



**Board of Zoning Appeals
Special Exception/Appeal Application**

Town Hall, 106 Lebanon St., Lizton, IN 46149

For Office Use Only

Case #: _____

Hearing Date: _____

Fees: _____

Approved Denied

1. Applicant/Property Owner:

Applicant:

Name: _____
Street Address/PO Box: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

Owner:

Name: _____
Street Address/PO Box: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

2. Applicant's Attorney/Contact Person and Project Engineer (if any):

Attorney/Contact Person:

Name: _____
Street Address/PO Box: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

Project Engineer:

Name: _____
Street Address/PO Box: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

3. Board of Zoning Appeals Classification: (Please indicate the number of each action requested)

Special Exception: _____ Administrative Appeal: _____

4. Project Information:

Address of Property: _____
Name of Subdivision: _____
Existing Use of Property: _____ Current Zoning: _____

5. Applicable Ordinance Section Number(s): (Please indicate ALL applicable Zoning Ordinance Section Numbers for your Petition including Section, and Page Number)

6. Attachments:

- Affidavit & Consent of Property Owner (if applicable)
- Proof of Ownership (Copy of Deed)
- Site Plan (if applicable)
- Letter of Intent/Appeal
- Health Department Approval (if applicable)
- Waste Disposal Verification (if applicable)
- Copies of Original Submittals (for appeals only)
- Copies of Written Decisions (for appeals only)
- Application Fee
- Findings of Fact form

The undersigned states the above information is true and correct as is informed and believes.

Signature of Applicant: _____

Date: _____

State of Indiana)
County of Hendricks) SS:

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____/_____
Notary Public Printed

Residing in _____ County

My Commission expires _____

NOTICE OF PUBLIC HEARING
Notice by the Lizton Board of Zoning Appeals

Notice is hereby given that the Lizton Board of Zoning Appeals will hold a Public Hearing on _____
(Date of hearing)

at _____ at Lizton Town Hall located at 106 Lebanon St., Lizton, Indiana, to consider

(Time)

a petition by _____ case number _____, to allow the

(Name of applicant)

(Case number)

following:

(Brief description of request)

On property commonly know as _____ and also described by the following:

(Common address of property)

(INSERT LEGAL DESCRIPTION OF PROPERTY)

A copy of this Petition, and all information pertaining thereto are on file and available for examination prior to the Public Hearing at the offices of the Lizton Board of Zoning Appeals located in Town Hall at 106 Lebanon St, Lizton, IN 46149.

Written comments in support of or in opposition of the Petition may be filed with or mailed to the Plan Administrator prior to the Public Hearing at the above address or filed with the Board of Zoning Appeals Chairperson at the Public Hearing. Said Public Hearing will be open to the public and any objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

Applicant's Name

AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
Public Hearing of the Lizton Board of Zoning Appeals

STATE OF INDIANA)
COUNTY OF HENDRICKS) SS:

I, _____, do hereby certify that notice has been sent
(Name of person mailing letters)
to interested parties of the public hearing by the Lizton Board of Zoning Appeals, to consider the application of:

(Name of person on application)

Requesting: _____

For Property Located at: _____

Was sent to the following owners and addresses as obtained from _____
(attach additional sheets if necessary):

OWNERS

ADDRESS

And that said notices were sent on or before the _____ day of _____, _____, being at least ten (10) days prior to the date of the Public Hearing.

(Name of person mailing the letters)

State of Indiana)
County of Hendricks) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public Printed

Residing in _____ County My Commission expires _____

(SAMPLE NOTIFICATION LETTER TO ADJACENT PROPERTY OWNERS)

Date *(date letters mailed)*

Name *(Mailing address of adjacent property owner)*

Address

City, State Zip

Notice is hereby given that the below signatory has filed an application for a Special Exception pursuant to the Zoning Ordinance of the Town of Lizton, Indiana.

The land subject of said application is legally described as:

Insert legal description

And more commonly know as:

Insert property address or common description here

Project Description:

Sample – (John and Jane Doe have submitted an application to the Lizton Plan Commission to Amend the Zoning Map from R-1 Residential to CO Commercial Office for the purpose of building an office complex on the above referenced property.)

This petition will be heard at 6:00 P.M. at the Town Hall, 106 Lebanon St, Lizton, IN on the _____ day of _____, 20__.

The petition and file on this matter is available for examination during regular working hours at the office of the Town Hall, 106 Lebanon St, Lizton, IN 46149.

Applicant

Date