



**PETITION FOR APPEAL**  
**City of Greenfield**  
**Board of Zoning Appeals**

DATE FILED: \_\_\_\_\_

DOCKET #BZA \_\_\_\_\_

**1. Premises Affected**

Address \_\_\_\_\_

Attach or enter Legal Description \_\_\_\_\_

Code Enforcement Action? \_\_\_\_\_ N/A \_\_\_\_\_ Previous Petition? \_\_\_\_\_

Present Zoning \_\_\_\_\_ Total Acreage \_\_\_\_\_

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

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

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

Proposed Use \_\_\_\_\_

Section of the Ordinance to be modified \_\_\_\_\_

Is this a Variance of Development Standards \_\_\_\_\_ or, Variance of Use? \_\_\_\_\_

**2. Appellant Contact Info**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

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 \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_





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**ADDITIONAL REQUIREMENTS**

**Appeals shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.093**

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

- Application Form - One completed petition form with original signature.
- Legal Description.
- Plot Plan/Sketch.
  - location/key map w/North arrow
  - setbacks
  - property dimensions
  - parking areas
  - existing buildings
  - proposed changes
  - adjacent roads and thoroughfares
  - existing easements
  - address of property or location
  - ingress/egress to the site
  - 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 duly executed consent of the legal owner using the form provided by the Board of Zoning Appeals consenting to the filing of such application.*

A person may not communicate with any member of the Board before the hearing with intent to influence the member's action on a matter pending before the Board. Not less than five days before the hearing, however, the Plan Commission staff, may file with the Board a written report setting forth any facts or opinions relating to the matter.

The Board may require any party adverse to any pending Petition to enter a written appearance specifying the party name and address. If the written appearance is entered more than four days before the hearing, the Board may also require the petitioner to furnish each adverse party with a copy of the petition and a plot plan of the property involved.

If approval of an appeal petition is granted, an Improvement Location Permit must be commenced within ninety (90) days of the date of issuance of such permit otherwise the same shall lapse and become null and void. All work so authorized will commence within six months and shall be completed within twelve (12) months from the issuance of the permit therefore, and provided that for good cause shown the Zoning Administrator may extend the work completion time.

The rules of the Board require all appeals or applications for variation to be on forms provided by it. Until this application process is completed any other communication will be treated merely as notice of an intention to appeal or make application, and will not be docketed.



**APPLICATION FOR APPROVAL ON APPEAL**  
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**INSTRUCTIONS FOR PUBLIC NOTICE:**

For every application that is to be heard by the Board of Zoning Appeals, the petitioner 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 petitioner 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) days, but not more than (30) days prior to the date set for the hearing.

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

The petitioner 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 APPROVAL**

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, 46140 on the application of (petitioner) \_\_\_\_\_

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

The nature of the proposed Approval request 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.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact the Commission Secretary, 10 South State Street, Greenfield, IN, 46140, 317-477-4320, at least forty-eight (48) hours prior to the meeting. Every effort will be made to make reasonable accommodations for these persons.

Dated at Greenfield, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Name \_\_\_\_\_

Secretary

City of Greenfield Board of Zoning Appeals

City of Greenfield, Planning Department

10 S. State Street, Greenfield, IN 46140

Phone: 317-477-4320

Fax: 317-477-4321

E-mail: [planning@greenfieldin.org](mailto:planning@greenfieldin.org)

[www.greenfieldin.org](http://www.greenfieldin.org)



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**AFFIDAVIT:**

STATE OF INDIANA        )  
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 the petition for:

\_\_\_\_\_ filed by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Further affiant sayeth not.

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