



# BOARD OF ZONING APPEALS – SPECIAL EXCEPTION USE

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

## APPLICANT INFORMATION

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

Applicant \_\_\_\_\_  
\_\_\_\_\_

Property Owner \_\_\_\_\_  
\_\_\_\_\_

## PROJECT INFORMATION

Name \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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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## FINDINGS OF FACT

*The Board of Zoning Appeals must make detailed Findings of Fact based on the application and presentation of the request at the meeting. Failure to present evidence in support of the Findings of Fact may result in a denial of the request. Please complete the following statements with regard to this project.*

FINDING #1: The proposed special exception is consistent with the purpose of the zoning district and the Auburn Comprehensive Plan because...

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FINDING #2: The proposed special exception will not be injurious to the public health, safety, morals and general welfare of the community because...

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FINDING #3: The proposed special exception is in harmony with all adjacent land uses because...

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FINDING #4: The proposed special exception will not alter the character of the district because...

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FINDING #5: The proposed special exception will not substantially impact property value in an adverse manner because...

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## 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
- Owners Affidavit – if application is not signed by owner
- Recorded Property Deed
- Site Plan showing property lines, rights-of-ways, structures, parking, driveways, signs, landscaping, etc.
- Other items, as required by the Zoning Administrator
- \$200 Application Fee