

Department of Planning &
Community Development
CITY OF CRAWFORDSVILLE

Procedure for Board of Zoning Appeals

In order to appear before the Board of Zoning Appeals of the City of Crawfordsville, the following procedures must take place:

1. Contact the Director of Planning & Community Development to discuss your request to do the following:
 - Special Exception
 - Use Variance
 - Development Standard Variance
 - Administrative Appeal Ruling

2. Complete application process which includes:
 - Complete and Sign Application
 - Obtain and submit a legal description for the property in question
 - Provide a sketch, not necessary draw to scale, on plain paper no smaller than 8 ½" x 11" including:
 - All existing structures;
 - All property boundaries;
 - All adjacent rights-of-way;
 - All utility easements and facilities, including but not limited to: telephone, gas, fire hydrants, etc.
 - All driveways and parking spaces; and
 - Any other information the Planning Director may require.
 - Obtain a list of adjacent and adjoining property owners from the Planning Department
 - Submit all applicable fees by the filing deadline:

Filing Fees as prescribed by the Official Fee Schedule:

- Special Exception	\$100.00
- Use Variance	\$100.00
- Development Standard Variance	\$100.00
- Administrative Appeal Ruling	\$50.00
- Legal Publication fees (<i>Required Fee</i>)	\$75.00
- Certified Letters (<i>Required Fee</i>)	\$ 6.11 (x the number of property owners listed)

All applications require legal publication and certified notification fees

The completed application packet must be turned in by the filing deadline.

3. Attend Board of Zoning Appeals meeting

The Board of Zoning Appeals of the City of Crawfordsville meets on the Third Wednesday of each month at 7:00 p.m.
in the Common Council Chambers of the City Building.

FILING DEADLINE: _____

Board of Zoning Appeals Meeting Date: _____

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Petition to Appeal to the Board of Zoning Appeals

Petition No. _____

Nonconforming Situation Ruling Date: _____
Administrative Appeal Ruling Date: _____
Special Exception Date: _____
Development Standard Variance Date: _____
Use Variance Date: _____

Petitioner: _____

Phone No. _____

Address: _____

Owner: _____

Phone No. _____

Address: _____

Property Address: _____

Legal Description: _____

Date Purchased: _____ Subdivision: _____

Parcel Size: _____ Parcel No. _____ Zoning District: _____

Current Use of Property: _____ Proposed Use: _____

Reason for Request: _____

Section of Ordinance from which Appeal is sought: _____

I understand and agree, upon execution and submission of this petition, that I agree to abide by all provisions of the Crawfordsville Zoning Code as well as all procedures and policies of the Crawfordsville Board of Zoning Appeals whose provisions, procedures, and policies related to the handling and disposition of this petition; and that the above information is true and accurate to the best of my knowledge.

Petitioner/Agent

Date

FOR OFFICE USE ONLY

Date Received: _____

Petition Fee: _____ Legal Fee: _____ Certified Mail: _____ TOTAL: _____

Home Occupation -- Supplemental Information Form

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Owner:
Property address:

Name of business:	
Business phone:	
Indiana Tax ID #	Federal Tax ID #
Purpose of business:	
Days of operation:	Hours of operation:
Estimated number of clients coming to the business:	
Estimated length of stay of each client:	
Number of off-street parking spaces (on business property):	
Number of employees (including applicant) working on site in the home occupation business:	

Describe anticipated deliveries (number per week, type of delivery vehicle, quantity, and size of products).
Will there be a vehicle used in connection with the home occupation? Yes ___ No ___ If Yes, describe the size and type of vehicle (including the payload capacity).
Will the home occupation require the use or storage of any chemicals? Yes ___ No ___ If yes, list type, amount, and specific use:

Identify all area and square footage of the house that will be used for the home occupation (example: 2nd floor rear bedroom, 10' x 10' = 100 square feet):
Provide diagrams of the interior and exterior space to be used in operating the business.