested)	Side yard	Rear yard	Front yard
<input type="checkbox"/> Lot Size (dimensions)			
<input type="checkbox"/> Other (specify)			

Accessory Structure Variance			
Type of Accessory Structure	<input type="checkbox"/> Shed	<input type="checkbox"/> Carport	<input type="checkbox"/> Detached Garage <input type="checkbox"/> Other (specify)
Do you currently have an existing accessory structure on your property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Setback (feet requested)	Side yard	Rear yard	Front yard
<input type="checkbox"/> Size (dimensions)			
<input type="checkbox"/> Additional Structure			
<input type="checkbox"/> Other (specify)			

Sign Variance	
Sign Type	<input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Wall <input type="checkbox"/> Awning <input type="checkbox"/> Projecting <input type="checkbox"/> Window
<i>Please provide a detailed description of the variance request, including all relevant measurements and specific locations.</i>	
<input type="checkbox"/> Placement	
<input type="checkbox"/> Face Size (dimensions)	
<input type="checkbox"/> Height	
<input type="checkbox"/> Quantity	
<input type="checkbox"/> Other (specify)	

Parking / Parking Lot Variance		
Type of Business		
<input type="checkbox"/> Number of Spaces	# Required	# Proposed
<input type="checkbox"/> Number of Islands	# Required	# Proposed
<input type="checkbox"/> Landscaping	Required	Proposed
<input type="checkbox"/> Dimensions		
<input type="checkbox"/> Curbing		
<input type="checkbox"/> ADA Requirements		
<input type="checkbox"/> Other (specify)		

I attest under the penalties of perjury that the foregoing representations are true.

Signature of Property Owner(s) or Agent

FOR OFFICE USE ONLY:		
Fee: _____	Payment Method: _____	Request Approved / Denied: _____
Initials: _____	Date: _____	Tabled / Follow up Date: _____