

Boone County Board of Zoning Appeals

Use Classification

APPLICATION PROCEDURES:

STEP ONE: PRE-APPLICATION

Before filing an application, it 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**

- 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 fourth 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

BOARD OF ZONING APPEALS APPLICATION SCHEDULE -- 2024

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 2024					
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 1:30PM	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 to Submit Info to the File (not included in staff report)	Last Day for Applicant to Submit Proof of Notification	Public Hearing
Thursday, December 21, 2023	Wednesday, January 3, 2024	Tuesday, January 9, 2024	Tuesday, January 9, 2024	Tuesday, January 16, 2024	Friday, January 19, 2024	Friday, January 19, 2024	Wednesday, January 24, 2024
Friday, January 26, 2024	Wednesday, February 7, 2024	Tuesday, February 13, 2024	Tuesday, February 13, 2024	Tuesday, February 20, 2024	Friday, February 23, 2024	Friday, February 23, 2024	Wednesday, February 28, 2024
Friday, February 23, 2024	Wednesday, March 6, 2024	Tuesday, March 12, 2024	Tuesday, March 12, 2024	Tuesday, March 19, 2024	Friday, March 22, 2024	Friday, March 22, 2024	Wednesday, March 27, 2024
Friday, March 23, 2024	Wednesday, April 3, 2024	Tuesday, April 9, 2024	Tuesday, April 9, 2024	Tuesday, April 16, 2024	Friday, April 19, 2024	Friday, April 19, 2024	Wednesday, April 24, 2024
Friday, April 19, 2024	Wednesday, April 3, 2024	Tuesday, April 9, 2024	Tuesday, April 9, 2024	Tuesday, April 16, 2024	Friday, April 19, 2024	Friday, April 19, 2024	Wednesday, April 24, 2024
Friday, April 19, 2024	Wednesday, May 1, 2024	Tuesday, May 7, 2024	Tuesday, May 7, 2024	Tuesday, May 14, 2024	Friday, May 17, 2024	Friday, May 17, 2024	Wednesday, May 22, 2024
Friday, May 24, 2024	Wednesday, June 5, 2024	Tuesday, June 11, 2024	Tuesday, June 11, 2024	Tuesday, June 18, 2024	Friday, June 21, 2024	Friday, June 21, 2024	Wednesday, June 26, 2024
Friday, June 21, 2024	Wednesday, July 3, 2024	Tuesday, July 9, 2024	Tuesday, July 9, 2024	Tuesday, July 16, 2024	Friday, July 19, 2024	Friday, July 19, 2024	Wednesday, July 24, 2024
Friday, July 26, 2024	Wednesday, August 7, 2024	Tuesday, August 13, 2024	Tuesday, August 13, 2024	Tuesday, August 20, 2024	Friday, August 23, 2024	Friday, August 23, 2024	Wednesday, August 28, 2024
Friday, August 23, 2024	Wednesday, September 4, 2024	Tuesday, September 10, 2024	Tuesday, September 10, 2024	Tuesday, September 17, 2024	Friday, September 20, 2024	Friday, September 20, 2024	Wednesday, September 25, 2024
Friday, September 20, 2024	Wednesday, October 2, 2024	Tuesday, October 8, 2024	Tuesday, October 8, 2024	Tuesday, October 15, 2024	Friday, October 18, 2024	Friday, October 18, 2024	Wednesday, October 23, 2024
Friday, October 25, 2024	Wednesday, November 6, 2024	Tuesday, November 12, 2024	Tuesday, November 12, 2024	Tuesday, November 19, 2024	Friday, November 22, 2024	Friday, November 22, 2024	Wednesday, November 27, 2024
Friday, November 22, 2024	Wednesday, December 4, 2024	Wednesday, December 11, 2024	Wednesday, December 11, 2024	Wednesday, December 18, 2024	Friday, December 20, 2024	Friday, December 20, 2024	Thursday, December 26, 2024
Deadline Changed Due to Office Closure (Holiday or Weekend)							
<p>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</p> <p>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</p> <p>APC Rules of Procedure states that the notice in the paper shall appear no less than fifteen (15) days prior to the public meeting</p>							

Version Dated November 15, 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

Use Classification Application

For Office Use Only: **FILE NUMBER**

_____- 24 -_____
 Year Twp File #

1. Petitioner(s)

Check one: ☐ owner ☐ agent ☐ lessee ☐ contract purchaser ☐ other _____
 Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

2. Applicant's Contact Person or Attorney and Project Engineer (if any)

Contact Person/ Attorney Name: _____

Project Engineer: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Fax Number: _____

Fax Number: _____

E-Mail Address: _____

E-Mail Address: _____

Use Classification Request

Use is Most Similar to the Following Listed Use(s):

Description of Intended Use: _____

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature(s) of Applicant(s): _____

Date: _____

Notary Statement

Sworn to and subscribed before me the

_____ day of _____, 20____

Notary Public in and for the State of Indiana.

My commission expires: _____

 Notary Public / Printed

Seal

Date Filed: _____

For Office Use Only
 Public Notice: _____

Newspaper Ad: _____

Date of BZA Hearing: _____

Decision of BZA: ☐ unfavorable ☐ favorable ☐ favorable with conditions

Conditions: _____