

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: _____

Developmental Variance — Questionnaire

Name: _____

1) Tell us what you want to do. _____

2) Tell us why you can't change what you're doing so you don't need a variance. _____

3) Tell us why the variance won't hurt your neighbors or the community. _____

4) 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

5) Does the application include variances to allow for buildings or additions? Y N If yes, fill out below.
Building or addition 1 Size and height to the peak: _____
Tell us what you'll use it for. _____
Building or addition 2 Size and height to the peak: _____
Tell us what you'll use it for. _____
Building or addition 3 Size and height to the peak: _____
Tell us what you'll use it for. _____

6) Does the application include a variance for a residence on property with no road frontage? Y N
If yes, fill out below.
Is the easement existing? Y N If the easement is existing, is it recorded? Y N
Tell us who owns (will own) the land under the easement. _____
Tell us how many parcels will use the easement. _____

7) Does the application include variances for 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

8) Does the application include a variance for parking spaces? Y N
If yes, tell us how many total there will be. _____

9) 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



