

Application Information for

Developmental Variance Special Use for a Mobile Home Special Use Use Variance

When you have to apply by

3:00 p.m. on Monday, _____, for the
Hearing Officer hearing on Wednesday, _____, or the
Board of Zoning Appeals hearing on Thursday, _____.

What you should do first

- If there will be a new septic system on the property, find out from the Health Department if there's enough space for it.
- If there will be a new driveway that connects to a county road or a change to an existing driveway that connects to a county road, find out from the Highway Department if you need a driveway permit.

What you need when you come back (an incomplete application will be refused)

- 1) Application fee (nonrefundable), \$ _____.
- 2) Application page, signed.
- 3) Questionnaire(s).
- 4) Site plan.
- 5) Recorded deeds for all parcels. (You can get these from the Recorder's Office, 117 N. 2nd Street, Goshen, Indiana 46526.)
- 6) An authorizing letter from the current property owner—only if the application signer is a buyer, land contract purchaser, or lessee.
- 7) The agreement—only if there's a buyer, land contract purchaser, or lessee.
- 8) The recorded access easement—only if your application includes a variance for a residence on property with no road frontage and there's an existing recorded easement.
- 9) An hour of time.

What happens after you apply

- We come take pictures of the property.
- We make a report and recommendation to the Hearing Officer or Board of Zoning Appeals.
- We set your hearing time.
- We send notices that show the hearing date and time to you, anyone else on the application page, and owners of nearby property. The notice comes a week before the hearing, and the report and recommendation comes with it.

What happens during the hearing

- At your time, the staff says the report and recommendation.
- You say in your own words what you want to do.
- The Hearing Officer or Board of Zoning Appeals might ask questions.
- Anyone for or against speaks.
- If there's anyone against, you get to respond.
- If it's the Board of Zoning Appeals, the board closes the public hearing and discusses your application.
- The Hearing Officer or Board of Zoning Appeals makes a decision. It can be approval, approval with conditions, denial, or postponement to another date.

What happens after the hearing

If it's a Hearing Officer approval (Wednesday),

- We send a result letter to you and anyone else on the application page for your records.
- Allow the **five-business-day appeal period** to pass.
- Meet conditions of approval (if any).
- Then you can start a building permit.

If it's a Board of Zoning Appeals approval (Thursday),

- We send a result letter to you and anyone else on the application page for your records.
- We send a commitment to the owner (or the buyer). The commitment comes about three weeks after the hearing, and instructions come with it.
- Return the notarized, recorded commitment to us.
- Meet other conditions of approval (if any).
- Then you can start a building permit (if you're building something).

Application

Site address: _____

Parcel number(s): _____

Current property owner

Name: _____

Address: _____

Phone: _____ Email: _____

Other party Agent Buyer Land contract purchaser Lessee

Name: _____

Address: _____

Phone: _____ Email: _____

By signing below, I understand that if my application is approved, there may be conditions that will have to be met before approval is final and building permits can be started. I also understand that the conditions may include a commitment that the property owner is responsible for completing and returning.

Signature of current property owner or authorized agent: _____

Staff Use Only

Description: _____

Parcel creation date: _____

Subdivision required? Y N If yes, AS Minor Major

Residential accessory breakdown, if applicable: _____

Location: N S E W corner side end of _____ ,
_____ ft. N S E W of _____ ,
in _____ Township

Frontage: _____ **Depth:** _____ **Area:** _____ acres

Subdivision and lot number, if applicable: _____

Present use: _____

Special Use — Questionnaire

Name: _____

1) Tell us what you want to do. _____

2) Tell us why this activity won't hurt your neighbors or the community. _____

3) Is there a subdivision covenant that says you can't do this activity? Y N
If yes, does the subdivision have an active homeowners' association? Y N

4) Will the activity create noise, vibration, smoke, dust, odor, heat, or glare? Y N If yes, fill out below.
Tell us what will create those things. _____

Tell us how you'll reduce the impact of those things on neighbors. _____

5) Will there be buffering (fences, trees, shrubs, mounds)? Y N
If yes, tell us about it. _____

6) Does the property need well and septic? Well: Y N Septic: Y N
Does the property need a new septic system? Y N
If a new septic system is needed, did the Health Department say there's enough space for it? Y N

7) Will the activity use buildings or additions? Y N If yes, fill out below.
Building or addition 1 Existing? Y N Size and height to the peak: _____
Tell us what you'll use it for. _____
Building or addition 2 Existing? Y N Size and height to the peak: _____
Tell us what you'll use it for. _____
Building or addition 3 Existing? Y N Size and height to the peak: _____
Tell us what you'll use it for. _____

8) Does this application include animals? Y N
If yes, tell us what kind and how many of each. _____

Next page ➡

Special Use — Questionnaire

9) Does this application include a business or nonprofit (church, school, other) based all or in part on this property? Y N If yes, fill out below.

How many employees do you have now? Full time: _____ Part time: _____

How many employees do you want? Full time: _____ Part time: _____

How many of the employees won't live onsite? _____

What will be the days and hours of operation on this property? _____

How many parking spaces do you have now? _____

How many parking spaces do you want? _____

Will there be outside storage or display areas on this property? Y N

If yes, tell us what will be stored outside or displayed. _____

Will there be retail sales on this property? Y N

If yes, tell us what will be sold. _____

Approximately how many customers (clients, guests, students, members) will be on this property per day?

Will there be pickups or deliveries on this property? Y N If yes, fill out below.

Tell us how often. _____

Tell us the kind of vehicles used. _____

Does the application include signs? Y N If yes, fill out below.

Sign 1 Dimensions (length and width). _____

Existing? Y N Double faced? Y N

Electronic message board? Y N If no, lighted? Y N

Freestanding? Y N Wall mounted? Y N

Sign 2 Dimensions (length and width). _____

Existing? Y N Double faced? Y N

Electronic message board? Y N If no, lighted? Y N

Freestanding? Y N Wall mounted? Y N

Sign 3 Dimensions (length and width). _____

Existing? Y N Double faced? Y N

Electronic message board? Y N If no, lighted? Y N

Freestanding? Y N Wall mounted? Y N

10) Tell us anything else you want us to know. _____

Site Plan Information

No aerial photos.
No paper larger than 8½ × 14.
Use labels as shown in the sample.
If you draw to scale, show it.

Show the following:

- 1) North arrow.
- 2) Property lines and lengths.
- 3) Adjacent right-of-ways.
- 4) Existing and proposed buildings and additions, their sizes, and their setbacks from property lines and centerlines of adjacent right-of-ways.

Note: If you give building and addition details in the building-and-addition part of the questionnaire (if applicable), number the buildings and additions on the site plan to match.

- 5) Existing and proposed driveways.
- 6) Existing and proposed signs, their sizes, and their setbacks from property lines and centerlines of adjacent right-of-ways.

Note: If you give sign details in the sign part of the questionnaire (if applicable), number the signs on the site plan to match.

- 7) Existing and proposed parking areas and their setbacks from property lines and centerlines of adjacent right-of-ways.
- 8) Existing and proposed outside storage areas and their sizes.
- 9) Existing and proposed buffering with sizes (fences, trees, shrubs, mounds).
- 10) Existing and proposed access easements with sizes.
- 11) Buildings, signs, or buffering that will be removed.

Sample site plan



