CICERO/JACKSON TOWNSHIP PLAN COMMISSION

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.r,ov/369/Acljoiner-Properly-Nolificalio11s

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 mall.

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 Hamilton County Reporter Newspaper 136 S. 9th Street, Suite 12
Noblesville, IN 46060
Phone: (765) 365.2316 [Direct Line]

For quicker delivery, please email to both emails:
stu.clampitt@gmail.com
Ads@ReadTheReporter.com

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 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.

LEGAL REQUIREMENTS FOR MAIL NOTIFICATION

Both are required:

Certified Mail Receipt

Return Receipt Card



