CITY OF CARMEL AND CLAY TOWNSHIP
ADVISORY BOARD OF ZONING APPEALS

APPLICATION FOR A **DEVELOPMENT STANDARDS VARIANCE** -- INSTRUCTION SHEET

1. Allow plenty of time for the Department of Community Services (DOCS) staff review and Board of Zoning Appeals (BZA) approval Process (approximately 45-60 days). Discuss proposed Variance with the DOCS staff (please call for an appointment; 571-2417, Third Floor, Carmel City Hall, 1 Civic Square, Carmel).

2. INFORMATION NEEDED for formal DOCS staff and BZA review:

   a. Need the original and one copy of the completed variance application (available from the Office of DOCS), with legal description(s) attached.
   b. Need two (2) copies of location map showing location of site in question, zoning, and existing land use of all adjacent properties.
   c. Need two (2) copies of all plans drawn to scale with all dimensions and depicting all existing and proposed structures, elevations, landscaping, drainage, lighting, signage, and any other supporting documentation to fully understand the proposal.
   d. Need two (2) copies (one with each application form) of adjacent property owners certified by the Hamilton County Auditors Office.

3. The above referenced information must be submitted to the DOCS at least forty-five (45) days prior to hearing date. Within ten (10) days, the application will be reviewed by staff and a letter outlining the deficiencies will be mailed to the petitioner or a docket number will be assigned (a docket number will not be assigned until all deficiencies are addressed).

4. After final review the petitioner will need to pay the required filling fee at which time the docket number will be released.

5. At this time, the Notice of Public Hearing must be mailed to all adjacent property owners and published in the Indianapolis Star a **MANDATORY** twenty-five (25) days prior to the public hearing date. Also, a public hearing sign must be posted on the property (see next page). Note: Public notice 10 days for a Hearing Officer item.

6. At least ten (10) days prior to the hearing, the petitioner must submit their proof of publications, proof of adjacent property owners notice, a completed Petitioner's Affidavit of Notice of Public Hearing, and the Board member's packets to the DOCS (a minimum of nine (9) packets are needed).

   The following is the order and list of items that should be included in the each Board Member's packet:

   1-Finding of Facts (ballot sheet)
   2-Finding of Facts (question sheet)
   3-Statement of Variance
   4-Statement of Support
   5-Location Map
   6-Reductions of all plans (site, drainage, landscaping, signage, lighting, etc...) and elevations

7. The property owner, property owner's Attorney, or someone with the property owner's Power of Attorney must be present at the Carmel Board of Zoning Appeals Public Hearing.

8. A presentation must be given at the public hearing. This should include some type of display or exhibit; an opaque paper overhead projector and laser pointer will be available the night of the hearing. (Hearing Officer presentations are more informal.)

9. Generally, variance applications are acted upon by the Board in one meeting. However, the Board at its discretion at any time may table an item.

10. The Board of Zoning Appeals meets the fourth Monday of each month at 6:00 p.m. in the City Council Chambers, 2nd floor of City Hall, 1 Civic Square, Carmel, Indiana. (BZA Hearing Officer meetings are held prior to the regular meeting.)

Board of Zoning Appeals Public Notice Sign Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 days prior to the public hearing
2. The sign must follow the sign design requirements:
   - Sign must be 24" x 36" – vertical
   - Sign must be double sided
   - Sign must be composed of weather resistant material, such as corrugated plastic or laminated poster board
   - The sign must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
   - 12" x 24" PMS 1805 Red box with white text at the top.
   - White background with black text below.
   - Text used in example to the right, with Application type, Date*, and Time of subject public hearing
   - * The Date should be written in day, month, and date format. *Example: Monday, January 23*
4. The sign must be removed within 72 hours of the Public Hearing conclusion

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Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placements of the notice public hearing to consider Docket Number _____, was placed on the subject property at least twenty-five (25) days prior to the date of the public hearing at the address listed below.

_____

STATE OF INDIANA, COUNTY OF_____, SS:

The undersigned, having bee duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

_____
(Signature of Petitioner)

Subscribed and sworn to before me this_____day of _____, 20_____.

_____
Notary Public

My Commission Expires: _____.