

## 2026 CARMEL BOARD of ZONING APPEALS CALENDAR

TIMELINE: FILING & NOTICE DEADLINES, DISTRIBUTION DATES\*

BZA MEETING DATES* (4th Mondays)	BZA FILING DEADLINE** (45 days prior)	BZA FILING DEADLINE FOR SPECIAL USE AND USE VARIANCE APPLICATIONS** (70 days prior)	PUBLIC NOTICE DEADLINE ^ (20 days prior)	FEES / INFO PACKET / AGENDA SET DEADLINE (Noon, 10 days prior)	DEPARTMENT REPORT RELEASED & PROOF OF NOTICE DUE (5 days prior)
Jan. 26, 2026	Dec. 12, 2025	Nov. 17, 2025	Jan. 06, 2026	Jan. 16, 2026	Jan. 21, 2026
Feb. 23	Jan. 09	Dec. 15	Feb. 03	Feb. 13	Feb. 18
Mar. 23	Feb. 06	Jan. 12	Mar. 03	Mar. 13	Mar. 18
Apr. 27	Mar. 13	Feb. 16	Apr. 07	Apr. 17	Apr. 22
Tue, May. 26	Apr. 10	Mar. 17	May. 05	May. 15	May. 21
Jun. 22	May. 08	Apr. 13	Jun. 02	Jun. 12	Jun. 17
Jul. 27	Jun. 12	May. 18	Jul. 07	Jul. 17	Jul. 22
Aug. 24	Jul. 10	Jun. 15	Aug. 04	Aug. 14	Aug. 19
Sep. 28	Aug. 14	Jul. 20	Sep. 08	Sep. 18	Sep. 23
Oct. 26	Sep. 11	Aug. 17	Oct. 06	Oct. 16	Oct. 21
Nov. 23	Oct. 09	Sep. 14	Nov. 03	Nov. 13	Nov. 18
<b>No Regular BZA Meetings in December</b>					
Jan. 25, 2027	Dec. 11, 2026	Nov. 16, 2026	Jan. 05, 2027	Jan. 15, 2027	Jan. 20, 2027

\* All scheduled meeting dates are subject to change or cancellation. Some dates are different due to a holiday or conflict.

*purple = not a typical date*

\*\*Prior to filing an application, Petitioner must schedule a pre-filing meeting with a Planning & Zoning Dept. representative. Please call 317.571.2417 to set an appointment, or email the BZA Planner. Please note that Special Use and Use Variance applications will require closer to a 70-day prior filing deadline.

NOTE: BZA Hearing Officer meetings usually occur at 5/5:30 PM, just before the regular 6:00 PM meetings; ask if you qualify for this option.

^The Hearing Officer filing deadline is Noon 28 days prior to a meeting, and the public notice completion deadline is at least 10 days prior to the meeting date.

Revised 11/25/2025

## **CARMEL BOARD of ZONING APPEALS**

### **PUBLIC NOTICE REQUIREMENTS**

3 forms of public notice are required: mailings to surrounding property owners, a legal ad in the required newspaper, and posting of a sign on the subject site. The Board requires the Petitioner to notify by First Class Mail with Certificate of Mailing (not Certified Mail) all persons deemed by State Statute and the Board to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall also be published or sent not less than 20 days prior to the Public Hearing date for full BZA (10 day prior notice for BZA Hearing Officer). The parties designated in the Rules of Procedure will be the persons designated by the Board as the party responsible for causing the notice to be published. Per the Rules of Procedure, a legal ad/public notice shall usually be published in The Current in Carmel. However, affected areas located within or adjacent to a non-Carmel postal ZIP code must also place a legal notice in the corresponding city's newspaper (see Application/Handouts).

[Current in Carmel phone number / e-mail: 317.489.4444 / [legals@youarecurrent.com](mailto:legals@youarecurrent.com)]

The following information shall be included in both the published legal notice and the notice to interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate, **or** tax ID parcel number(s)
- (c) General location by address, street intersection, or other identifiable geographic characteristic of the property
- (d) Name of the person, agency, or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time, and place of the Public Hearing
- (g) Statement that petition may be examined at the Office of the BZA (Carmel Dept. of Community Services) or on Public Documents - Laserfiche online
- (h) Statement that any person may offer verbal comments at the Hearing or may file written comments 5 days prior to public hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at:

Council Chambers  
Carmel City Hall, 2nd Floor  
One Civic Square  
Carmel, IN 46032

Written comments may be sent to:

Carmel Board of Zoning Appeals  
Attn: Bric Butler  
Carmel City Hall, 3rd Flr  
One Civic Square  
Carmel, IN 46032  
317.571.2417, [bbutler@carmel.in.gov](mailto:bbutler@carmel.in.gov)

*^ The Current in Carmel's public notice legal ad submittal deadline is (usually) 14 days prior to printing, and they (usually) only print on Tuesdays.*