Boone County Board of Zoning Appeals

Use Classification

APPLICATION PROCEDURES:

STEP ONE: PRE-APPLICATION

Before filing an application, is recommended that the applicant meet with the Executive Director of the Area Plan Commission at least one week prior to the anticipated application submission to discuss the proposed request and to become more familiar with the applicable requirements. Call (765) 482-3821 to schedule a meeting.

STEP TWO: APPLICATION

- 1. A complete Use Classification Application and all required Attachments are to be submitted by 4:00pm of the posted deadline date, as shown on the Board of Zoning Appeals Application Schedule (see page 4). Please submit the application, attachments, and associated fees to the Area Plan Commission Office, 116 Washington Street, Room 101, Lebanon, Indiana. The APC Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.
- 2. The items below are required in order to complete your application and shall be submitted when your application is filed. PLEASE FOLD ALL PLANS AND MAPS SUBMITTED.

	Application	Form
_	TIPPLITURE	YOTT

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.
- Application Fee (Payment of Required Fees Due Post TAC Approval)
 - \$200

STAFF REPORT AND AGENDA

If a petitioner does not agree with the use classification depicted by the Executive Director, or if the Executive Director is unsure of which use classification is appropriate, the petitioner or staff may request a Use Classification through the BZA. The Staff Report for a Use Classification will list one or more use classifications as per Table 2 of the Zoning Ordinance that best describe the proposed use. Such report shall be released along with the agenda 10 days prior to the hearing according to the Application Schedule (see page 2.) All additional documents to be studied and considered by staff for use in the Staff Report should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 2.) Any interested party may provide support documentation to be delivered to the BZA members along with the Staff Report. To do so, the party must provide 10 copies of each document, which should be submitted no less than 15 days prior to the hearing. According to the Application Schedule (see page 2.)

BOARD OF ZONING APPEALS HEARING

The BZA shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the APC office. Public hearings of the BZA are generally held the forth each month at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, the following procedure is followed:

You or Staff is asked to present your request to have the use classified by the Board. You may employ an attorney for this purpose or do it yourself. You may use any maps or graphics that will assist you in the

presentation. If the Board members need additional information, they will ask questions regarding your request.

Per Indiana Code 36-7-4-912, the BZA shall make written Findings of Fact, which is the BZA's decision based upon their interpretation of the Presentation and Application. Within 10 business days of the BZA hearing, Staff will send you a copy of the written Findings of Fact.

BOARD OF ZONING APPEALS APPLICATION SCHEDULE -- 2023

The following table depicts the deadlines for petitions before the BZA. Deviations from this schedule are not permitted without approval from the Board. Public hearings of the BZA are generally held the forth each month at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

			BZA Schedule 2023	luie 2023			
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12 Days Prior to TAC	First Wednesday of the Month	15 Days Prior to Public Hearing	15 Days Prior to Public Hearing	8 Days Prior to Public Hearing	5 Days Prior to Public Hearing	5 Days Prior to Public Hearing	Fourth Wednesday of the Month
Filing Deadline	TAC Meeting at 1:30 pm	Last Day to Submit Info Requested at TAC to be in Staff Report	Last Day for Public Notice to be Published by Applicant	Agenda & Staff Report Published by Staff	Last Day for Public Notice to be Agenda & Staff Report Published Last Day to Submit Info to the File Published by Applicant by Staff Report Published by Applicant	Last Day for Applicant to Submit Proof of Notification	Public Hearing
Thursday, December 22, 2022	Wednesday, January 4, 2023	Tuesday, January 10, 2023	Tuesday, January 10, 2023	Tuesday, January 17, 2023	Friday, January 20, 2023	Friday, January 20, 2023	Wednesday, January 25, 2023
Friday, January 20, 2023	Wednesday, February 1, 2023	Tuesday, February 7, 2023	Tuesday, February 7, 2023	Tuesday, February 14, 2023	Friday, February 17, 2023	Friday, February 17, 2023	Wednesday, February 22, 2023
Friday, February 17, 2023	Wednesday, March 1, 2023	Tuesday, March 7, 2023	Tuesday, March 7, 2023	Tuesday, March 14, 2023	Friday, March 17, 2023	Friday, March 17, 2023	Wednesday, March 22, 2023
Friday, March 24, 2023	Wednesday, April 5, 2023	Tuesday, April 11, 2023	Tuesday, April 11, 2023	Tuesday, April 18, 2023	Friday, April 21, 2023	Friday, April 21, 2023	Wednesday, April 26, 2023
Friday, April 21, 2023	Wednesday, May 3, 2023	Tuesday, May 9, 2023	Tuesday, May 9, 2023	Tuesday, May 16, 2023	Friday, May 19, 2023	Friday, May 19, 2023	Wednesday, May 24, 2023
Friday, May 26, 2023	Wednesday, June 7, 2023	Tuesday, June 13, 2023	Tuesday, June 13, 2023	Tuesday, June 20, 2023	Friday, June 23, 2023	Friday, June 23, 2023	Wednesday, June 28, 2023
Friday, June 23, 2023	Wednesday, July 5, 2023	Tuesday, July 11, 2023	Tuesday, July 11, 2023	Tuesday, July 18, 2023	Friday, July 21, 2023	Friday, July 21, 2023	Wednesday, July 26, 2023
Friday, July 21, 2023	Wednesday, August 2, 2023	Tuesday, August 8, 2023	Tuesday, August 8, 2023	Tuesday, August 15, 2023	Friday, August 18, 2023	Friday, August 18, 2023	Wednesday, August 23, 2023
Friday, August 25, 2023	Wednesday, September 6, 2023	Tuesday, September 12, 2023	Tuesday, September 12, 2023	Tuesday, September 19, 2023	Friday, September 22, 2023	Friday, September 22, 2023	Wednesday, September 27, 2023
Friday, September 22, 2023	Wednesday, October 4, 2023	Tuesday, October 10, 2023	Tuesday, October 10, 2023	Tuesday, October 17, 2023	Friday, October 20, 2023	Friday, October 20, 2023	Wednesday, October 25, 2023
Friday, October 20, 2023	Wednesday, November 1, 2023	Wednesday, November 8, 2023	Tuesday, November 7, 2023	Tuesday, November 14, 2023	Friday, November 17, 2023	Friday, November 17, 2023	Wednesday, November 22, 2023
Monday, November 27/2023	Wednesday, December 6, 2023	Tuesday, December 12, 2023	Tuesday, December 12, 2023	Tuesday, December 19, 2023	Thursday/December 21, 2023	Thursday, December 2 192077	Wednesday, December 27, 2023
The selling Altered Pare the Holiday							
* Article 5.2.3 Information to be	** Article 5.2.3 Information to be delivered with the staff report should be submitted no less than fifteen (15) days prior to the meeting	ld be submitted no less than fifteen	1 (15) days prior to the meeting				
* Article 5.3 All parties shall be all	** Article 5.3 All parties shall be allowed to submit documents into public record up to no less than five (5) days prior to the meeting	blic record up to no less than five (5) days prior to the meeting				
* APC Rules of Procedure states to	** APC Rules of Procedure states that the notice in the paper shall appear no less than fifteen (15)	ear no less than fifteen (15) days pi	days prior to the public meeting				

Version Dated December 8, 2023

Boone County Area Plan Commission
116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.boonecounty.in.gov/apc

Boone County Board of Zoning Appeals Use Classification Application

For Office Use Onl	y: FILE NUM	BER
		- 24 -
Year	Twp	File #

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1. Petitioner(s) Check one:	□ agent		contract purchase	er [] other		
Address:							
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any)		Person or	Attorney		Project	Engineer	(if
Contact Person/Attorney Name:			Project Engineer:	:			
Address:			Address:				
		·					
Phone Number:			Phone Number:				
Fax Number:			Fax Number:				
E-Mail Address:			E-Mail Address:				
The undersigned states	the above i	nformation is	frue and corre	ct as (s	The is inform	med and belic	eves.
Signature(s) of Applicant(s):					Date:		
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Date Filed:		Public Notice:		1	Newspaper Ad:		
Date of BZA Hearing:	11. [7] (11 76	*d d::				
Decision of BZA: unfavoral Conditions:	.ble □ favoral	ble ⊔ tavora <i>p</i> ie	with conditions				