

Board of Zoning Appeals Checklist:

The following information must be provided the Tuesday following the regularly scheduled BZA meeting. BZA meetings are held the first Thursday of every month (except for holidays). BZA meetings are held at 414 N. Main St. Hobart, IN 46342 (Council Chambers upstairs). Conditional Uses must be filed 10 days prior to the Plan Commission meeting they wish to obtain a determination from the Plan Commission as required by ordinance. Once a Plan Commission determination is obtained, the conditional use will be set for public hearing.

Filing Fee: \$100.00, for each petition, payable to the City Of Hobart in the Clerk Treasurer’s Office; and \$30.00 public notice frame sign for public notice, \$20.00 of which is refundable once frame is returned with receipt. If an applicant applies after the deadline and can meet all Indiana Code notification requirements, they can pay twice the applicable filing fee and be placed on the next agenda.

BZA Filing Process:

1. Application completed and signature notarized. A Power of Attorney letter is required when petitioner is not owner.
2. Complete Legal Description or Plat of Survey. A deed may also be required.
3. Site Plan drawn to scale showing existing and proposed structures with dimensions, driveways, and any roads the property has frontage on, and the dimensions from all structures to the property lines. Any additional information required by staff.
4. Petition packets must be mailed directly to the members of the Advisory Board of Zoning Appeals by the petitioner, once a petition number is assigned by staff.
5. Legal advertisement placed in a paper of local circulation at least 10 days prior to public hearing. Proof of publication must be presented to staff prior to public hearing.
6. Notification of adjacent property owners. This list is generated by City Of Hobart staff. Petitioner is responsible to contact via certified US Mail and return certification to staff prior to prior to public hearing.
7. Place sign and frame at location at least 10 days prior to public hearing.
8. Appear before the Advisory Board of Zoning Appeals.
9. Appear before Plan Commission (Conditional Use) or City Council (Variance of Use).

This is to certify that _____ (hereinafter “Petitioner”) is authorized to apply for a _____, concerning the attached described real estate. Said petitioner will appear before the City of Hobart Advisory Board of Zoning Appeals.

Petitioner _____ Printed Name _____

Notary Public _____ My Commission Expires _____

County _____ State _____

Clerk’s Stamp

Zoning Administrator’s Stamp

City of Hobart:

Application to the Advisory Board of Zoning Appeals

Planning Department: (219) 942-7985 planning@cityofhobart.org



Petitioner: Name: _____

Address: _____

Phone: _____ Email: _____

Owner: Name: _____

Address: _____

Phone: _____ Email: _____



Property:

Address: _____ Size: _____

18 digit parcel number: _____

General Location: _____

Zoning District _____ Current Use: _____

Variance from Development Standards: _____ Variance of Use _____ Conditional Use _____

Ordinance: _____

Requirement: _____

Purpose of petition: _____

Is this property currently in violation of the Hobart Municipal Code: yes no

Conditional Use

Findings of Fact

*Advisory Board of Zoning Appeals
City of Hobart, Indiana*

- 1) The requested Conditional Use is a listed Conditional Use in the zoning district in which is proposed to be located?

- 2) The requirements and development standards of the district in which the requested Conditional Use is proposed to be located will be met?

- 3) Granting this Conditional Use will not subvert the general purpose served by the Hobart Municipal Code and will not because of traffic generation, hours of operation, placement of outdoor lighting, noise production, or any other performance standards, materially or permanently injure other property or use in the same zoning district and vicinity?

Signature of Petitioner

Date

BZA_____

Plan Commission Determination:

President Secretary Date

BZA Decision:

It is therefore the recommendation of the City of Hobart Advisory Board of Zoning Appeals that this Conditional Use be:

Granted Denied

BZA Findings of Fact and Conditions:

Chairperson Secretary Date