BOARD OF ZONING APPEALS APPLICATION Case No. BZA _____

SPECIAL USE PERMIT FOR IN A FLOODPLAIN

City of Auburn Board of Zoning Appeals
210 South Cedar Street, P.O. Box 506, Auburn, Indiana 46706-0506
Phone: 260-925-6449 Facsimile: 260-920-3342 E-Mail: bpd@ci.auburn.in.us

Please type or print. Enter N/A where requested information is not applicable. The Applicant will be the point of contact.

1. Applicant Name _____ Phone _____

   Address _____ Fax _____

   Email _____

2. Owner Name _____ Phone _____

   Address _____ Fax _____

   Email **(required)** _____

3. Project Name _____

4. Property Information (provide either Address / Subdivision / Lot No. or describe the Boundaries of the property using streets, etc.)

   Address _____ Subdivision _____ Lot No. _____

   Boundaries (do not use the legal description) _____

   _____

5. Provide a brief description of your request in detail and with an explanation why the special use is needed.
   NOTE: anything not requested in this application cannot be requested at the time of the hearing.

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REQUIRED ATTACHMENTS

1. Copies of recorded deeds describing each parcel included in this petition. (Acquire a copy from the DeKalb County Recorder's office)	Attached	Not Attached	Not Required
2. A site plan showing property lines, existing and proposed structures and changes to structures, utility electric line, pipes and sanitary and storm drains, show distances between structures and the property lines, show alley way access or additional street access or driveway cuts onto public right of way and all other details that are necessary to explain the proposed project.	Attached	Not Attached	Not Required
3. Survey of the property showing the property lines and existing improvements with a legal description. (as may be required by the Board of Zoning Appeals or staff)	Attached	Not Attached	Not Required
4. Construction plans of the proposed project, layout and footer/foundation details, roof/truss information and what the structure will look like.	Attached	Not Attached	Not Required
5. For property located in a floodplain: provide a floodplain elevation certificate done by a registered land surveyor and a letter from the Department of Natural Resources.	Attached	Not Attached	Not Required
6. For any work in a County regulated drain: provide the written approval of the DeKalb County Drainage Board.	Attached	Not Attached	Not Required
7. Affidavits of ownership for all owners of the property included in this application who did not sign the application.	Attached	Not Attached	Not Required
8. A list of adjoining property owners names and addresses. (Acquire from the DeKalb County Transfer Department/Auditors office)	Attached	Not Attached	
9. Fee: $200.00 (pay by check, cash or money order)	Attached	Not Attached	Not Required

CONTACT THE UTILITY DEPARTMENTS TO MARK UTILITY LOCATES FOR VERIFICATION OF EASEMENTS OR UNDERGROUND UTILITIES BEFORE BEGINNING YOUR PROJECT:

Call at least three (3) working days before you begin excavation, trenching, digging, boring or earth-moving work, contact the following agencies and ask them to locate your underground utilities:

City of Auburn sanitary sewer, storm sewer and water services	260-925-5711
City of Auburn electric	260-925-8232
All other utilities - Indiana Underground Plant Protection Service ("Holey Moley")	811

CERTIFICATION

I certify and/or acknowledge that:

1. I am the owner or legal agent for the owner(s) of the property subject to this application;
2. The completed application will be reviewed not less than once by the city's planning/utility review committee prior to setting a date for the public hearing;
3. The applicant or the applicant's representative shall be present at the hearing;
4. The applicant is responsible for payment prior to the hearing of: (1) filing fees; (2) the cost of providing notice of the hearing to adjacent property owners; and (3) the cost of publication of a legal notice, as specified by city ordinance; and
5. Communication with any member of the Board of Zoning Appeals prior to the hearing with intent to influence the member's action on a matter pending before the Board is a violation of state law.
6. The information and documents provided in and with this application is to the best of my knowledge true and accurate.

_____ / _____ /_____

Signature of Applicant or Owner Printed Name Date

OFFICE USE Date Received Received By Report and Meeting Dates

Application _____ Routing _____

Filing Fee Receipt: _____$_____ Hearing _____

Newspaper Notice _____ Agenda _____

Mail Receipts _____ Staff Report _____

Zoning District: R-1 / R-2 / R-3 / R-2P / R-3P / C-1 / C-2 / C-2P / I-1 / I-2 / MH / OS Other: _____