

2011 Board of Zoning Appeals Filing Dates

Hearing Date		Last Day to File Legal Notice		Last Day to File Petition	
January	18	December	23	December	14
February	15	January	26	January	12
March	15	February	23	February	9
April	19	March	30	March	16
May	17	April	26	April	12
June	21	May	31	May	17
July	19	June	28	June	14
August	16	July	26	July	12
September	20	August	30	August	16
October	18	September	27	September	13
November	15	October	25	October	11
December	20	November	29	November	16
January	17	December	27	December	13

All meetings are held at the
Lawrence Government Center
in the George E. Keller
Public Assembly Room
at 7:00 pm

FILING CHECKLIST FOR VARIANCE PETITION

Please read carefully

Your Variance Packet must be filed with the Board Secretary, Renea Rafala, located at: Lawrence Government Center, 9001 E 59th St., Ste 300, Lawrence, IN 46216. Fees for the initial packet must be paid in order to receive a docket number. Any additional fees must be paid prior to the initial hearing. The petitioner must provide the Secretary with one (1) original and one (1) copy 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. Set of Structural plans, including floor plans and elevations. (if applicable)
- f. Site Plan (with landscaping, if applicable)
- g. 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.

Your Legal Notice packet must contain:

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 Assessor's office (327-8888) 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.

LAWRENCE BOARD OF ZONING APPEALS
OF MARION COUNTY, INDIANA

PETITION FOR VARIANCE

ADDRESS OF PREMISES AFFECTED: _____ DOCKET NO.: _____

NAME OF PETITIONER(S): _____ PHONE: _____
FAX: _____

PETITIONER(S) ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

AGENT _____ PHONE: _____
FAX: _____

AGENT'S ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

NAME OF OWNER(S) _____ PHONE: _____
IF DIFFERENT FROM PETITIONER(S) FAX: _____

OWNER(S) ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

IS/ARE THE PETITIONER/PETITIONERS THE OWNER/OWNERS OF ONE HUNDRED PERCENT (100%) OF THE AREA INVOLVED IN THE PETITION? YES NO

LEGAL DESCRIPTION (CHECK ONE):

- COMPLETE METES & BOUNDS LEGAL DESCRIPTION ATTACHED.
- PLATTED SITE WITHIN A RECORDED SUBDIVISION, COPY OF PLAT MAP ATTACHED.
LOT NUMBER(S) _____ SECTION # _____
- SUBDIVISION RECORDED IN PLAT BOOK _____ PAGE(S) _____ IN THE MARION COUNTY RECORDER'S OFFICE, OR
RECORDED AS INSTRUMENT NUMBER _____ IN THE MARION COUNTY RECORDER'S OFFICE.

IS THIS PROPERTY THE SUBJECT OF ANY CODE ENFORCEMENT ACTION? YES NO

WAS THIS PROPERTY THE SUBJECT OF ANY PREVIOUS PETITION(S)? YES NO
IF YES, LIST THE ORIGINAL DOCKET NUMBER(S) _____

CURRENT ZONING _____ TOWNSHIP _____ ACREAGE _____

EXISTING USE OF THE SUBJECT PREMISES _____

THE VARIANCE REQUEST IS FOR A VARIANCE OF:

- USE
- DEVELOPMENT STANDARDS
- USE AND DEVELOPMENT STANDARDS

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED USE; STATE THE SPECIFIC ORDINANCE(S), STANDARD(S), AND/OR REGULATORY(S) SOUGHT TO BE MODIFIED. ATTACH ADDITIONAL PAGES, IF NECESSARY.

THE ABOVE INFORMATION, TO MY KNOWLEDGE AND BELIEF, IS TRUE AND CORRECT.

SIGNATURE(S) OF PETITIONER(S) OR AGENT SIGNATURE(S) OF OWNER(S) IF DIFFERENT THAN PETITIONER

STATE OF INDIANA, COUNTY OF MARION, SS:

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

NOTARY PUBLIC _____ PRINTED NAME _____

MY COMMISSION EXPIRES _____ COUNTY OF RESIDENCE _____

DOCKET NO.: _____

LAWRENCE BOARD OF ZONING APPEALS
OF MARION COUNTY, INDIANA

CONSENT FORM

The undersigned, _____, being the owner(s) of the property commonly known as _____, hereby authorize(s) _____ to file land development petitions necessary for the aforementioned address.

This consent shall:

remain in effect until revoked by a written statement filed with the Lawrence Board of Zoning Appeals.

OR

remain in effect until _____, 20_____.

Owner Property Owner Property

Date: _____ Date: _____

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, appeared the Property Owner(s) herein, who acknowledged the execution of the foregoing as his/her/their voluntary act and deed for the uses and purposes expressed therein.

Witness my hand and notarial seal this _____ day of _____, 20_____.

My commission expires:

County of Residence: NOTARY PUBLIC

Printed Name

Preparing Your Findings of Fact

It is important to prepare your Findings of Fact properly. If your petition is granted, the Findings of Fact are adopted by the Metropolitan Development Commission or Board of Zoning Appeals as the basis for granting the petition. If the petition grant were judicially reviewed by a court of law, these findings would be the primary evidence in the court's review. Therefore, the following suggestions are offered to assist you in your preparation:

- Read each statement carefully before completing the finding. What you write after the word "because" in each of the findings must support the statement that introduces the finding.
- Be sure that you understand the statements in the Findings of Fact. For example, if you do not know what the comprehensive plan recommendation is, do not try to complete the finding regarding the comprehensive plan until you learn what it is.
- Do not use personal matters as reasons for findings. The findings must relate to the property, not to a person.
- Check your spelling.
- Use correct grammar. When in doubt, please get assistance.
- Do not use pronouns (I, he, she, we or the possessives my, his, her, our) to describe yourself or the petitioner, i.e., the person or entity seeking the variance. Simply repeat the word "petitioner" or "petitioner's".
- You may want to consider obtaining professional assistance if you are uncertain about how to proceed.

LAWRENCE BOARD OF ZONING APPEALS
OF MARION COUNTY, INDIANA

PETITION FOR VARIANCE OF USE

FINDINGS OF FACT

1. The grant will not be injurious to the public health, safety, morals and general welfare of the community because:

2. The use or value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:

3. The need for the variance arises from some condition peculiar to the property involved and the condition is not due to the general condition of the neighborhood because:

4. The strict application of the terms of the zoning ordinance constitutes an unusual or unnecessary hardship if applied to the property for which the variance is sought because:

5. The grant does not interfere substantially with the comprehensive plan because:

DECISION

It is therefore the decision of this body that this variance petition is granted, subject to any conditions stated in the minutes (which conditions are incorporated herein by reference and made a part of this decision)

Adopted this _____ day of _____, 20_____.

Chairperson

Board Member

Vice Chairperson

Board Member

Board Member

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. *The Petitioner* 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 Assessor's Office, 7363 E 21st St, Suite 1360, (317-327-8888).
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 (317-327-5156).
3. The LEGAL NOTICE OF PUBLIC HEARING must also be sent to all members of the Lawrence Common Council 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.

LEGAL NOTICE OF PUBLIC HEARING

LAWRENCE BOARD OF ZONING APPEALS
OF MARION COUNTY, INDIANA

Notice is hereby given that the undersigned has filed a petition with the Lawrence Board of Zoning Appeals of Marion County, Indiana, requesting the following:

Docket Number

Address of subject property

REQUEST:

LEGAL DESCRIPTION:

This petition and all exhibits and plans filed therewith may be examined in the Board's office at the Lawrence Government Center, 9001 East 69th Street, Ste #300, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Written objections to the petition may be filed with the Secretary to the Lawrence Board of Zoning Appeals before the hearing at the above address and such objections will be considered.

Contacting members of the Lawrence Board of Zoning Appeals regarding a pending petition is prohibited.

A public hearing will be held at the Lawrence Government Center, 9001 E. 69th Street on Tuesday, _____, at 7:00 p.m. All interested persons will be given an opportunity to be heard in reference to the matters set out in said petition. The hearing may be continued from time to time as may be found necessary. This notice is sent to you as an owner of property adjacent to the property included in said petition, pursuant to the applicable Rules of Procedure.

PETITIONER

DEVELOPER
(If different from Petitioner)

Signature

Signature

Name Printed

Name Printed

Street Address

Street Address

City State Zip

City State Zip

LAWRENCE COMMON COUNCIL

City Council, District 1	Celeste Jaffe 6856 E. 46 th Street Lawrence, IN 46226	546-7460
City Council, District 2	Linda Treat 8126 E. 50 th Street Lawrence, IN 46226	547-4135
City Council, District 3	Sherron Freeman 10628 Bartley Dr Lawrence, IN 46236	826-4372
City Council, District 4	David Parnell 12702 E 65 th St Lawrence, IN 46236	823-7267
City Council, District 5	Stan Stephens 6501 Winona Dr Lawrence, IN 46236	823-4514
City Council, District 6	David Freeman 11444 Old Oakland Cir Lawrence, IN 46236	947-8036
City Council, At-Large	Gary Conner 7102 Mardyke Ln Lawrence, IN 46226	547-4679
City Council, At-Large	Jeff Coats 11629 Breckenridge Court Lawrence, IN 46236	
City Council, At-Large	Donald Poteat 9645 Megan Lee Dr. Indianapolis, Indiana 46236	897-5770

Common Sense of Indpls
Denise Turner, Exec Dir
4617 Millersville Rd
Indianapolis, IN 46226

Gideon's Gate
Carol Woodard, Pres
546 E 17th St
Indianapolis, IN 46202

Indian Lake Improv Assoc
Mark Rumreich, Pres
10308 Indian Lake Blvd S
Indianapolis, IN 46236

Indpls Neighborhood Res Ctr
Nita McCormick
1802 N. Illinois St
Indianapolis, IN 46202

Lawrence Twp Citizens Council
Paul Rogers, Pres
P.O. Box 36061
Lawrence, IN 46236

Lawrence Twp Fire Dept
Martin Sappala, Fire Marshal
6260 E 88th St
Indianapolis, IN 46250

Lawrence Twp School Found
Christie Love, Exec Dir
5626 Lawton Loop E Dr
Lawrence, IN 46216

Lawrence Twp Taxpayers Assoc
Edie Leet, President
5146 Fall Creek Rd
Indianapolis, IN 46220

City of Lawrence
Tom Crouch
9001 E 59th St., Ste 301
Lawrence, IN 46216

Lawrence Comm Development
Judi DeLong
4437 N. Franklin Rd
Lawrence, IN 46226

Lawrence/Ft Harrison
Development Corp
Jeff Coats, Board Member
9120 Otis Ave
Lawrence, IN 46216

Marion Co. Alliance of
Neighborhood Assoc.
Cathy Burton, President
P.O. Box 1082
Indianapolis, IN 46206

Marion Co. Democratic
Central Committee
Ed Treacy, Chairperson
603 E Washington St
Indianapolis, IN 46204

Marion Co. Republican
Central Committee
Kyle Walker, Exec Dir
120 E Vermont St
Indianapolis, IN 46204

McAna-Lawrence Twp
Beth Lembke, Law Twp Dir
7119 E 45th St
Lawrence, IN 46226

Metro School Dist of
Lawrence Township
Dr. Williams, Asst. Super
7601 E 56th St
Lawrence, IN 46226

Oaklandon Community
Development Assoc
Jerry Reighley, President
P.O. Box 36155
Oaklandon, IN 46236

Parkside Crossing Community
Roy Cooper, President
11949 Titania Cir
Lawrence, IN 46236

Sherron Freeman,
Council District 3
10628 Bartley Dr
Lawrence, IN 46236

David Freeman
Lawrence City Coun Dist 6
11444 Old Oakland Cir
Lawrence, IN 46236

Gary Conner
Lawrence City Coun At Large
7102 Mardyke Ln
Lawrence, IN 46226

Jeff Coats
Lawrence City Council, At-Large
11629 Breckenridge Court
Lawrence, IN 46236

Donald Poleat
Lawrence City Coun At Large
9645 Megan Lee Dr
Lawrence, IN 46236

Celeste Jaffee
Lawrence City Coun Dist 1
6856 E 46th St
Lawrence, IN 46226

Linda Treat
Lawrence City Coun Dist 2
8126 E 50th St
Lawrence, IN 46226

David Parnell
Lawrence City Coun Dist 4
12702 E 65th St
Lawrence, IN 46236

Stan Stephens
Lawrence City Coun Dist 5
6501 Winona Dr
Lawrence, IN 46236

NOTICE

City of Lawrence Board of Zoning Appeals

Date of Hearing:
Location of Hearing:
Lawrence Gov't Center
9001 E 59th St
Assembly Room
Time: 7:00 pm

Petition Number:
Petitioner:
Petition Address:

Request for Petition: