

BOARD OF ZONING APPEALS PROCEDURES

APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINED BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS

Failure to comply with all requirements, including but not limited to, complete submission of site plan(s), signed power of attorney documents, notarized signatures of owner(s) and applicant(s) and engineer's report will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. When all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date. Development rights are not vested until a complete application is submitted.

CONFER WITH THE ZONING DIVISION STAFF

1. Discuss the proposed application with staff to ensure that proper procedures are followed.

SUBMIT APPLICATION AND FILING FEE

1. Follow and return the completed checklist with all information required
 - a. Completed application with original signatures
 - b. Current Legal Description of Property
 - c. Copy of recorded deed for the property affected
 - d. Complete detailed drawings
 - i. Site Plan
 - ii. Lighting Plan
 - iii. Landscaping Plan
 - iv. Drainage Plan
 - v. Signage
 - vi. Elevations
 - vii. Filing Fee
 - viii. Completed Checklist

NOTIFY PROPERTY OWNERS AND LIST OF NOTIFIED OWNERS

1. The Building Department is responsible for notifying the surrounding property owners within a 300 ft radius from the applicant's property.
2. The Building Department is responsible for advertising the newspaper legal notice.

The applicant will be charged accordingly for each of the duties fulfilled by the Building Department. These fees, along with the filing fee, are due to be paid in full prior to the scheduled meeting.

APPEAR AT THE PUBLIC HEARING BEFORE THE BOARD OF ZONING APPEALS

1. The applicant and/or designated representative must be present at the hearing and asked to present their petition to the Board. The hearing will take place at City Hall Council Chambers at 6:30 PM CST.

CONDITIONAL USE CRITERIA

THE FOLLOWING QUESTIONS MUST BE ANSWERED AT THE TIME OF APPLICATION SUBMITTAL

Respond to the appropriate set of questions on a separate sheet of paper.

For Conditional Use, please explain why/how:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare;
2. The Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided; and
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
- 6.

CHECK LIST

Please place a check next to each item being submitted.

PETITIONER INFORMATION

- ☐ Applicant Information (name, mailing address, phone number)
- ☐ Owner Information (name, mailing address, phone number)
- ☐ Contact Person
- ☐ Property Address or Address Range
- ☐ Notarized Signature and Printed Name of Applicant
- ☐ Notarized Signature and Printed Name of Owner
- ☐ Petition is For: _____
- ☐ Conditional Use Criteria Report

SITE PLAN INFORMATION

- ☐ Site Plan
- ☐ Scale on Site Plan
- ☐ Drainage Documents
- ☐ Lighting Plan - if applicable
- ☐ Landscape Plan - if applicable
- ☐ Signage Plan - if applicable
- ☐ Elevations - if applicable

ADDITIONAL INFORMATION

- ☐ Recorded Deed with current Legal Description of Property
- ☐ Engineer's Report - if applicable
- ☐ Power of Attorney documents - if applicable
- ☐ Filing Fee

CONDITIONAL USE APPLICATION

Name of Applicant(s): _____

Address of Applicant(s): _____

City: _____ State: _____ Zip.: _____

Name of Owner(s): _____

Address of Owner(s): _____

City: _____ State: _____ Zip.: _____

Contact Person: _____ Phone: _____

Property Address or Range: _____

Reason for Conditional Use: _____

Zoning District: _____

ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION

I (we) hereby certify that I (we) have the authority to complete the above application and that the information enclosed is true and correct.

I hereby grant permission for the members of the Rensselaer Board of Zoning Appeals and Staff to enter the property described in this application for the purpose of gathering information related to this petition.

Signature of Applicant

Signature of Owner

Printed Name of Applicant

Printed Name of Owner

State of Indiana, County of Jasper:

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public Signature

Printed Name of Notary Public

Expiration of Commission: _____ Resident of _____ County.

LETTER
NOTICE OF PUBLIC HEARING

To Whom It May Concern,

Notice is hereby given that the Rensselaer Board of Zoning Appeals of Rensselaer, Indiana, Jasper County, on the _____ day of _____, 20_____

At 6:30 PM CST (Following the Rensselaer Advisory Planning Commission Meeting) in Council Chambers, located in City Hall at 124 S Van Rensselaer St., Rensselaer, Indiana, will hold a public hearing on a proposed Conditional of Use in accordance with the provisions of Zoning Ordinance 15-2008, and all amendments thereto, of the City of Rensselaer, Indiana.

Property is located at: _____

Proposed Conditional Use: _____

Legal Description:

Written suggestions or objections to the provisions of the proposed Conditional Use may be filed with the City of Rensselaer Building Commissioner at or before the meeting and will be heard by the Rensselaer Board of Zoning Appeals at the time and place specified. This petition may be continued on the Rensselaer Board of Zoning Appeals agenda from time to time, as may be

necessary, without further notice.

LEGAL ADVERTISEMENT
RENSSELAER BOARD OF ZONING APPEALS
RENSSELAER, INDIANA
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Rensselaer Board of Zoning Appeals
Rensselaer, Indiana

RENSSELAER REPUBLICAN-KV POST PUBLISH DATE: _____