

USE VARIANCE – QUESTIONNAIRE

NAME: _____ TAX CODE # _____

THE BOARD OF ZONING APPEALS IS HERE TO CAREFULLY CONSIDER YOUR REQUEST. TO THIS END, IT IS IMPORTANT THAT THE BOARD FULLY UNDERSTANDS THE SCOPE OF YOUR REQUEST. PLEASE COMPLETE THE QUESTIONNAIRE. IF A QUESTION DOES NOT APPLY TO YOUR REQUEST, INDICATE NA (NOT APPLICABLE).

1. Type of request? _____

2. Describe in detail the proposed activity, business or use: _____

3. How many full time employees? _____ How many part time employees? _____
4. How many employees are not occupants of the residence on site? _____
5. Days and Hours of operation? _____

6. Number and sizes of existing parking spaces (9 ft. x 20 ft. required) and/or open storage/display areas provided on site. _____

7. Number and sizes of proposed parking spaces (9 ft. x 20 ft. required) and/or open storage/display areas on site. _____

8. Provisions made for safe entrance and exit to the site. _____

9. Is the street servicing the proposed activity, business or use capable of handling the increase in traffic to be generated? _____

10. Do you intend retail sales on this site? If so, describe the type of sales and the size of the area that will be utilized for the sales. _____

11. Will there be any noise, vibration, smoke, dust, odor, heat or glare which may potentially leave the boundaries of this site? _____ If yes, explain: _____

12. List the type of tools, equipment or machinery which will be required to operate your proposed activity, business or use. _____

13. Estimated number of daily customers and/or clients. _____

14. If pick up and/or delivery services are required to operate the activity, business, or use: How many per day? _____ What type of vehicle will be picking up and/or making deliveries? (EXAMPLES: U.P.S., Semi, pickup truck, automobile) _____
15. Does this request require the construction of any additional structures on the site? _____
If yes, how many? _____ Sizes? _____ Heights? _____
Describe type of structure to be constructed and its intended use: _____
16. If the proposed activity, business or use is to be operated from an existing structure on site, describe the size, type and the current use of the structure. _____
17. Do you propose any buffering (such as fences, hedges, mounding, deciduous or evergreen trees) to minimize the impact of this proposal on you neighbors? _____ If yes, describe: _____
18. Any proposed signs? _____ If yes, number? _____ Size? _____
Single or double faced? _____ Lighted? _____ Electronic? _____
Wall mounted or free standing? _____
19. Any existing signs? _____ If yes, number? _____ Size? _____
Single or double faced? _____ Lighted? _____ Electronic? _____
Wall mounted or free standing? _____
20. When was this parcel created? (Date) _____ How was this parcel created? _____
21. If the Use Variance is for the construction of an accessory structure prior to the residence:
- Explain the reason why construction should begin prior to the residence being constructed. _____
 - Size of the proposed structure? _____ Height of the side walls? _____
Height of the overhead doors? _____
 - Explain the use of the proposed structure. _____
 - Size of the proposed residence? _____
22. If the Use Variance is for the construction of an accessory structure without a residence.
- Explain the reason why there will be no residence on site. _____
 - Explain the use of the proposed accessory structure. _____
 - Size of the proposed structure? _____ Height of the side walls? _____
 - Height of the overhead doors? _____

23. If your request is for two residences, explain in detail the reason for the request. _____

24. If your request is for the expansion of a legal nonconforming use:
- a. Explain in detail the type of use, both existing and as expanded. _____

- b. Give the date the use was established and a brief history of the previous use of the property including timelines. _____

- c. Explain in detail the reason for the expansion. _____

25. Is the parcel served by municipal services? Water? _____ Sewer? _____
26. Are there any deed restrictions or subdivision covenants recorded on this real estate which may prohibit the use of this property for your proposed activity business or use? _____ If yes, attach a copy.
27. To the best of your knowledge, has this property ever been involved in a previous Board of Zoning Appeals or Plan Commission action? _____ If so, describe when and the action taken:

28. Have you had any conversation with your neighbors regarding your proposal? _____

29. How will the Use Variance not be injurious to the public health, safety, morals and general welfare of the community? _____

30. How will the use and value of the area adjacent to the property not be affected in a substantially adverse manner? _____

31. How does the need for the Use Variance arise from a condition that is peculiar to the property involved? _____

32. How will strict enforcement of the terms of the Zoning Ordinance constitute an unnecessary hardship if applied to the property for which the Use Variance is sought?_____

33. How will the approval of the Use Variance not interfere substantially with the Elkhart County Comprehensive Plan?_____

34. Any additional information that you wish to provide the Board regarding the details of your proposed request?_____

NOTE: The staff recommends you review any deed restrictions and private subdivision covenants and restrictions recorded on the real estate.

THIS QUESTIONNAIRE **MUST** ACCOMPANY YOUR APPLICATION. IF THE APPLICATION DOES NOT INCLUDE THE COMPLETED QUESTIONNAIRE, IT WILL BE CONSIDERED INCOMPLETE AND THE APPLICATION WILL NOT BE ACCEPTED.