



APPLICATION FOR A CONDITIONAL USE
City of Greenfield
Board of Zoning Appeals

Date Filed _____

Docket #BZA _____

Conditional Use Plans shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.060.

1. PREMISES AFFECTED

Address or location from major streets _____

Key Parcel # _____

Attach or enter legal description _____

Present Zoning _____

Current Use _____

Use of Adjacent Properties: North: _____ South: _____

East: _____ West _____

Proposed Use _____

2. APPLICANT INFO

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone, Fax, E-mail _____

Signature of Applicant

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) _____

3. PROPERTY OWNER (if different from Applicant)

Name _____

Street Address _____

City, State, Zip _____

Phone, Fax, E-mail _____

Signature of Owner _____

Documentation required: (2) 24"x36" copies (12 copies if Tech Review required) and (8) 8.5" x 11" copies

Site Plan _____ Photographs _____ Building Plans _____ Samples _____ Drawings _____ Other _____



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NOTICE:

For every application that is to be heard by the Board of Zoning Appeals, the applicant shall assume the expense of notifications and publication of notice as required by the Rules of Procedure of the Board of Zoning Appeals.

a. Public Notice (Newspaper)

Notice shall be given by applicant in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Board of Zoning Appeals. The Petitioner shall cause the notice to be published at least fifteen (15) days, but not more than (30) days prior to the date set for the hearing.

b. Personal Notice (U.S. Mail)

The applicant shall notify all abutting and adjoining legal land owners, within two property depths, or 660 feet of the subject property, whichever is satisfied first by 'certified mail with return receipt' or by 'certificate of mailing' at a least fifteen (15) days before the date of hearing. A copy of the public notice published in the newspaper shall be adequate for use in the personal notice mailed to abutting and adjoining land owners.

c. Proof of Notice

1. Proof of publication of the **Public Notice** must be made by an affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Board of Zoning Appeals Secretary before the hearing. Such affidavit must specify the City, the date, and the paper in which the notice was published.

2. The certified mail receipts or the certificate of mailing of the **Personal Notice** shall be filed with the Board of Zoning Appeals Secretary before the hearing accompanied by an affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.

Certificate of mailing in lieu of certified mail receipts:

In lieu of mailing the Personal Notice by certified mail the City of Greenfield Board of Zoning Appeals allows that a Certificate of Mailing (Postal Service Form 3877) is an acceptable method of mailing notice for a petition to adjoining property owners.

Form 3877 must be filled out with the addresses to which the notices will be mailed. The notice letters must be mailed at a post office and a post office employee must verify that the addresses on the notice letters match those listed on the Form. The post office employee will stamp each Form page with a postmark.

If the petitioner desires proof of delivery in addition to the proof of mailing, certified mail will continue to be accepted as proof of notification.



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NOTICE OF PUBLIC HEARING OF AN APPLICATION FOR A CONDITIONAL USE

Notice is hereby given that on the _____ day of _____, 20 ____, at _____ P.M. a public hearing will be held before the Board of Zoning Appeals at City Hall in the City of Greenfield, Council Chambers, 10 S. State St., Indiana, 46140Indiana, on the application of (petitioner) _____.

Docket # BZA _____ is filed for a Conditional Use as specified in the Zoning Ordinance of Greenfield, Indiana: Ordinance 2003-8, as amended. The Conditional Use proposed is for property located at (insert address and a brief legal description of location) _____.

The nature of the proposed Conditional Use is as follows: (briefly describe the improvements and use proposed in the application)._____.

The application and all submitted documentation are available for review Monday through Friday 8 a.m. to 4 p.m. in the Planning Department located in City Hall, 10 S. State Street, Greenfield, IN.

The Board of Zoning Appeals has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Secretary of the Board, at or before such hearing and will be heard by the Board at the time and place specified. Interested persons desiring to present their views upon the application, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Dated at Greenfield, Indiana, this _____ day of _____, 20 _____.

Name _____

Secretary

City of Greenfield Board of Zoning Appeals



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AFFIDAVIT:

STATE OF INDIANA) SS
COUNTY OF HANCOCK)
TO THE GREENFIELD BOARD OF ZONING APPEALS:

_____, verifies and states that he/she, at least fifteen (15) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket # BZA _____, for (address): _____

_____ filed by _____ on the _____ day of _____, 20____ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

Signed

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

Notary Public

Printed Name

Commission Expires: _____

County of Residence: _____