

CITY OF AUBURN BOARD OF ZONING APPEALS  
General Information for the petitioner  
(Use this form as your checklist)

(Petitioner is responsible for providing items, as listed below, at the time of filing the application with the Board of Zoning Appeals)

Planning and Zoning staff contact info:

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**This project may require additional information or items in order to process the petition.**

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- \_\_ 1) Board of Zoning Appeals application form: Fill out the application completely by explaining the request.  
- *Anything not requested in this application cannot be requested at the time of the public hearing.*
- \_\_ a. Place the representative's name on the application (who will represent the petition).
- \_\_ b. Application Requirements: The required attachments (as noted on the back of the application) and as listed  
Must be submitted with the Board of Zoning Appeals application.
- \_\_ c. Explain the request on the application. Such as (what is proposal and why the request for the  
variances and/or permits, etc.) Information is not limited to what is described below.
- Describe what type of use requesting: Residential, Commercial or Industrial.
  - Describe the proposed type of use & facility and provide information about the existing use and facility.  
(medical, dental, office) etc.
  - Provide the number of existing employees for the current business & the proposed number of new employees for  
the proposed business.
  - Provide the proposed hours of operation.
- Provide the # of existing parking areas and the # of proposed parking areas (provide the parking calculation).
- \_\_ d. Affidavit: The property owners need to sign an (Affidavit of ownership) form if not signing the original application.  
A form will be provided at the time of application by the Planning Staff.
- \_\_ e. The completed application will be reviewed not less than once by the city's planning and utility review committee prior  
to the public hearing.
- \_\_ 2) ***Hardship:*** Explain the hardship (why the need for the variance(s)). The need cannot be a financial hardship. Planning  
Staff will provide a copy of the findings of fact to the applicant at the time of application, as these are the basis of  
determination that the Board of Zoning Appeals either approves or denies the petition at a public hearing.
- \_\_ 3) ***Fees:*** There is a fee schedule based on the type of variances or permit requests. The fees must be paid at the time of filing  
and prior to the meeting. The fees are non-refundable. The fees may be paid by check, cash or money order. If paid by check  
or money order, make payment to: The City of Auburn.
- \_\_ 4) ***Deed:*** Provide a copy of the recorded deed(s) describing the properties involved for each parcel included in the petition.  
Deeds can be acquired from the DeKalb County Recorder's office, DeKalb County Courthouse, first floor.
- \_\_ 5) ***Notices:*** Adjoining property owners notices and legal notice to the local newspaper:
- Planning Staff will prepare the following items for the applicant.
  - The applicant/owner is responsible to send and provide payment for the listed items.
- Adjoining Notices:***
- \_\_ a. Costs: The applicant is responsible for all costs associated with the notices for the adjoining landowners' notices sent  
via postal service and the legal notice sent to the newspaper.
- \_\_ b. A list of the adjoining property owners' names and addresses from the most recent bound volumes of real estate tax  
records through the Transfer Department, DeKalb County Auditor's Office, Courthouse (2<sup>nd</sup> floor), Auburn, Indiana  
46706 (Ph: 260- 925-2362). The applicant should verify the list of adjoining property owners' names and addresses  
through the Transfer Department, DeKalb County Auditor's Office,
- \_\_ c. The adjoining landowners' notices will be prepared for the petition and provided to the applicant after filing the board  
of zoning appeals application. The adjoining land owners' notices and a packet of info must be sent by the applicant via  
Certified U. S. Mail, return receipt requested to the adjoining landowners.

- \_\_\_ d. The adjoining land owners' notices must be sent no later than the date specified in the schedule of dates and deadlines given to the applicant at the time of application by the Planning Staff. This date is at least 14 days prior to the public hearing date.

**Legal Notice:**

- \_\_\_ e. A legal notice will be prepared for the petition and Planning Staff will send the notice via email to the local newspaper in current circulation, (The Star) newspaper. The legal notice will be sent to the newspaper at least 15 days prior to the public hearing date.

- \_\_\_ 6) Site Plan and/or Survey information: this information is necessary to process an application:  
- **Provide and show all details necessary to explain the proposed project:**  
a) Site plan and/or survey showing property lines, easements and rights of way.  
b) All existing structures and proposed new structures. Show dimensions of structures to assist on lot coverage details.  
c) The location of all utilities, overhead or underground utility lines, (electric, gas, phone, sanitary and storm drains (if affected by this proposal).  
d) Provide the measurements (distances) between the existing and new structures.  
e) Provide the measurements (distances) from the property lines to the existing structure(s) and the new structures.  
f) Alley access and/or additional street access and/or new driveway cuts onto the public rights of way.  
g) Show any existing and/or (if) any proposed easements.

- \_\_\_ 7) **Survey:** (The Board of Zoning Appeals/or Planning Staff may require a survey as a condition (if approved) by the in order to verify for setback purposes or property discrepancies.

\_\_\_ 8) **Lighting Details and specifications:**

- \_\_\_ a. Provide a building and/or parking lot lighting details and specifications.  
\_\_\_ b. Show on the photometrics on the plan for lighting to show no lighting spillage or glare onto adjoining properties or rights of way.

- \_\_\_ 9) **Floodplain details:** Provide a floodplain elevation certificate, (if applicable) this must be done by a registered land surveyor. This is required if the property is located in a floodplain or floodway. The Department of Natural Resources must approve the proposal prior to the Board of Zoning Appeals meeting.

- \_\_\_ 10) **DeKalb County regulated ditch or drain:** If a proposal is located within a ditch or drain, the applicant shall contact the DeKalb County Drainage Board through the DeKalb Co. Surveyors office prior to application to the City of Auburn's Board of Zoning Appeals for information and verification.

Note: Approval by either the City of Auburn Board of Zoning Appeals or the DeKalb County Drainage Board does not warrant approval from either board.

- \_\_\_ 11) **Indiana Underground Plant Protection Service:** Contact the ("Holey Moley") 800-382-5544 to request locates to be marked and located for underground utilities and easements or underground utilities information prior to planning the project. The IUPPS must be notified at least three (3) working days before excavation, trenching, digging, boring or earth-moving work on any properties and subject to any approval by boards or commissions.

- \_\_\_ 12) **Construction plans:** Provide plans (*if applicable*) for the proposed project, for addition and/or new construction showing the layout, footer/foundation details, roof/truss information and what the structure will look like. Show windows, overhead doors, height of building which may be applicable to the variances.

\_\_\_ 13) **Sign Details:** Information for Sign Variances:

- a) Provide a site plan or survey, showing the site property lines.  
b) Show all existing structures to verify sign is not in any easements.  
c) Show proposed sign dimensions.  
d) Show the height of the sign.  
e) Show the location of the sign on the property.  
f) Show the location of any utility overhead or underground utility lines, (electric, gas, phone, sanitary and storm drains (if affected by this proposal).

Prior to the BZA meeting, the applicant is responsible for the following:

- \_\_\_ 14) Deliver a copy of the Publisher's Affidavit from the newspaper to the Department of Building, Planning and Development to Planning Staff at least one (1) day prior to the date of the hearing. Provide sooner if possible.

- \_\_\_ 15) Deliver the green and white receipt tags and the green certified returned receipt cards to the Department of Building, Planning and Development at least one (1) day prior to the date of the hearing. Provide sooner if possible.
- \_\_\_ 16) Prior to the BZA meeting, the Planning Staff will send a BZA agenda, staff report and letter with details of the meetings location, date and time at least one (1) week prior to the meeting. These items will be delivered via email, postal delivery or other method.
- \_\_\_ 17) The applicant or the applicant's representative shall be present at the hearing to represent the petition.

After the conclusion of the BZA meeting, the applicant will receive a letter from the Department of Building, Planning and Development Planning Staff with information regarding the results of the public hearing.