

## FILING CHECKLIST FOR VARIANCE PETITION

Your Variance Packet must be filed with the Board Secretary, Tami Weber, located at: Lawrence Government Center, 9001 E 59<sup>th</sup> St., Ste 300, Lawrence, IN 46216. The petitioner must provide the Secretary with one (1) original and eight (8) copies of the entire packet of all documents. The initial packet must be filed thirty-five (35) days prior to the hearing date.

Your initial packet must include the following:

- a. Petition
- b. Findings of Fact
- c. Zoning Base Map (obtained thru Metro Planning & Zoning Dept) with subject property prominently marked
- d. Consent Form (if applicable)
- e. Exhibit A
- f. Exhibit B
- g. Set of Structural plans, including floor plans and elevations. (if applicable)
- h. Site Plan (with landscaping, if applicable)
- i. Plot Plan
  - Must be drawn to a scale of 1"=30', 1"=20', 1"=10'. Indicate scale on plans.

Plot Plan must include:

- The North arrow
- Address of the site
- All dimensions of the entire site
- Names, centerline and right-of-way widths of all street, alleys and easements (including: drainage easements, utility easements, etc)
- Location and horizontal dimensions of all structures, existing and proposed. Proposed structures indicated by cross-hatching. e.g. ////
- Use of each structure by labeling. (such as: residence, garage, existing shed, etc)
- Structures to be removed indicated by broken lines. e.g. - - - -
- Distance from front, rear and each side of property line to all structures. (This distance is measured from the point where the structure is nearest the property line.)
- Location of proposed or existing driveway and its width at the right-of-way (property) line. (Also show connection to street and alley.)
- Measurement of curb radius and/or taper.
- Locations, dimensions and use of any other paved areas.
- The name of legal ditches or streams on or adjacent to the site.
- Location, type (i.e. ground, pole, projected, wall or other) and dimensions of all signs. Include separate, elevation of proposed sign structures complete with all dimensions and drawn to scale.
- Location, size and type of all existing and proposed trees and landscaping.

The following documents will need to be submitted to the Board Secretary no less than twenty-three (23) days prior to the hearing and you must provide one (1) original of the documents listed below:

- a. Legal Notice
- b. Affidavit of Legal Notice of Public Hearing
- c. The Legal Notice of Public Hearing must be mailed to neighboring property owners (a list may be obtained from the Lawrence Township Assessor's office (547-8625) and a list of neighborhood organizations that is enclosed in this packet.
- d. A copy of the Legal Notice of Public Hearing must also be posted on the property of which the Variance is being applied for.
  - If Multi-Family use is requested, the Petitioner will need to provide a Multiple Dwelling Project Analysis.
  - The docket number must be filled in on all document pages submitted
  - Make check payable to "City of Lawrence" in the amount applicable
  - Payment must be received prior to a case number being issued and put on the Agenda
  - If all paperwork is not in order and all copies have not been made, your paperwork will be returned to you. This may cause a delay in docketing your petition, so please make sure all paperwork is correct.

**\*\*Please make sure that all forms are printed out on the correct size of paper. Do not reduce them to fit an 8 ½ X 11 sheet if the form calls for a 8 ½ X 14 sheet.**