

**BOARD OF ZONING APPEALS APPLICATION FOR SPECIAL USE**

Case No. BZA \_\_\_\_\_

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

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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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6. The Board of Zoning Appeals must make detailed findings of fact based on your application and presentation at the meeting. Failure to present evidence in support of the findings may result in denial of your application. Therefore, please complete the following statements:  
The proposed use is harmonious with and in accordance with the general objectives or with any specific objectives of the master plan of current adoption.

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The proposed use shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.

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The proposed use shall not be hazardous or disturbing to existing or future neighboring uses.

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The proposed use shall be served adequately by essential public facilities and services such as highways, streets, water, sewer, police and fire protection, drainage structures, refuse disposal, or schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any service.

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The proposed use shall not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

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The proposed use shall not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to persons, property, or the general welfare by reason of excessive production of traffic noise, smoke, fumes, glare or odors.

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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. Fee: \$200.00 (pay by check, cash or money order)	Attached	Not Attached	Not Required

