



VARIANCE REQUIREMENTS CHECKLIST

Submit a completed application to the Board Office along with the required supporting information thirty (30) days prior to the hearing date.

Submit the original application and ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of the Site Plan showing existing features, buildings and the proposed changes to property requiring the variance. (Please include 1 electronic copy).

Submit the original ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of any plans, drawings, sketches, photos, elevations that will help explain the variance to the Board members. (Please include 1 electronic copy).

Submit the original ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of the Petitioner's List of Findings or reasons why the Board should approve the Variance.

Please Note: In accordance with Town of Cicero Municipal Code of Ordinances Section No: 36.03, fees shall be charged for every copy, photocopy or additional documents that are reproduced by the Plan Commission that were originally required in the application package. Those fees may range from \$0.20 to \$0.70 per copy depending on size of paper and color needed..

Submit one (1) **Certified** list of adjacent and abutting property owners two properties deep or 600 feet whichever is less. **List must be no more than thirty (30) days old.** Subject property shall include all contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner. **Note: The list may take five to seven days to obtain.**

Petitioner is Responsible for obtaining list and certified list can be obtained from:

Hamilton County Office of Transfers and Mapping
33 North 9th St. (Located in the old courthouse)
Noblesville, IN 46060 www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications

Once all variance fees have been paid and the necessary information has been submitted to the Board Office, the docket number will be assigned and the legal notice will be processed.

The legal notice shall be sent to the petitioners required adjacent property owners by certified/return receipts mail.

The petitioner is responsible for mailings to the required adjacent property owners.

The legal notice shall be published in The Hamilton County Reporter Newspaper a **minimum of ten (10) days** prior to the day of the Board meeting, not including the day of the meeting. The Hamilton County Reporter is published on Mondays. Legal Notices must be submitted no later than 11:00 am, 2 business days prior to publication.

Stu Clampitt-Public Notice Advertising Phone: (765) 365.2316 [Direct Line]
Hamilton County Reporter Newspaper Stu.Clampitt@gmail.com
136 S. 9th Street, Suite 12
Noblesville, IN 46060

Obtain property sign from the Board Office showing the "Notice of Public Hearing" having required information put on the sign and placed on the property for which the variance is being requested no less than ten (10) days prior to the Board meeting, not including the day of the meeting.

Three (3) days prior to the Board meeting, proof of publication in the Hamilton County Reporter Newspaper or The Noblesville Times Newspaper and certified receipts from the adjacent property owner mailings shall be submitted to the Board office.

Note: Owners of property, their attorney, or a representative with power of attorney **SHALL** be present at the Board meeting/hearing concerning the variance petition and **be prepared to address (speak to)** the Board. If no representative is present, the hearing will be tabled until the next available meeting.



**CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION**

The Cicero/Jackson Township Plan Commission would like to remind our community that we will never request payment through any wire transfer service. If you receive a message or call asking for a wire transfer on our behalf, please know it is not legitimate. We encourage you to report the request and reach out to our office directly.

**CICERO / JACKSON TOWNSHIP
(BOARD OF ZONING AND APPEALS)**

VARIANCE APPLICATION

OFFICE USE ONLY			
Variance Category		Docket #:	
<input type="checkbox"/> Development Standards	<input type="checkbox"/> Special Exception	Date of Application:	
<input type="checkbox"/> Land Use	<input type="checkbox"/> Other	Date of Expiration:	
Variance Check List		Variance Fee:	
<input type="checkbox"/> Adjoiner List	<input type="checkbox"/> Legal Notice Copy	Date of Hearing:	
<input type="checkbox"/> Certified Mail Receipts	<input type="checkbox"/> Property Sign	Date of Decision:	
<input type="checkbox"/> Additional Applications for Variances		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
APPLICANT MUST COMPLETE THE FOLLOWING			
Property Owner:			
Property Address:			
City:		State:	ZIP Code:
Telephone:		E-mail:	
		Fax:	
Project Address:		State: <i>IN</i>	ZIP Code:
City:		Subdivision:	
Parcel:		Telephone:	
General Contractor:		Fax:	
Address:		Cell Phone:	
City:	State:	ZIP Code:	Email:
Variance Request:			
Commitments/ Conditions Offered:			
Code Section Appealed:			



**CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION**

Findings of Fact/Decision Criteria:

The Board of Zoning Appeals may approve or deny variances from the **development standards** of the Cicero/Jackson Township Zoning Ordinance. The Board may impose written commitments and/or reasonable conditions as part of an approval. A variance from the development standards may only be approved upon a determination in writing that:

- 1 The approval will not be injurious to the public health, safety, morals, and general welfare of the community.

Findings of Facts:

This criterion has / has not been met.

- 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.

Findings of Facts:

This criterion has / has not been met.

- 3 The strict application of the terms of the zoning ordinance will result in practical difficulties in the use of the property. *Practical Difficulty: A difficulty with regard to one's ability to improve land stemming from regulations of this Ordinance. A practical difficulty is not a "hardship," rather it is situation where owner could comply with the regulations within this Ordinance but would like a variance from the Development Standards to improve his site in a practical manner. For instance, a person may request a variance from a side yard setback due to a large tree which is blocking the only location that would meet the Development Standards for a new garage location.*

Findings of Facts:

This criterion has / has not been met.



**CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION**

Board of Zoning Appeals Options:

In reviewing a request for development standards variance the Board may (1) approve the petition as proposed, (2) approve the petition with conditions, (3) continue the petition to a future meeting of the Board, or (4) deny the petition (with or without prejudice). Failure to achieve a quorum on a motion results in an automatic continuance to the next regularly scheduled meeting.

Decision: _____

Any Conditions Attached: _____

Signature: _____

Date: _____

Print: _____