

**PROCEDURES FOR FILLING OUT THE
LEGAL NOTICE OF PUBLIC HEARING
AND THE
AFFIDAVIT OF PUBLIC HEARING**

As a petitioner seeking a variance, you must notify other interested parties and property owners. Your responsibilities and the procedures you must follow are set out in the Rules of Procedure of the Lawrence Board of Zoning Appeals. The procedures for notice are summarized below:

1. **You must prepare the LEGAL NOTICE OF PUBLIC HEARING for mailing. The notice must be sent by registered, certified or first-class mail at least twenty-three (23) days before the date of hearing. The notice must be mailed to the owners of all adjacent parcels of land surrounding the subject property to a depth of two (2) property ownerships, but not exceeding 660 feet from the subject property. You can obtain all information on ownership of surrounding property from the Lawrence Township Assessor's Office, 9001 E. 59th Street, (317-547-8625).**
2. **The LEGAL NOTICE OF PUBLIC HEARING must also be sent to appropriate neighborhood organizations. This information can be obtained from the Department of Metropolitan Development, City-County Building, 20th Floor (317-327-5165).**
3. **The LEGAL NOTICE OF PUBLIC HEARING must also be sent to any member of the Lawrence Common Council whose district includes all or some part of the subject property as well as the At-Large members of the Lawrence Common Council. This information can be obtained at the office of the Lawrence Zoning Board or by calling 317-545-8787.**
4. **A copy of the LEGAL NOTICE OF PUBLIC HEARING must be posted in a conspicuous place on the subject property at least twenty-three (23) days before the hearing and remain there until final hearing of the petition.**
5. **The AFFIDAVIT OF NOTICE OF PUBLIC HEARING must be notarized and then filed in the office of the Lawrence Board of Zoning Appeals along with a copy of the LEGAL NOTICE OF PUBLIC HEARING within three (3) business days after mailing of the notices. These documents may be filed in person or mailed to the Lawrence Board of Zoning Appeals, Attn.: Board Secretary, 9001 e. 59TH Street, Suite 300, Lawrence, Indiana 46216. The affidavit must include the names and addresses of all property owners, neighborhood organizations and Lawrence City Councilors to whom the notice was sent.**

**NOTE: IF YOU FAIL TO FOLLOW THESE DIRECTIONS,
THE SCHEDULED HEARING MAY BE POSTPONED.**