

CARMEL BOARD of ZONING APPEALS 2019 CALENDAR

TIMELINE: FILING & NOTICE DEADLINES, DISTRIBUTION DATES*

BZA MEETING DATES* <i>4th Mondays</i>	BZA FILING DEADLINE *** <i>(45 days prior)</i> <i>Fridays</i>	TECHNICAL ADVISORY COMMITTEE FILING DEADLINE <i>(For Use Variances and Special Uses only)</i>	TECHNICAL ADVISORY COMMITTEE MEETING ** <i>3rd Wednesdays</i>	PUBLIC NOTICE DEADLINE ^ <i>(20 days prior)</i>	FEES/INFO PACKET DEADLINE <i>(Noon, 10 days prior)</i> BZA Agenda Set	DEPARTMENT REPORT RELEASED <i>(5 days prior)</i>
Jan. 28, 2019	Dec. 14, 2018	Nov. 16, 2018	Dec. 19, 2018	Jan. 08, 2019	Jan. 18, 2019	Jan. 23, 2019
Feb. 25	Jan. 11	Dec. 21, 2018	Jan. 16	Feb. 05	Feb. 15	Feb. 20
Mar. 25	Feb. 08	Jan. 18	Feb. 20	Mar. 05	Mar. 15	Mar. 20
Apr. 22	Mar. 08	Feb. 15	Mar. 20	Apr. 02	Apr. 12	Apr. 17
Tue, May 28	Apr. 12	Mar. 22	Apr. 17	May. 08	May. 17	May. 23
Jun. 24	May. 10	Apr. 19	May. 15	Jun. 04	Jun. 14	Jun. 19
Jul. 22	Jun. 07	May. 17	Jun. 19	Jul. 02	Jul. 12	Jul. 17
Aug. 26	Jul. 12	Jun. 21	Jul. 17	Aug. 06	Aug. 16	Aug. 21
Sep. 23	Aug. 09	Jul. 19	Aug. 21	Sep. 03	Sep. 13	Sep. 18
Oct. 28	Sep. 13	Aug. 16	Sep. 18	Oct. 08	Oct. 18	Oct. 23
Nov. 25	Oct. 11	Sep. 20	Oct. 16	Nov. 05	Nov. 15	Nov. 20
No Meetings in December						
Jan. 27, 2020	Dec. 13, 2019	Nov. 22	Dec. 18, 2019	Jan. 07, 2020	Jan. 17, 2020	Jan. 22, 2020

* All scheduled meeting dates are subject to change or cancellation.

**Technical Advisory Committee (TAC) meetings occur the 3rd Wednesday of the month at 9:00 a.m. in the DOCS Conference Room. The distribution deadline for plans for TAC is generally the same as the filing deadline for Plan Commission public hearing items. Per Article IV Section 3 of the BZA Rules of Procedure, any petition that involves a question of Land Use (Special Use or Use Variance) is required to go before TAC prior to being heard by the BZA. (Be sure to time your filing accordingly.)

***Prior to filing an application, petitioner must schedule a pre-submittal meeting with a representative of the Planning & Zoning Dept. Please call 317.571.2417 to set an appointment.

- A. BZA Hearing Officer meetings occur at 5:30PM just before regular meetings; ask if you qualify for this option. There's a shorter timeline & lesser fee.
The Hearing Officer filing deadline is 28 days prior to a meeting, and the public notice deadline is at least 10 days prior to the date of the meeting.
- B. City Council meetings occur the 1st and 3rd Mondays of each month at 6:00 p.m.
- C. Board of Public Works & Safety meetings occur the 1st and 3rd Wednesdays of each month at 10:00 a.m.

Revised 11/26/18

CARMEL BOARD of ZONING APPEALS

PUBLIC NOTICE REQUIREMENTS

Three forms of public notice are required: mailings to surrounding property owners, a legal ad in the required newspaper, and posting of a sign on the site. The Board requires the Petitioner to notify by First Class Mail with Certificate of Mailing (not Certified Mail) all persons deemed by State Statute and the Board to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall also be published or sent not less than **20 days prior** to the Public Hearing date. The parties designated in the Rules of Procedure will be the persons designated by the Board as the party responsible for causing the notice to be published. Per the Rules of Procedure, a legal ad/public notice shall be published in *The Current in Carmel*. However, affected areas located within or adjacent to a non-Carmel postal ZIP code must also place a legal notice in the corresponding city's newspaper (*see Application*).

[Current in Carmel phone: 317.489.4444 and e-mail: legals@youarecurrent.com]

The following information shall be included in both the published legal notice and the notice to interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate, **or** tax ID parcel number(s)
- (c) General location by address, street intersection, or other identifiable geographic characteristic of the property
- (d) Name of the person, agency, or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time, and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the BZA (Carmel Dept. of Community Services)
- (h) Statement that any person may offer verbal comments at the Hearing or may file written comments 5 days prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
One Civic Square
Carmel, IN 46032

Written comments may be sent to:

Carmel Board of Zoning Appeals
Attn: Joe Shestak
Carmel City Hall
One Civic Square
Carmel, IN 46032
(317.571.2417, jshestak@carmel.in.gov)

[^] *The Current in Carmel's public notice legal ad submittal deadline is **usually** 7 days prior to printing, and they only print on Tuesdays.*