



CITY OF NEW ALBANY, INDIANA
NEW ALBANY CITY PLAN COMMISSION
NEW ALBANY BOARD OF ZONING APPEALS
SCOTT B. WOOD, DIRECTOR

Jeff M. Gahan, Mayor

SPECIAL EXCEPTION & VARIANCE APPLICATION REQUIREMENTS

Fee: \$300.00 +\$10.00 (sign)

In order for the staff of the New Albany City Plan Commission to expedite your request in a timely fashion, we ask that you follow these requirements:

1. The application and supporting materials must be submitted before the appropriate meeting deadline. **No exceptions.**
2. Once the application has been submitted with the required application processing fee, the staff will review the application at the next staff meeting (every Wednesday at 3:00 p.m.) to verify that all the required items in the checklist have been included. All items on the checklist provided must be submitted with the application or the request will not be assigned a Docket number. If items are missing, the applicant will be notified of the deficiency and the application will be held until the following month's meeting to allow the applicant time to submit those materials. If the applicant fails to submit the required items prior to the second deadline, a new application, including a new fee, will need to be submitted.
3. When the application is deemed complete by the staff, the request will be assigned a Docket number and will be placed on the appropriate agenda, and the applicant will be notified of that fact. At that time, the remaining application fee will be due, and the public hearing signs will be issued (as applicable).

**All Fees Are
NON- REFUNDABLE**

Application Number _____

Docket Number _____



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Application Number _____

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Submission Checklist

Complete application

The application must be filled out in its entirety where applicable in blue or black ink

Scaled Survey or Site Plan based on a survey

This survey/site plan must depict the following items:

- Accurate lot dimensions of the property involved
- Location of existing and proposed structure(s) & the distance between structures on the property, if applicable
- The location, width and length of all current and proposed entrances and exits to and from the property.
- Any easements on the property, their purpose (for i.e. "utility & drainage easements") and their widths
- Indicate the extent (area) of the lot to be disturbed by construction
- Proposed drainage
- The common address, plat and parcel number(s) of the subject property shall be noted on the survey.

List of all adjacent owners to the property involved (adjacent owners are only those that share a common property line with the subject property)

Any additional information required by the Zoning Officer or the Plan Commission Office.

- Architectural elevations
- Sign plans
- Floodplain Certifications
- COA – Certificate of Appropriateness
- Other

*Any application filed by the necessary deadline and unsupported by site plan, engineer’s report, or other documentation as may be deemed necessary by the Plan Commission staff, shall be determined “incomplete” and may not be docketed for the meeting agenda.

After an application is approved by the Staff, the applicant shall receive two Public Hearing signs, which are to be posted conspicuously on the property 15 days prior to the meeting.

This application is **NOT** a building permit

Staff to Verify (Signature)

Date

If deemed incomplete, notified applicant on _____, 20__

SECTION ONE:

1.0 Address of Property: _____

1.1 Plat Number: _____ On Lot(s) Number: _____

1.2 Key Number: ----.-

1.3 Tax Identification Number: --

SECTION TWO:

2.0 Name of Applicant: _____

2.1 Applicant's Address: _____
Street City State Zip

2.2 Applicant's Daytime Phone: _____ Fax: _____

2.3 Applicant: **OWNS** **LEASES** **OPTIONS** the property for the special exception

SECTION THREE [COMPLETE IF THE APPLICANT DOES NOT OWN THE PROPERTY]:

3.0 Owner of Property: _____

3.1 Owner's Address: _____
Street City State Zip

3.2 Owner's Daytime Phone: _____ Fax: _____

SECTION FOUR:

4.0 The Property is Zoned: _____

4.1 Size of the Property (in acres): _____

4.2 Lot Frontage Dimension (in feet): _____ Lot Depth Dimension (in feet): _____

SECTION FIVE:

5.0 What is the current use of the property?

5.1 I hereby make application for a special exception & variance to permit:

5.2 What is the proposed use of the property?

5.3 How does the proposed special exception meet the following criteria?

(5.3.1) The avoidance of congestion and provision for traffic and other transportation.

(5.3.2) The insurance from and provision for safety from any hazards associated with the proposal.

(5.3.3) The avoidance of adverse effects to neighboring properties.

5.4 [Development Standards Variance.]

How does the proposed variance meet the following criteria?

(5.4.1) The approval will not be injurious to the public health, safety, morals, and general welfare of the community.

(5.4.2) The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.

(5.4.3) The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the property.

5.5 Has any other zoning application been previously filed on this property? YES NO

5.6 If YES, give Docket number, date, and describe:

5.7 Additional information:

SECTION SIX:

6.0 Plans prepared by: _____

6.1 Address: _____

6.2 Phone: _____ Fax: _____

6.3 Acknowledgment:

By signing below, I acknowledge that the information provided by me is true and accurate to the best of my knowledge. In addition, by signing below, I hereby permit members of the New Albany City Plan Commission and/or New Albany Board of Zoning Appeals, as well as their staff, to enter onto the property for purposes of inspection. In continuance, I hereby state that I have provided a complete and accurate list of all adjacent property owners and their mailing addresses, (Exhibit 1, attached), as recorded in the Floyd County Assessors Plats. Finally, by signing below, I acknowledge receipt of two (2) public hearing signs that I agree to post and maintain in **conspicuous places** on the property for the special exception **15 days prior to the public hearing**.

Printed name of **APPLICANT**

Signed name of **APPLICANT**

Printed name of **OWNER**

Signed name of **OWNER**

OFFICE USE ONLY — Do Not Write Below This Line

Plan Commission Meeting Date: _____ Favorable Unfavorable

Board of Zoning Appeals Public Hearing Date: _____

Public Hearing Signs issued by: _____

Application Certified Complete by: _____ Date: _____

The Board: Approved Approved with Conditions Denied Accepted Withdrawal

Form Revised January 2009

Adjacent Property Owners

1. Owner's Name(s) _____
Mailing Address _____

2. Owner's Name(s) _____
Mailing Address _____

3. Owner's Name(s) _____
Mailing Address _____

4. Owner's Name(s) _____
Mailing Address _____

5. Owner's Name(s) _____
Mailing Address _____

6. Owner's Name(s) _____
Mailing Address _____

7. Owner's Name(s) _____
Mailing Address _____

8. Owner's Name(s) _____
Mailing Address _____

If additional space is needed, please copy and attach separate page.