

TOWN OF PRINCES' LAKES BOARD OF ZONING APPEALS

GENERAL INSTRUCTIONS
FOR FILING A SPECIAL EXCEPTION

THE FOLLOWING ARE INSTRUCTIONS FOR APPLICANTS FILING A SPECIAL EXCEPTION WITH THE PRINCES' LAKES BOARD OF ZONING APPEALS. EACH STEP OF THE SPECIAL EXCEPTION IS IMPORTANT. INADEQUATE ACTION OR INFORMATION MAY RESULT IN AN APPLICATION NOT BEING HEARD.

1. YOU ARE REQUIRED TO SUBMIT AN APPLICATION ON TOWN FORMS. The applicant must submit an application for special exception on forms obtained from the Zoning Administrator.

2. YOU ARE REQUIRED TO SUBMIT A SITE PLAN/MORTGAGE SURVEY. The applicant shall provide a plan of the subject property showing the location of all boundaries property lines, buildings, and all other structures, driveways, parking and loading areas, open space, landscaping, service areas, utilities, signs, and other improvements. The plan shall be drawn to scale and shall show the dimensions of the property, buildings, structures, and other improvements.

3. YOU ARE REQUIRED TO NOTIFY ADJOINING PROPERTY OWNERS OF THE PUBLIC HEARING 15 DAYS PRIOR TO THE HEARING: The applicant is to send a certified letter to every adjoining property owner within 250' or two (2) owners depth (whichever is greater) at least 15 days prior to the Public Hearing of the Board of Zoning Appeals, do not include the day of the meeting. A verified written statement that all interested parties have been mailed a written notice shall be submitted by the applicant at least 3 days prior to the public hearing.

4. YOU ARE REQUIRED TO PUBLISH NOTICE OF THE PUBLIC HEARING IN A NEWSPAPER OF LOCAL CIRCULATION AT LEAST 15 DAYS PRIOR TO THE PUBLIC HEARING. The application must be accompanied by a notarized proof (Affidavit) of publication of notice of the Public Hearing for the special exception in a newspaper having general circulation within the Town of Prince's Lakes. It must be 15 days prior to the meeting, not including the actual day of the Public Hearing, allow yourself adequate time. A verified written statement that notice was published as required shall be submitted by the applicant at least 3 days prior to the public hearing.

All cost of legal advertising and required notice to affected property owners shall be borne by the applicant/petitioner.

5. YOU ARE REQUIRED TO PROVIDE A STATEMENT OF CONSENT: Any application filed by any person other than the legal owner of the real estate involved in the petition shall be accompanied by a notarized written statement of the legal owner consenting to the filing of the application.
6. AT THE PUBLIC HEARING YOU WILL BE REQUIRED TO INTRODUCE EVIDENCE IN WRITING AND GIVE AN ORAL PRESENTATION TO ADDRESS THE FOLLOWING STANDARDS:
 - a. Is in fact a special exception as established under the provisions of this ordinance and appears on the Official Schedule of Uses for the zoning district involved.
 - b. Will be designed, constructed, operated, and maintained in a manner which is harmonious and appropriate in appearance with the existing character of the area and shall not change the essential character of the area.
 - c. Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be hazardous or disturbing to any persons or property.
 - d. Will have vehicular approaches to the property which shall not create an interference with traffic on surrounding public thoroughfares.
 - e. Will not create excessive additional requirements for public facilities and services.
 - f. Will not result in the destruction, loss, or damage of natural, scenic, or historic features.

APPLICATION FOR A SPECIAL EXCEPTION

TOWN OF PRINCES' LAKES, INDIANA

BOARD OF ZONING APPEALS

CASE NUMBER: _____

Applicants Name: _____

Applicants Address: _____ Phone _____

Legal Description of Property: Address _____

Lot # _____ or metes and bounds Description:

(legal description may be attached)

Purpose of Special exception requested:

Applicant's Signature _____

Date _____

LEGAL NOTICE
OF
PUBLIC HEARING
BY THE
BOARD OF ZONING APPEALS
PRINCE'S LAKES, INDIANA

I, _____, have filed, with the Prince's Lakes Board of Zoning Appeals, an Application for Special Exception, related to property at _____ to allow _____

_____.

A Public Hearing on the Application will be held by the Board of Zoning Appeals, at 6:30 p.m. on _____, 20____, in the Prince's Lakes Town Hall, 14 East Lakeview Drive, Princes' Lakes. All interested persons will be given the opportunity to be heard.

Applicant

TOWN OF PRINCE'S LAKES
BOARD OF ZONING APPEALS
PETITION FOR SPECIAL EXCEPTION

The Board of Zoning Appeals may grant a special exception after consideration of the appropriateness of the specific property for the use, congestion of public streets, availability of public facilities, and impact on surrounding property. The Board shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence that such use at the proposed locations:

- g. Is in fact a special exception as established under the provisions of this ordinance and appears on the Official Schedule of Uses for the zoning district involved.
- h. Will be designed, constructed, operated, and maintained in a manner which is harmonious and appropriate in appearance with the existing character of the area and shall not change the essential character of the area.
- i. Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be hazardous or disturbing to any persons or property.
- j. Will have vehicular approaches to the property which shall not create an interference with traffic on surrounding public thoroughfares.
- k. Will not create excessive additional requirements for public facilities and services.
- l. Will not result in the destruction, loss, or damage of natural, scenic, or historic features.

DECISION

Upon action taken by the Prince's Lakes Board of Zoning Appeals, this Petition for Special exception is GRANTED / DENIED and subject to any exceptions or conditions stated in the minutes or as otherwise by the Board of Zoning Appeals.

DATED THIS _____ DAY OF _____, 20_____.

APPLICANT'S LIST OF
ADJOINING PROPERTY OWNERS
WHO RECEIVED NOTICE BY CERTIFIED MAIL

I _____ do hereby certify and affirm, under penalties for perjury, that notice of Public Hearing by the Prince's Lakes Board of Zoning Appeals to consider case _____ was mailed, certified, return receipt requested, to the last known address of each of the following persons:

Owner's Name:

Address:

Date: _____

Applicant