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).

Site address: Parcel number(s): Current property owner Name: Address: Phone: Email: Other party Agent Buyer Land contract purchaser Lessee Name: Address: Name: Phone: Email: Dther party Address: Function Function
Parcel number(s): Current property owner Name: Address: Phone: Email: Other party Agent Buyer Land contract purchaser Lessee Name: Address:
Name:
Address:
Address:
Phone: Other party Agent Buyer Land contract purchaser Name: Address:
Name:Address:
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?
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

Nai	ne:
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? \Box Y \Box N If yes, does the subdivision have an active homeowners' association? \Box Y \Box N
4)	Will the activity create noise, vibration, smoke, dust, odor, heat, or glare? \Box Y \Box 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)? \Box Y \Box N If yes, tell us about it.
6)	Does the property need well and septic? Well: $\Box Y \Box N$ Septic: $\Box Y \Box N$ Does the property need a <u>new</u> septic system? $\Box Y \Box N$ If a new septic system is needed, did the Health Department say there's enough space for it? $\Box Y \Box N$
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? \Box Y \Box N If yes, tell us what kind and how many of each.

Next page 🔿

Special Use — Questionnaire

How many employees do you have now? Full time: Part time: How many of the employees won't live onsite? Part time: How many of the employees won't live onsite? Part time: What will be the days and hours of operation on this property? Part time: How many parking spaces do you have now?		, other) based all or	in part on this p	roperty?	$\Box Y \Box N$	If yes, fill	out below.
How many employees do you want? Full time: Part time: Part time: How many of the employees won't live onsite?	How many e	mployees do you ha	ave now? Full ti	me:	F	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.						_	
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.							
How many parking spaces do you want? Will there be outside storage or display areas on this property? Y 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 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 Wall mounted? Y N N Freestanding? Y N Wall mounted? Y N N Sign 3 Dimensions (length and width). Existing? Y N N Mall mounted? Y N N Sign 3 Dimensions (length and width). Existing? Y N N N Wall mounted? Y N	What will be	the days and hours	of operation on	this propert	y?		
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 outside storage or display areas on this property? Y N If yes, tell us what will be stored outside or displayed	How many pa	arking spaces do yo	u have now?				
If yes, tell us what will be stored outside or displayed.	How many pa	arking spaces do yo	u want?				
Will there be retail sales on this property? Y N If yes, tell us what will be sold.	Will there be	outside storage or	display areas on	this propert	y? □ Y [J 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.	If yes, tell us	what will be stored	l outside or displa	ayed.			
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.							
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.	Will there be	retail sales on this	property?	Y 🗆 N			
Will there be pickups or deliveries on this property? Y N If yes, fill out below. Tell us how often.	If yes, tell us	what will be sold.					
Will there be pickups or deliveries on this property? Y N If yes, fill out below. Tell us how often.							
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).	Approximatel	y how many custon	ners (clients, gue	sts, student	s, members)	will be on th	is property per day
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).							
Sign 1 Dimensions (length and width). Existing? 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? I Y N Double faced? I N Electronic I Y N If no, lighted? Y N Freestanding? I Y N Wall mounted? Y N Sign 2 Dimensions (length and width). I Y N Existing? I Y N Double faced? Y N Electronic I N Double faced? I N Freestanding? I Y N Wall mounted? I Y N Electronic I N N Wall mounted? I Y N Freestanding? I Y N Wall mounted? I Y N Electronic I N Wall mounted? I Y N Freestanding? I Y N Wall mounted? I Y N Electronic I N Wall mounted? I Y N Freestanding? I Y N Wall mounted? I Y N Eisting? I Y N Wall mounted? I Y N Electronic I N Double faced? I Y N Eisting? I N Double faced? I N I Electronic I N Double faced? I N I Electronic I N Double faced? I N I Electronic	Tell us how	v often.		- 			
Electronic message board? Y N If no, lighted? Y N Freestanding? Y N Wall mounted? Y N Sign 2 Dimensions (length and width)	Tell us hov Tell us the	v often.	ed.				
Freestanding? Y N Wall mounted? Y N Sign 2 Dimensions (length and width)	Tell us hov Tell us the Does the app	v often. kind of vehicles use lication include sigr	ed	N If yes,	fill out below.	- 	
Sign 2 Dimensions (length and width). Existing? 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 Electronic message board? Y N If no, lighted? Y N Sign 3 Dimensions (length and width).	Tell us how Tell us the Does the app Sign 1	v often. kind of vehicles use lication include sigr Dimensions (leng	ed ns? Y th and width)	N If yes,	fill out below.	- 	
Existing? Y N Electronic message board? Y N Freestanding? Y N Wall mounted? Y Sign 3 Dimensions (length and width). Existing? Y N Double faced? Y N Electronic message board? Y N Mall mounted? Y N	Tell us how Tell us the Does the app Sign 1 Existing?	v often. kind of vehicles use lication include sigr Dimensions (leng	ed ns? Y th and width) Double faced?	N If yes,	fill out below.		
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	Tell us how Tell us the Does the app Sign 1 Existing? Electronic	v often. kind of vehicles use lication include sigr Dimensions (leng U Y U N message board?	ed ns? Y th and width) Double faced? Y N	N If yes,	fill out below.		
Freestanding? Y N Sign 3 Dimensions (length and width). Existing? Y N Double faced? Y If no, lighted? Y	Tell us how Tell us the Does the app Sign 1 Existing? Electronic of Freestandin	v often. kind of vehicles use lication include sigr Dimensions (lenge U Y U N message board? ng? U Y U N	ed ns? _ Y _ th and width) Double faced? _ Y _ N Wall moun	N If yes,	fill out below. N nted? □ Y Y □ N	′ □ N	
Sign 3 Dimensions (length and width). Existing? Y N Double faced? Y Electronic message board? Y N If no, lighted? Y	Tell us how Tell us the Does the app Sign 1 Existing? Electronic in Freestandin Sign 2	v often. kind of vehicles use lication include sigr Dimensions (leng V N message board? ng? V N Dimensions (leng	ed ns? _ Y _ th and width) Double faced?	N If yes,	fill out below. N nted? □ Y Y □ N	′ □ N	
Existing?	Tell us how Tell us the Does the app Sign 1 Existing? Electronic u Freestandiu Sign 2 Existing?	v often. kind of vehicles use lication include sigr Dimensions (leng □ Y □ N message board? ng? □ Y □ N Dimensions (leng □ Y □ N	ed ns? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced?	N If yes,	fill out below. N nted? □ Y Y □ N	′ 🗆 N	
Electronic message board? Y N If no, lighted? Y N	Tell us how Tell us the Does the app Sign 1 Existing? Electronic in Freestandin Sign 2 Existing? Electronic in	v often. kind of vehicles use lication include sigr Dimensions (leng □ Y □ N message board? ng? □ Y □ N Dimensions (leng □ Y □ N message board?	ed ns? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N	N If yes,	fill out below. N nted?	′ 🗆 N	
	Tell us how Tell us the Does the app Sign 1 Existing? Electronic in Sign 2 Existing? Electronic in Freestandin	v often. kind of vehicles use lication include sigr Dimensions (lenge Y N message board? ng? Y N Dimensions (lenge Y N message board? ng? Y N	ed ns? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N Wall moun	N If yes, P Y P If no, lighted? If no, lighted?	fill out below. N nted?	 / □ N / □ N 	
Freestanding? Y IN Wall mounted? Y IN	Tell us how Tell us the Does the app Sign 1 Existing? Electronic i Freestandii Sign 2 Existing? Electronic i Freestandii Sign 3	v often. kind of vehicles use lication include sigr Dimensions (leng □ Y □ N message board? ng? □ Y □ N Dimensions (leng □ Y □ N message board? ng? □ Y □ N message board? ng? □ Y □ N	ed ns? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N Wall moun th and width)	N If yes, P Y P If no, lighted? P Y P If no, lighted? P P	fill out below. N nted?	 / □ N / □ N 	
	Tell us how Tell us the Does the app Sign 1 Existing? Electronic in Freestandin Sign 2 Existing? Electronic in Freestandin Sign 3 Existing?	v often kind of vehicles use lication include sigr Dimensions (leng Y N message board? ng? Y N Dimensions (leng M message board? ng? Y N Dimensions (leng N Dimensions (leng	ed hs? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N Wall moun th and width) Double faced?	N If yes, P Y P If no, lighted? If no, lighted? N P P	fill out below. N nted? Y N N nted? N Y N N N N N N N N N N N N N	 / □ N / □ N 	
	Tell us how Tell us the Does the app Sign 1 Existing? Electronic i Freestandii Sign 2 Existing? Electronic i Freestandii Sign 3 Existing? Electronic i	v often kind of vehicles use lication include sigr Dimensions (leng Y N message board? ng? Y N Dimensions (leng G Y N message board? ng? Y N message board? ng? Y N message board?	ed hs? □ Y □ th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N Wall moun th and width) Double faced? □ Y □ N	N If yes, Y If no, ligh ted? If no, ligh ted? If no, ligh ted? If no, ligh	fill out below. N N nted? N N N N Y N	 / □ N / □ N 	
	Tell us how Tell us the Does the app Sign 1 Existing? Electronic in Freestandin Sign 2 Existing? Electronic in Freestandin Sign 3 Existing? Electronic in Freestandin	v often kind of vehicles use lication include sigr Dimensions (leng Y N message board? ng? Y N Dimensions (leng G Y N message board? ng? Y N message board? ng? Y N message board?	ed	N If yes, Y If no, lighted?	fill out below. N nted? N Y N N N N N N N N N N N N N N N N N		

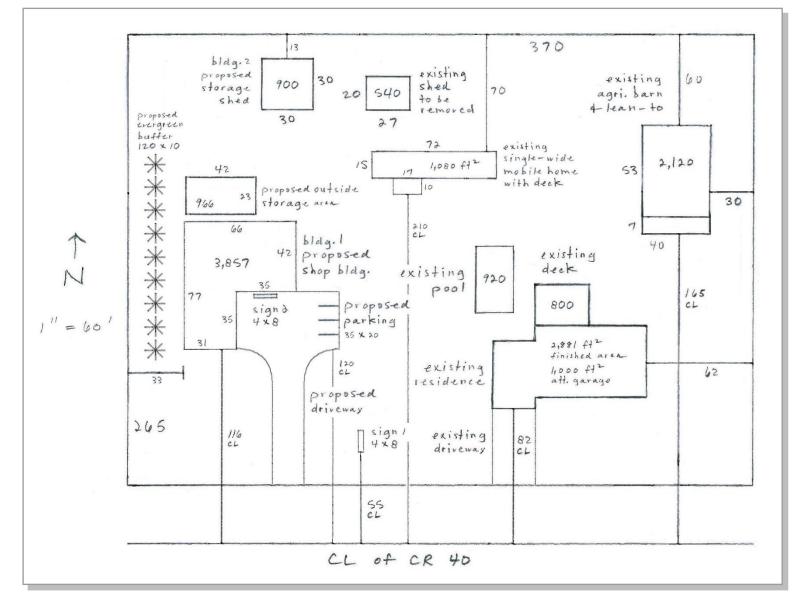
No aerial photos. No paper larger than $8^{1/2} \times 14$. Use labels as shown in the sample. If you draw to scale, show it.

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).
- $\hfill\square$ 10) Existing and proposed access easements with sizes.
- $\hfill\square$ 11) Buildings, signs, or buffering that will be removed.



Sample site plan
