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

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_______________

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       www.greenfieldin.org

Revised 2023
APPLICATION FOR A CONDITIONAL USE
City of Greenfield
Board of Zoning Appeals

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

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:_____________________________
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 __________________________________________________________________________________________

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<thead>
<tr>
<th>Property Owner</th>
<th>Property Owner</th>
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<tbody>
<tr>
<td>Address</td>
<td>Address</td>
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<tr>
<td>Phone, Email</td>
<td>Phone, Email</td>
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<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
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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