

## **Board of Zoning Appeals Checklist:**

The following information must be provided prior to noon 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).

**Filing Fee:** \$100.00 for each application and \$35.00 for a public notice frame and sign, payable to the City of Hobart in the Clerk-Treasurer’s Office. Application fees will be doubled if submitted after the filing deadline. **\$20.00 is refundable once frame is returned with paid 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. Completed notarized application. A Power of Attorney is required if petitioner is not the legal 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 roads the property fronts on. Additional information may be required by staff.
4. Once petition is returned and paid for a petition number is assigned by staff, copies will be made and petitioner is required to mail (regular mail) to Board of Zoning Appeals members. List of members will be provided at that time.
5. Legal advertisement placed in a paper of local circulation a minimum of 10 days prior to public hearing. Proof of publication must be presented to staff prior to public hearing.
6. Notification to adjacent property owners. This list is generated by the Planning/Zoning Department staff. Petitioner is responsible to contact via certified US Mail and return certification to staff prior to public hearing.
7. Place sign and frame at location at least 10 days prior to public hearing.
8. Appear before the 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](mailto: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: \_\_\_\_\_

Type of Variance: Development Standards \_\_\_\_\_ Use Variance \_\_\_\_\_ 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?

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

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- 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?

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\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

BZA\_\_\_\_\_

Plan Commission Determination:

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Chairman 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:

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Chairperson Secretary Date