

## 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**



