

INSTRUCTIONS – BZA SPECIAL USE APPLICATION

1. Please allow plenty of time for Dept. of Community Services (DOCS) staff review and the Board of Zoning Appeals (BZA) approval process (approximately 45-60 days). First, discuss the proposal with the DOCS staff at a pre-submittal meeting; please contact us for an appointment: 317-571-2417, jshestak@carmel.in.gov or aconn@carmel.in.gov, or 3rd Flr. Carmel City Hall, 1 Civic Square, Carmel, IN 46032.
2. Please note that only electronic submittals are accepted, and they must be created and submitted on the online [Application Portal](#). Then, after you receive an email invite from Avolve/ePlan, plans and documents are to be uploaded electronically through ProjectDox, Carmel's electronic plan review software. Please see the ProjectDox PC & BZA [user guide](#) for more info on the process & what needs to be submitted.
3. INFORMATION NEEDED for formal DOCS staff and BZA review:
 - a. Electronically submitted application via the online Public Portal.
 - b. Electronic copy of a location map showing location of site in question, zoning, and existing land use of adjacent properties. (See [GIS Maps](#) link on the DOCS webpage as an option.) (Via ProjectDox)
 - c. Electronic copies of all plans depicting all existing and proposed structures, all exterior architectural building elevations, landscaping, drainage, lighting, landscaping, signage, and any other supporting documentation to fully understand the proposal (via ProjectDox)
 - d. Electronic copy of [adjacent property owners list](#) certified by the Hamilton County Auditor's Office. (via ProjectDox)
 - e. Submit plans to all Technical Advisory Committee ([TAC Members](#)); based on their plan receipt preference. (Your item will be placed on a TAC meeting agenda around 30 days after filing, and this meeting occurs around 30 days prior to the BZA meeting.)
4. Once the application is submitted via the Public Portal, a docket number will be released, and you will receive an email from ePlan to upload the site plans and other drawings to ProjectDox. The above referenced information must be submitted to the DOCS at least 45 days prior to the hearing date. Within 10 days of filing, the application will be reviewed by staff and correspondence outlining the deficiencies will be emailed to the petitioner, or a docket number will be assigned, as well as a list of dates and deadlines related to the petition. (A docket number will not be assigned until all deficiencies are addressed).
5. Three modes of Public Notice are required:
 - a. A Public Notice Legal Ad shall be published in the **Newspaper** according to the **Chart on page 2** at least 20 days prior to the public hearing date. The certified Proof of Publication affidavit from the newspaper must be submitted at least 5 days prior to the hearing.
 - b. Notice of Public Hearing to all adjoining and abutting property owners is also required; 1 of 2 methods is recommended:
 1. **First Class Mail with Certificate of Mailing** sent to adjoining property owners (not Certified Mail w/ Return Receipt). (The white receipt should be stamped by the Post Office at least 20 days prior to the public hearing date), **OR**
 2. **Hand-Delivered** to adjoining and abutting property owners (A receipt/affidavit signed by the adjoining and abutting property owners acknowledging the 20-day prior notice should be kept for verification that the notice was completed)
 - c. A **Notice of Public Hearing Sign** posted on the property is also required at least 20 days prior to the hearing (see Pg 4.)
6. After final review, the petitioner needs to pay the required filing fee by Noon 10 days prior to the BZA meeting date, before the item will be added to the official BZA meeting agenda. (See [DOCS Fees](#).)
7. At least 10 days prior to the hearing, the petitioner must submit electronic copies of their proof of publication(s), proof of adjacent property owners mailings notice, completed Petitioner's Affidavit of Notice of Public Hearing (pg. 6), and Board member's Info Packets to DOCS.

Also, **1 electronic copy** of the Info Packet is required that same day. The following is the suggested order and list of items that should be included in the BZA **Info Packet**:

a- Cover Sheet / Memo	d- Statement of Support (short paragraph)
b- Finding of Fact sheet (fill out sheet, pg. 7)	e- Location Map and/or aerial photo
c- Statement of Request (short paragraph)	f- Reductions of all plans (site, drainage, landscaping, signage, lighting, architecture, etc.)
8. Note: At least 5 days prior to the BZA meeting, Planning Staff will release the BZA Dept. Report, which includes analyses of the petition, as well as vote recommendations for the Board.
9. The property owner, property owner's Attorney, or someone with the property owner's Power of Attorney must be present at the Carmel Board of Zoning Appeals public hearing to speak and give a presentation. This should include some type of display or exhibit; an opaque paper overhead projector will be available the night of the hearing, as well as computer laptop hookups.
10. Generally, applications are acted upon by the Board in one meeting. However, the Board may, at its discretion, table an item at any time.
11. The Board of Zoning Appeals usually meets the 4th Monday of each month at 6:00 p.m. at Carmel City Hall Council Chambers, 2nd Flr., 1 Civic Sq., Carmel, IN 46032. (BZA Hearing Officer meetings are held on the same evening, immediately prior to the regular meeting (around 5/5:30p.m.) at Carmel City Hall Council Chambers.)

NEWSPAPER PUBLICATION (LEGAL AD) - NOTICE OF PUBLIC HEARING

Per Article VI, Section 3 of the BZA Rules of Procedure, a legal notice shall be published in the Current in Carmel newspaper. However, affected areas located within a non-Carmel postal ZIP code (Westfield, Zionsville, Indianapolis) must place a legal notice in the corresponding city's newspaper. Refer to the chart below to find what publications to notify based upon the corresponding ZIP code. **(Please note: subject sites located on the border between a Carmel and a non-Carmel zip code must make legal ad notice to two newspapers – The Current & The Indianapolis Star.)**

<u>Zip Code</u>	<u>Publication</u>
46032, 46033, 46280	Current in Carmel
46074	Current in Westfield
46077	Current in Zionsville
46240 & 46260	Current in North Indy
46268 & 46290	Indianapolis Star

Adjacent Property Owners List

I, (Auditor's Name), Auditor of Hamilton County, Indiana, certify that the attached affidavit is a true and complete listing of the adjoining and adjacent property owners concerning Docket No. _____.

OWNERADDRESS

EXAMPLE ONLY:

Formal list request sheet & official list may be acquired from the Hamilton County Real Property Dept. (317-770-4412 or hamiltoncounty.in.gov). Please allow 3 to 5 days for Hamilton County to complete your request.

Auditor of Hamilton County, Indiana

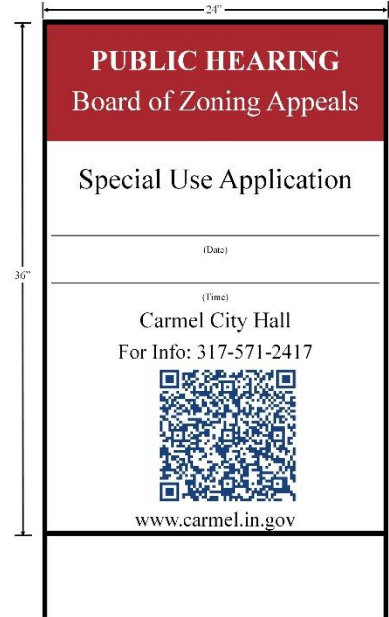
BZA Public Notice Sign Procedure & Affidavit

Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 20 days prior to the public hearing date.
2. Sign must follow the sign design requirements:
 - Must be 24" x 36" – vertical
 - Must be double sided
 - Must be composed of weather resistant material, such as corrugated plastic or laminated poster board
 - Must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
 - 12" x 24" PMS 1805 Red box with white text at the top
 - White background with black text below.
 - Text used in example to the right, with Date* and Time of subject public hearing
 - A QR code providing a link to the GIS Map of Public Hearings
 - * The Date should be written in day, month, and date format. *Example: "Mon., Jan. 23"*
4. The sign must be removed within 72 hours of public hearing conclusion



A high definition exemplar of this sign is included on the next page

Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the public notice sign to consider Docket No. _____ was placed on the subject property at least 20 days prior to the date of the public hearing, at the address listed below:

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having been duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

(Signature of Petitioner)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public, Signed Name: _____

Notary Public, Printed Name: _____

My Commission Expires: _____.

24"

36"

PUBLIC HEARING

Board of Zoning Appeals


Special Use Application

(Date)

(Time)

Carmel City Hall

For Info: 317-571-2417



www.carmel.in.gov

White Letters on
PMS 1805 Red

Black Metal Frame

Black Letters
on White

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS

Docket No. _____

Notice is hereby given that the Carmel Board of Zoning Appeals meeting on the _____ day of _____, 20____ at _____ p.m. in the City Hall Council Chambers, 1 Civic Sq., 2nd Flr., Carmel, IN 46032, will hold a Public Hearing upon a Special Use application to:
(explain your request – seek approval for a/an XXXX)

With the property being known as *(insert address)*: _____
_____.

The application is identified as Docket No. _____.

The real estate affected by said application is described as follows: *(insert Legal Description OR Tax ID parcel number(s))*

The petition may be examined on the City's website, through Public Documents - Laserfiche.

All interested persons desiring to present their views on the above application, either in writing or verbally, will be given an opportunity to be heard at the above-mentioned time and place.

(Note: When mailing out public notices to adjacent property owners, it is recommended that you include a location map, as well.)

PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING
CARMEL BOARD OF ZONING APPEALS

I (WE) _____ DO HEREBY CERTIFY THAT A LEGAL
(Petitioner's Name)

NOTICE OF PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS CONSIDERING

DOCKET NO. _____, WAS GIVEN AT LEAST 20* DAYS PRIOR TO THE DATE OF
THE PUBLIC HEARING TO THE BELOW LIST OF ADJOINING AND ABUTTING PROPERTY OWNERS:

OWNER

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF INDIANA

SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

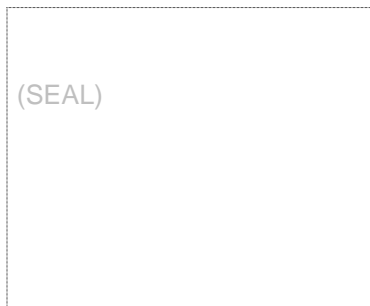
(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing instrument this
(Property Owner, Attorney, or Power of Attorney)

_____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public--Please Print

My commission expires: _____

** Only a 10 day prior notice for BZA Hearing Officer meeting items*

FINDINGS OF FACT - SPECIAL USE
CARMEL BOARD OF ZONING APPEALS

(Petitioner to fill out 1-5 + first 2 blanks)

Docket No.: _____

Petitioner: _____

1. The premises in question is particularly physically suitable for the proposed Special Use because:

2. The Special Use will not injuriously or adversely affect economic factors, such as cost/benefit to the community and its anticipated effect on surrounding property values because:

3. The Special Use will be consistent with social/neighborhood factors, such as compatibility with existing uses and those permitted under current zoning in the vicinity of the premises under consideration and how the proposed Special Use will affect neighborhood integrity because:

4. The Special Use will not injuriously or adversely affect the adequacy and availability of water, sewage and storm drainage facilities and police and fire protection because:

5. The Special Use will not adversely affect vehicular and pedestrian traffic in and around the premises upon which the Special Use is proposed because:

DECISION

____Yes ____No: The Board has reviewed the requirements of Article 9 of the Unified Development Ordinance as they relate to this Special Use, and does not find that those criteria prevent the granting of the Special Use.

It is therefore the decision of the Carmel Board of Zoning Appeals that Special Use Docket No. _____ is granted, subject to any conditions stated in the minutes of this Board, which are incorporated herein by reference and made a part hereof.

Adopted this _____ day of _____, 20 ____.

CHAIRPERSON, Carmel Board of Zoning Appeals

SECRETARY, Carmel Board of Zoning Appeals

Conditions of approval of the Board, if any, are listed in the Letter of Grant.

Checklist - Special Use

Submittal must include the following applicable materials:

- ☐ Application (created/submitted on online [Application Portal](#)), signed by the owner of the subject property or an authorized agent, notarized, and filed at least 45 days prior to the next scheduled public hearing
- ☐ Electronic copy of Adjacent Property Owners list certified by the Hamilton County Auditor's Office. Formal list request sheet & official list may be acquired from the Hamilton County Real Property Dept. (317-770-4412 or hamiltoncounty.in.gov). Please allow 3 to 5 days for Hamilton County to complete your request.
- ☐ Electronic copy of Site Plan (with dimensions) that includes:
 1. Locations of existing and proposed principal structures and accessory structures.
 2. Parking plan (automobiles & bicycles).
 3. Signage Plan.
 4. Lighting/Photometric Plan, if applicable.
 5. Existing and proposed public rights of way (internal and adjoining).
 6. Location of easements (utility, drainage, landscape, access, etc.)
 7. Building setback lines.
 8. Building/site coverage calculation,
 9. Existing and proposed utility structures and systems, and
 10. Drainage Plan and Drainage Calculations.
- ☐ Electronic copy of Exterior Architectural Building Elevations, also labeling height, proposed materials/colors, etc.
- ☐ Electronic copy of Landscape Plan with perimeter bufferyards, parking lot plantings, etc., as required in UDO Sections 5.19 or 5.20.
- ☐ Electronic copy of Signage design details and locations proposed.
- ☐ Prepare an estimated construction cost to comply with the Transportation Plan per Unified Development Ordinance 1.07(E). (Contact City Engineering Dept. for more detail, at 317-571-2441.)
- ☐ Electronic copy of Covenants and/or Commitments, if any.
- ☐ Electronic copies of email/correspondence to/from TAC (Technical Advisory Committee) members.

All documents must be legible and of the required size and scale. The omission of any of the material indicated in the above checklist may lead to your petition being placed on a later docket, or not accepted for filing. Please refer to [UDO](#) (Unified Development Ordinance) Section 9.08 for further detail on items reviewed.

SPECIAL USE / SPECIAL USE AMENDMENT APPLICATION

Filing Fee: \$1,332.50 plus \$171.75 per acre

DOCKET NO. _____ DATE RECEIVED: _____

- 1) Applicant: _____
Address: _____
- 2) Project Name: _____ Phone & Fax: _____
Engineer/Architect: _____ Phone: _____
Attorney: _____ Phone: _____
Contact Person: _____ Phone: _____
Email: _____
ProjectDox Uploader: _____ Phone: _____
Email: _____
- 3) Applicant's Status: (Check the appropriate response)
_____ (a) The applicant's name is on the deed to the property
_____ (b) The applicant is the contract purchaser of the property
_____ (c) Other: _____
- 4) If Item 3) (c) is checked, please complete the following:
Owner of the property involved: _____
Owner's address: _____ Phone: _____
- 5) Record of Ownership:
Deed book No./Instrument No. _____
Page: _____ Purchase Date: _____
- 6) Common address of the property involved: _____
Legal description: _____
Tax Parcel ID No.: _____
- 7) State explanation of requested Special Use: _____

- 8) State reasons supporting the Special Use: (Additionally, complete the attached question sheet entitled "Findings of Fact-Special Use").

-
- 9) Zoning district classification of property: _____
- 9a) Zoning Overlay (if applicable): _____
- 10) Present use of the property: _____
- 11) Size of lot/parcel in question: _____ acres/sq. ft.
- 12) Describe the proposed use of the property: _____

- 13) Is the property: Owner occupied _____ Renter occupied _____ Other _____
- 14) Are there any restrictions, laws, covenants, variances, special uses, or appeals filed in connection with this property that would relate or affect its use for the specific purpose of this application? If yes, give date and docket number, decision rendered and pertinent explanation.

- 15) Has work for which this application is being filed already started? If answer is yes, give details:
Building Permit Number: _____
Builder: _____
- 16) If proposed special use is granted, when will the work Commence?

- 17) If the proposed special use is granted, who will operate and/or use the proposed improvement for which this application has been filed?

NOTE: Three modes of public notice are required.

LEGAL NOTICE shall be published in the **NEWSPAPER according to the Chart on page 5** a MANDATORY 20 days prior to the public hearing date. The certified "Proof of Publication" affidavit for the newspaper must be available for inspection by the night of the hearing.

LEGAL NOTICE to all adjoining and abutting property owners is also MANDATORY, two methods of notice are recommended:

1) **FIRST CLASS MAIL with CERTIFICATE OF MAILING** sent to adjoining property owners. (The white receipt should be stamped by the Post Office at least 20 days prior to the public hearing date), **OR**

2) **HAND DELIVERED** to adjoining and abutting property owners (A receipt signed by the adjoining and abutting property owner acknowledging the 20 day prior notice should be kept for verification that the notice was completed)

LEGAL NOTICE via a Notice of Public Hearing **SIGN** posted on the property is also required; see **page 7**.

THE BURDEN OF PROOF FOR ALL NOTICES IS THE RESPONSIBILITY OF THE APPLICANT.

The applicant understands that docket numbers will not be assigned until all supporting information has been submitted to the Department of Community Services.

Applicant Signature: _____ Date: _____

The applicant certifies by signing this application that he/she has been advised that all representations of the Department of Community Services are advisory only and that the applicant should rely on appropriate Unified Development Ordinance and/or the legal advice of his/her attorney.

AFFIDAVIT

I, the undersigned, hereby swear that I am the owner/contract purchaser of property involved in this application and that the foregoing signatures, statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I, the undersigned, authorize the Applicant to act on my behalf with regard to this application and subsequent hearings and testimony.

Signed Name: _____
(Property Owner, Property Owner's Attorney or Power of Attorney)

Printed Name: _____

STATE OF INDIANA

SS:

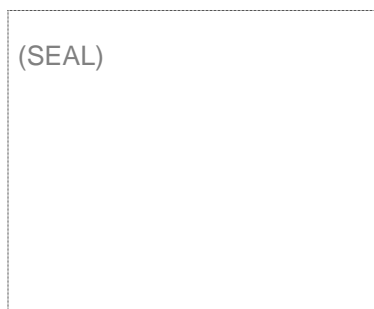
The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing instrument
(Property Owner, Attorney, or Power of Attorney)

this _____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public—Printed Name

My commission expires: _____