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.**
- **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 11 x 17)
- **Plan Submittal:**
  - **Tech Review** (if applicable):
    - 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
    - Drainage Plan per Subdivision Code (if applicable)
  - **Response to Tech Review:**
    - 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 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:**
  - Residential variance $50.00, per variance requested
  - All others $200.00 plus $50.00 for each additional variance
APPLICATION FOR A VARIANCE
City of Greenfield
Board of Zoning Appeals

DATE FILED:___________________ DOCKET # ____________________

1. Premises Affected

Address or location from major streets__________________________________________

Key Parcel #_________________________________________________________________

Attach or enter Legal Description________________________________________________

Present Zoning_________________________________ Total Acreage_________________

Current Use___________________________ Proposed Use_________________________

Use of Adjacent Properties: North:____________________________________________ South:_________________________

East:_________________________________________ West___________________________

Proposed Use____________________________________________________________________

Section of the Ordinance to be modified and description of variance_____________________

____________________________________________________________________________

Is this a Variance of Development Standards __________________or, Variance of Use?____________________

2. Applicant 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 _____________________________________________________________________________________

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 VARIANCE
City of Greenfield
Board of Zoning Appeals

Note: This page is to be completed by the applicant only when filing a variance of development standards

PETITIONER’S PROPOSED FINDINGS OF FACT FOR A VARIANCE OF DEVELOPMENT STANDARDS

(1) The approval (will / will not) be injurious to the public health, safety, morals, and general welfare of the community:
_______________________________________________________________________________________
_______________________________________________________________________________________
________________________________________________________________________________________

(2) The use and value of the area adjacent to the property included in the variance (will / will not) be affected in a substantially adverse manner:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(3) The strict application of the terms of the Zoning Code (will / will not) result in practical difficulties in the use of the property:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(4) There (are / are not) exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and district:
________________________________________________________________________________________
________________________________________________________________________________________
APPLICATION FOR A VARIANCE
City of Greenfield
Board of Zoning Appeals

Note: This page is to be completed by the applicant only when filing a variance of use.

PETITIONER’S PROPOSED FINDINGS OF FACT FOR A VARIANCE OF USE

1) The approval (will / will not) not be injurious to the public health, safety, morals, and general welfare of the community because:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

(2) The use and value of the area adjacent to the property included in the variance (will / will not) be affected in a substantially adverse manner because:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

(3) The need for the variance arises from some condition peculiar that (is / is not) to the property involved:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

(4) The strict application of the terms of the Zoning Code (will / will not) result in undue hardship in the use of the property:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

(5) The approval (does / does not) not interfere substantially with the Greenfield Comprehensive Plan:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
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.
AFFIDAVIT:

STATE OF INDIANA       )
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 the petition for:

Docket#: _______________________________ 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:____________________________
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

______________________
Printed Signature
My Commission Expires:
______________________
County of Residence