

## **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 \_\_\_\_\_

Variance from Development Standards

Findings of Fact

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

1) The approval will/will not be injurious to the public health, safety, morals, and general welfare of the community?

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2) The use and value of the area adjacent to the property included in the variance will/will not be affected in a substantially adverse manner?

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3) The strict application of the terms of the zoning ordinance will/will not result in practical difficulties in the use of the property for which the Variance is sought?

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

\_\_\_\_\_  
Date

BZA\_\_\_\_\_

*BZA Decision:*

It is therefore the recommendation of the City of Hobart Advisory Board of Zoning Appeals that this Variance from Development Standards be:

Granted                      Denied

*BZA Findings of Fact and Conditions:*

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\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date