



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

**Greenfield Board of Zoning Appeals Checklist**  
**Conditional Use**

The following items must be submitted before a petition to the Board of Zoning Appeals can be scheduled for public hearing. Any questions regarding these items should be directed to the Planning Department office at 317-477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description
- Statement of Intent / Business Plan:
  - Plan of Operation
  - Overview of Use(s) and Function(s)
  - Number of parking spaces
  - If Multi-Family:
    - o Number of Units
  - If Commercial:
    - o Number of Employees
    - o Hours of Operation
  - If Restaurant:
    - o Number of Seats
    - o Number of Employees
    - o Hours of Operation
- Plot Plan/Sketch Two copies, minimum 11 X 17
  - location/key map w/ North arrow
  - property dimensions
  - existing buildings
  - adjacent roads and thoroughfares and ingress/egress to the site
  - setbacks
  - parking areas
  - proposed changes
  - existing easements
  - address of property or location
- Elevations of any proposed structure(s) indicating dimensions and type of materials and colors. 2 copies (sized minimum 11 x 17)
- Plan Submittal:**
  - **Tech Review** (if applicable):
    - o 1 digital and 8 preliminary sets (sized 24 x 36) of land use plans, development plans, and elevations for distribution to Technical Review Committee members
    - o Drainage Plan per Subdivision Code (if applicable)
  - **Response to Tech Review:**
    - o 1 digital and 6 sets of revised civil plans (sized 24 x 36) and all responses to department comments.
- BZA Plans**
  - 1 digital and 8 physical sets (size 11 x 17) of development plan and building elevations, please note architectural elevations must be in color
- Copy of the property deed or contract.

*Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a written statement of such legal owner consenting to the filing of such application.*
- Required fee of \$400.00.



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Date Filed \_\_\_\_\_

Docket # \_\_\_\_\_

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 \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Current Use \_\_\_\_\_

Use of Adjacent Properties: North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Number of Units (Multi-Family): \_\_\_\_\_

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: See Checklist under Plan Submittal for size and number.

Site Plan \_\_\_\_\_ Photographs \_\_\_\_\_ Building Plans \_\_\_\_\_ Samples \_\_\_\_\_ Drawings \_\_\_\_\_ Other \_\_\_\_\_



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**INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:**

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Board of Zoning Appeals, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director a minimum of 5 business days prior Notice Deadline.

**a. Public Notice (Newspaper)**

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

The Daily Reporter asks that all notices for publication be emailed. The paper is published Tuesday through Saturday. Tuesday - Friday's deadline: previous day by Noon. Saturday deadline: Thursday by Noon. Contact Dee Berge at [DRlegals@greenfieldreporter.com](mailto:DRlegals@greenfieldreporter.com) Tel: 317-477-3243

**b. Personal Notice (U.S. Mail)**

For all applications for rezoning and the platting of subdivisions, the Applicant shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed 'certified mail/return receipt' or by 'certificate of mailing' (Postal Service Form 3877) at least fifteen (15), but not more than thirty (30) days before the date of the hearing.

**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 Secretary of the Board of Zoning Appeals before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.
2. The certified mail receipts or the Form 3877 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.



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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), but not more than thirty (30) 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 # \_\_\_\_\_, 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: \_\_\_\_\_



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CONSENT FORM:

The undersigned, \_\_\_\_\_, being the owner of the property commonly known as \_\_\_\_\_ hereby authorizes \_\_\_\_\_ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
Remain in effect until \_\_\_\_\_

Property Owner

Property Owner

Address

Address

Phone, Email

Phone, Email

Date

Date

STATE OF INDIANA
COUNTY OF HANCOCK, SS:

Subscribed and sworn to before me
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

Printed Signature

My Commission Expires:

County of Residence

STATE OF INDIANA
COUNTY OF HANCOCK, SS:

Subscribed and sworn to before me
this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

Printed Signature

My Commission Expires:

County of Residence