



**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. **A \$150.00 filing fee** for the variance or special exemption. 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 THE 1ST TUESDAY OF THE MONTH AS NECESSARY.



**— CITY OF —
GREENSBURG**

BOARD OF ZONING APPEALS

CITY OF GREENSBURG

Variance / Special Exception Petition

Building, Planning, & Zoning Office
314 West Washington St
Greensburg, IN 47240
Office: 812-663-8495

Date: _____

Applicant's Name _____ Phone _____

Address _____

Seeking: Variance / Special Exception (Please circle one)

Location / Street Address _____

Present Zoning of Property _____

Owner's Name _____ Phone _____

Address _____

Counsel of Consultant _____ Phone _____

Reason for Variance / Special Exception: (please be as specific as possible)

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

Signature of Property Owner(s) or Agent

Signature of Property Owner(s) or Agent

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS PETITION:

Written Statement
\$150 Filing Fee

Copy of Site Plans (Variance Only)
Copy of current Warranty Deed

FOR OFFICE USE ONLY:

Fee: **\$150.00** Payment Method: _____ Request Approved / Denied: _____

Initials: _____ Date: _____ Tabled / Follow up Date: _____