



BOARD OF ZONING APPEALS – ADMINISTRATIVE APPEAL

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

PETITIONER INFORMATION

Provide Contact Name, Company Name (if applicable), Mailing Address, Phone, and Email for each individual.

Petitioner _____

Petitioner's Standing _____

ADMINISTRATIVE APPEAL INFORMATION

**Zoning Administrator
or Enforcement Official** _____

Location _____

Statement of Appeal _____

**Requested Action by
BZA** _____

CERTIFICATION

By signing below, I certify the following:

- I am the owner or legal agent of the subject property;
- The information provided in this application is true and accurate to the best of my knowledge;
- I understand the application will be routed to applicable government and utility agencies;
- I understand I am responsible for the costs of all legal notices associated with this application;
- I understand my presence (or my legal counsel's presence) is required at the Board of Zoning Appeals meeting concerning this project.

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

OFFICE USE ONLY

Received Date: _____ LOGOS#: BZA- _____

Received By: _____ LOGOS Address: _____

Payment Type: _____ Receipt Number: _____



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EVIDENCE SUPPORTING PETITION

The Board of Zoning Appeals must make written Findings of Fact based on the application and presentation of the request at the meeting. Findings of Fact shall be case-specific. Failure to present evidence in support of the Findings of Fact may result in a denial of the appeal. Please complete the section below presenting evidence in support of the appeal. Additional sheets may be attached as necessary.

SUBMITTAL REQUIREMENTS CHECKLIST

A detailed list of submittal requirements can be found in Chapter 150 Unified Development Ordinance, Article 9. Below is a generalized list of submittal requirements for Board of Zoning Appeals applications.

- Completed Application
- Petitioner’s Standing (legal right to initiate an appeal)
- Written statement describing the administrative decision, interpretation, order determination, or action
- Written statement supporting action by the Board of Zoning Appeals
- Other items, as required by the Zoning Administrator
- \$200 Application Fee