

## 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:** \_\_\_\_\_

**Use Variance — Questionnaire**

Name: \_\_\_\_\_

1) Tell us what you want to do. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Tell us why your case is different from other cases in the county so that a variance should be allowed.  
\_\_\_\_\_  
\_\_\_\_\_

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

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) Does what you want to do include 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) 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

9) Does this application include an accessory structure without a residence at this time?  Y  N  
If yes, are there plans for a residence on this property?  Y  N If yes, fill out below.  
Tell us when it will be built. \_\_\_\_\_  
Tell us the approximate size. \_\_\_\_\_

10) Does this application include animals?  Y  N  
If yes, tell us what kind and the maximum number of each. \_\_\_\_\_  
\_\_\_\_\_

**Use Variance — Questionnaire**

11) 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

12) 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



