



BOARD OF ZONING APPEALS – USE VARIANCE

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 project will not be injurious to the public health, safety, morals, and general welfare of the community because...

FINDING #2: The use and value of the area adjacent to the proposed project will not be affected in a substantially adverse manner because...

FINDING #3: The need for the use variance arises from some condition peculiar to the property involved which is...

FINDING #4: The strict application of the terms of the UDO will constitute an unnecessary hardship if applied to the property for which the variance is sought because...

FINDING #5: The proposed project does not interfere substantially with the Auburn Comprehensive Plan because...

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.

- Pre-application meeting
- Completed Application
- Owners Affidavit – if application is not signed by owner
- Recorded Property Deed
- Site Plan showing property lines, rights-of-ways, structures, etc.
- Complete description of proposed use with days/hours of operation, number of employees, etc.
- Other items, as required by the Zoning Administrator
- \$200 Application Fee