

CARMEL BOARD OF ZONING APPEALS
ADMINISTRATIVE APPEAL APPLICATION

Filing Fee: \$182.00

Office Use Only

DOCKET NO. _____ DATE RECEIVED: _____

- 1) Applicant: _____
Address: _____
- 2) Project Name: _____ Phone: _____
Engineer/Architect: _____ Phone: _____
Attorney: _____ Phone: _____
Contact Person: _____ Phone: _____
Email: _____ Fax: _____
ProjectDox Contact Person: _____ Phone: _____
Email: _____
- 3) Applicant's Status: (Check the appropriate response)
_____ (a) The applicant's name is on the deed to the property
_____ (b) The applicant is the contract purchaser of the property
_____ (c) Other: _____
- 4) If Item 3) (c) is checked, please complete the following:
Owner of the property involved: _____
Owner's address: _____ Phone: _____
- 5) Record of Ownership:
Deed Book No./Instrument No. _____
Page: _____ Purchase date: _____
- 6) Common address of the property involved: _____
Legal description: _____
Tax Map Parcel No.: _____
- 7) State explanation of requested Appeal: (State what you want to do and cite the section number(s) of the Unified Development Ordinance which applies and/or creates the need for this appeal).

8) State reasons supporting the Appeal: (Also, complete the attached question sheet entitled "Findings of Fact-Appeal").

- 9) Present zoning classification of the property: _____
- 9a) Zoning Overlay (if applicable): _____
- 10) Present use of the property: _____
- 11) Size of lot/parcel in question _____ acres
- 12) Describe the proposed use of the property _____

- 13) Is the property: Owner occupied _____ Renter occupied _____ Other _____
- 14) Are there any restrictions, laws, covenants, variances, special uses, or appeals filed in connection with this property that would relate or affect its use for the specific purpose of this application? If yes, give date and docket number, decision rendered and pertinent explanation.

- 15) Has work for which this application is being filed already started? If answer is yes, give details:
Building Permit Number: _____
Builder: _____
- 16) If proposed appeal is granted, when will the work commence? _____
- 17) If the proposed appeal is granted, who will operate and/or use the proposed improvement for which this application has been filed?

NOTE: Three modes of public notice are required.

LEGAL NOTICE shall be published in the **NEWSPAPER according to the Chart on page 5** a MANDATORY twenty (20) days prior to the public hearing date. The certified "Proof of Publication" affidavit for the newspaper must be available for inspection by the night of the hearing.

LEGAL NOTICE to all adjoining and abutting property owners is also MANDATORY; two methods are recommended:

1) **FIRST CLASS MAIL with CERTIFICATE OF MAILING** sent to adjoining property owners. (The white receipt should be stamped by the Post Office at least 20 days prior to the public hearing date), **OR**

2) **HAND DELIVERED** to adjoining and abutting property owners (A receipt signed by the adjoining and abutting property owner acknowledging the 20 day prior notice should be kept for verification that the notice was completed)

LEGAL NOTICE via a Notice of Public Hearing **SIGN** posted on the property is also required (see Pg 9.)
(THE BURDEN OF PROOF FOR ALL NOTICES IS THE RESPONSIBILITY OF THE APPLICANT)

The applicant understands that docket numbers will not be assigned until all supporting information has been submitted to the Department of Community Services.

Applicant Signature: _____

The applicant certifies by signing this application that he/she has been advised that all representations of the Department of Community Services are advisory only and that the applicant should rely on appropriate Unified Development Ordinance and/or the legal advice of his/her attorney.

INSTRUCTIONS - ADMINISTRATIVE APPEAL

1. Please allow plenty of time for Department of Community Services (DOCS) staff review and the Board of Zoning Appeals (BZA) approval process (approximately 45-60 days). Discuss the proposed Appeal with the DOCS staff at a pre-submittal meeting; please contact us for an appointment: 317-571-2417, or Third Floor Carmel City Hall, 1 Civic Square, Carmel.
2. Please note that only electronic submittals are accepted, and they must be submitted on the [Public Portal](#). Then, after you receive an email invite from Avolve/ePlan, plans and documents are to be submitted electronically through ProjectDox, Carmel's electronic plan review software. Please see the ProjectDox PC & BZA [user guide](#) for more info on the process & what needs to be submitted.
3. INFORMATION NEEDED for formal DOCS staff and BZA review:
 - a. Electronic copy of the filled out and completed application (available from the [DOCS website](#)), with legal description(s) included or attached. The file format can be a PDF, JPG, or similar. (Emailed to DOCS Staff).
 - b. Electronic copy of a location map showing location of site in question, zoning, and existing land use of adjacent properties. (See [GIS Maps](#) link on the DOCS webpage as an option.) (Submitted through ProjectDox)
 - c. Electronic copies of all plans depicting all existing and proposed structures, all exterior architectural building elevations, landscaping, drainage, lighting, signage, and any other supporting documentation to fully understand the proposal (Submitted through ProjectDox)
 - d. Electronic copy of adjacent property owners list certified by the Hamilton County Auditor's Office. (Submitted through ProjectDox)
4. Once the application is emailed to DOCS, a docket number will be released and you will receive an email from ePlan to upload the site plans and other drawings to ProjectDox. The above referenced information must be submitted to the DOCS at least 45 days prior to the hearing date. Within 10 days of filing, the application will be reviewed by staff and correspondence outlining the deficiencies will be emailed to the petitioner, or a docket number will be assigned, as well as a list of dates and deadlines related to the petition. (A docket number will not be assigned until all deficiencies are addressed).
5. The Notice of Public Hearing must be mailed by First Class mail via Certificate of Mailing to all adjacent property owners. Also, a public notice legal ad must also be published in the required newspaper according to the [Chart on Pg. 5](#) a mandatory minimum of 20 days prior to the public hearing date. Lastly, a public hearing sign must be posted on the property (see Pg. 7).
6. After final review, the petitioner will need to pay the required filing fee before the item will be added to the official BZA meeting agenda. The filing fee is due at least 10 days prior to the BZA meeting.
7. At least 10 days prior to the hearing, the petitioner must submit electronic copies of their proof of publication(s), proof of adjacent property owners mailings notice, completed Petitioner's Affidavit of Notice of Public Hearing (pg. 9), and Board member's Info Packets to DOCS.

Also, **1 electronic copy** of the Info Packet is required that same day. The following is the suggested order and list of items that should be included in the each Board Member's **Info Packet**:

a- Finding of Facts (ballot sheet, pg. 10)	d- Statement of Support (short paragraph)
b- Finding of Facts (question sheet, pg. 11)	e- Location Map
c- Statement of Variance (short paragraph)	f- Reductions of all plans (site, drainage, landscaping, signage, lighting, architecture, etc...)
8. Note: At least 5 days prior to the BZA meeting, Planning Staff will release the BZA Dept. Reports which includes analyses of the petitions, as well as vote recommendations.
9. 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 to speak and give a presentation. 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, as well as computer laptop hookups.
10. Generally, appeal applications are acted upon by the Board in one meeting. However, the Board may, at its discretion, table an item at any time.
11. The Board of Zoning Appeals (usually) meets the fourth Monday of each month at 6:00 p.m., at Carmel City Hall Council Chambers, 1 Civic Sq., Carmel, IN 46032. And, BZA Hearing Officer meetings are held on the same evening, immediately prior to the regular meeting (at around 5/5:30p.m.), at Carmel City Hall Caucus Rooms, 1 Civic Sq., Carmel, IN 46032.

NOTICE OF PUBLIC HEARING – NEWSPAPER PUBLICATION (LEGAL AD)

Per Article VI, Section 3 of the BZA Rules of Procedure, a legal notice shall be published in the Current in Carmel newspaper. However, affected areas located within a non-Carmel postal ZIP code (Westfield, Zionsville, Indianapolis) must place a legal notice in the corresponding city’s newspaper. Refer to the chart below to find what publications to notify based upon the corresponding ZIP code. **(Please note: subject sites located on the border between a Carmel and a non-Carmel zip code must make legal ad notice to two newspapers – The Current & The Indianapolis Star.)**

<u>Zip Code</u>	<u>Publication</u>
46032 or 46033	Current in Carmel
46074	Current in Westfield
46077	Current in Zionsville
46240, 46260, 46268, 46280, or 46290	Indianapolis Star

AFFIDAVIT

I, being duly sworn depose and say that the foregoing signatures, statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I, the undersigned, authorize the applicant to act on my behalf with regard to this application and subsequent hearings and testimony.

Signed Name (Property Owner, Attorney, or Power of Attorney)

Printed Name

STATE OF INDIANA
SS:

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

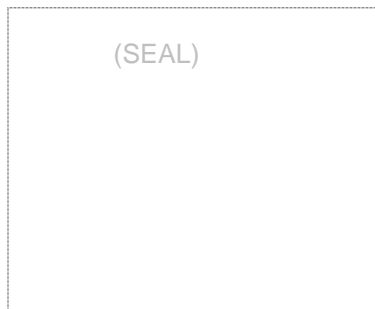
(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing instrument
(Property Owner, Attorney, or Power of Attorney)

_____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public-- Please Print

My commission expires: _____

(Useable template for published and mailed Public Notice)

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS

Docket No. _____

Notice is hereby given that the Carmel Board of Zoning Appeals meeting on the _____ day of _____, 20____ at _____ p.m. in the City Hall Council Chambers (1 Civic Square, 2nd Flr, Carmel, IN 46032) will hold a Public Hearing upon an Appeal application to:
(Explain your request--see question #7 on page 1)

With the property being known as *(address)*: _____
_____.

The application is identified as Docket No. _____.

The real estate affected by said application is described as follows: *(Insert Legal Description OR Tax ID parcel number(s))* _____

The petition may be examined on the City's website, through Public Documents - Laserfiche.

All interested persons desiring to present their views on the above application, either in writing or verbally, will be given an opportunity to be heard at the above-mentioned time and place.

PETITIONERS

(Note: When mailing out public notices to adjacent property owners, it is recommended that you also include a location map.)

**PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING
CARMEL BOARD OF ZONING APPEALS**

I (WE) _____ DO HEREBY CERTIFY THAT A LEGAL
(Petitioner's Name)

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS CONSIDERING
DOCKET NO. _____, WAS GIVEN AT LEAST 20 DAYS PRIOR TO THE DATE OF
THE PUBLIC HEARING TO THE BELOW-LISTED ADJOINING AND ABUTTING PROPERTY OWNERS:

OWNER

ADDRESS

<u>OWNER</u>	<u>ADDRESS</u>

STATE OF INDIANA
SS:

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

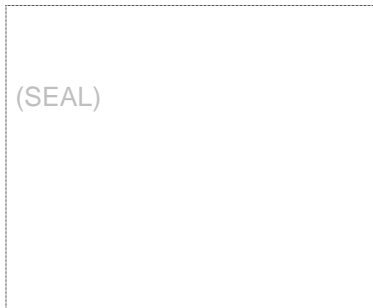
(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing instrument
(Property Owner, Attorney, or Power of Attorney)

this _____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public--Please Print

My commission expires: _____

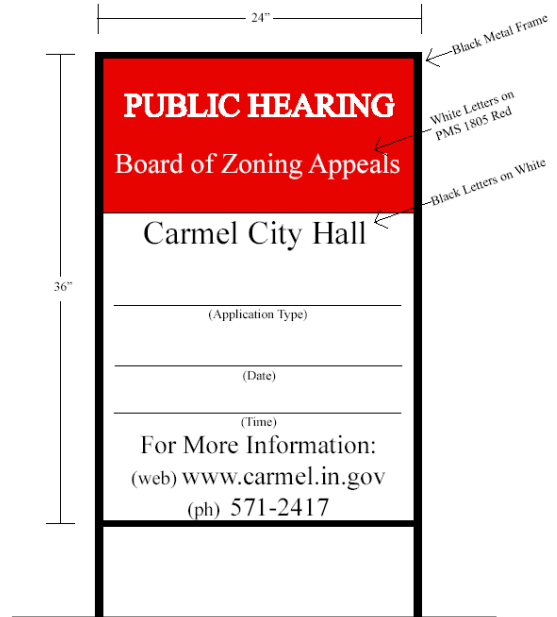
BZA Public Notice Sign Procedure & Affidavit

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 20 days prior to the public hearing date.
2. Sign must follow the sign design requirements:
 - Must be 24" x 36" – vertical
 - Must be double sided
 - Must be composed of weather resistant material, such as corrugated plastic or laminated poster board
 - 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: "Mon., Jan. 23"*
4. The sign must be removed within 72 hours of public hearing conclusion



Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the public notice sign to consider Docket No. _____ was placed on the subject property at least 20 days prior to the date of the public hearing, at the address listed below:

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having been 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, Signed Name: _____

Notary Public, Printed Name: _____

My Commission Expires: _____.

(BALLOT SHEET) FINDINGS OF FACT – ADMINISTRATIVE APPEAL

CARMEL BOARD OF ZONING APPEALS, CARMEL, INDIANA

(Petitioner, only fill out first two blanks)

Docket No. : _____

Petitioner: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

DATED THIS _____ DAY OF _____, 20_____.

Board Member

FINDINGS OF FACT SHEET – ADMINISTRATIVE APPEAL
CARMEL BOARD OF ZONING APPEALS, CARMEL, INDIANA

(Petitioner, fill out 1st two blanks and 1-6)

Docket No.: _____

Petitioner: _____

1. The Petitioner has (has not) properly followed the Appeals Procedures outlined in Unified Development Ordinance Section 9.01, et seq. except as follows:

2. Nature of action appealed from:

Agency: _____

Date of Agency Decision: _____

3. Attached copy of Ordinance or materials which is subject of Appeal as Petitioner because:

4. The written materials submitted to the Board does support the Petitioner because:

5. The Agency, Official, Board or Zoning District boundary should be affirmed.

6. The work on the premises upon which appeal has been filed shall not be stayed because:

DECISION

IT IS THEREFORE the decision of the Carmel Board of Zoning Appeals that Administrative Appeal Docket No. _____ is granted, subject to any conditions stated in the minutes of this Board, which are incorporated herein by reference and made a part hereof.

Adopted this _____ day of _____, 20_____.

CHAIRPERSON, Carmel Board of Zoning Appeals

SECRETARY, Carmel Board of Zoning Appeals

Conditions of approval of the Board, if any, are listed on the Letter of Grant.