



**FILING CHECKLIST FOR VARIANCE PETITION**  
*Please read carefully*

Your Variance Packet must be filed electronically via [permits@cityoflawrence.org](mailto:permits@cityoflawrence.org) or in person with the Board Secretary, located at: Lawrence Government Center, 9001 E 59<sup>th</sup> St., Ste 205, Lawrence, IN 46216.

Filing fees must be paid to receive a docket number. Any additional fees must be paid prior to the initial hearing.

The initial packet must be filed thirty-five (35) days prior to the hearing date and include the following:

**Your initial packet must include the following:**

- a. Petition
- b. Findings of Fact
- c. Zoning Base Map (obtained thru Board Secretary) 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.

**Legal Notice:**

- a. The Legal Notice of Public Hearing must be mailed to neighboring property owners and the Lawrence Council Members (available from Board Secretary) at least ten (10) days prior to the hearing.
- b. A copy of the Legal Notice of Public Hearing must also be posted on the property of which the Variance is being applied for.

Once Legal Notice has been mailed to neighboring property owners the following documents will need to be submitted to the Board Secretary no less than three (3) days prior to the hearing:

- c. Affidavit of Legal Notice of Public Hearing
- d. List of neighbors and Council members notified



LAWRENCE BOARD OF ZONING APPEALS
OF MARION COUNTY, INDIANA
PETITION FOR VARIANCE

DOCKET #: \_\_\_\_\_

ADDRESS OF PREMISES AFFECTED: \_\_\_\_\_
STREET ADDRESS CITY STATE ZIP

NAME OF PETITIONER(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

PETITIONER(S) E-MAIL: \_\_\_\_\_

PETITIONER(S) ADDRESS: \_\_\_\_\_
STREET ADDRESS CITY STATE ZIP

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENT E-MAIL: \_\_\_\_\_

AGENT ADDRESS: \_\_\_\_\_
STREET ADDRESS CITY STATE ZIP

NAME OF OWNER(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

IF DIFFERENT FROM PETITIONER(S)

OWNER(S) E-MAIL: \_\_\_\_\_

OWNER(S) ADDRESS: \_\_\_\_\_
STREET ADDRESS CITY STATE ZIP

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

LEGAL DESCRIPTION (CHECK ONE):

COMPLETE METES & BOUNDS WITH LEGAL DESCRIPTION ATTACHED

PLATTED SITE WITHIN A RECORDED SUBDIVISION WITH COPY OF PLAT MAP ATTACHED

SUBDIVISION NAME: \_\_\_\_\_ SECTION: \_\_\_\_\_

LOT NUMBER(S): \_\_\_\_\_

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 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

SPECIAL EXCEPTION

ReZoning

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

The proposed development is comprised of a barn/building that will be used by the Petitioner as a hobby workshop, garage, and storage space for personal use and personal property.

744-201-1 Maximum Accessory Structure Building Height Table. Maximum height of an accessory structure is 24'

744-201-1 footnote 5 The maximum height of an accessory building may not exceed that of the primary structure.

743-06-A-2-b The horizontal land area covered by any one accessory building or minor residential structure must be less than the horizontal land area covered by the primary building.



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:

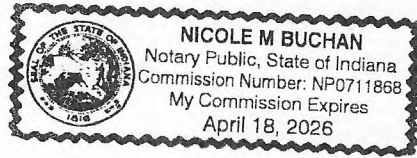
SUBSCRIBED AND SWORN TO BEFORE ME THIS 5 DAY OF February, 2026

NOTARY PUBLIC Nicole M Buchanan

PRINTED NAME Nicole M Buchanan

MY COMMISSION EXPIRES 4-18-26

COUNTY OF RESIDENCE Hamilton





PETITION NO.: \_\_\_\_\_

LAWRENCE BOARD OF ZONING APPEALS  
OF MARION COUNTY, INDIANA

VARIANCE OF DEVELOPMENT STANDARDS  
FINDINGS OF FACT

1. THE GRANT WILL NOT BE INJURIOUS TO THE PUBLIC HEALTH, SAFETY, MORALS AND GENERAL WELFARE OF THE COMMUNITY BECAUSE:

The proposed development is comprised of a barn/building that will be used by the Petitioner as a hobby workshop, garage, and storage space for personal use and personal property. This proposed development will not increase traffic or noise, will not result in harmful waste, and will be almost entirely obstructed from public view, including from adjacent properties. The proposed development will allow the Petitioner to properly store and maintain equipment and tooling to be used for upkeep and maintenance of Petitioner's 9-acre parcel and residence, which will have a positive impact to the general welfare of the community and conditions and appearance of the parcel.

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:

The proposed development will be almost entirely hidden from public view and will not obstruct any views from neighboring properties or detract from neighboring properties in any way. The proposed development will be situated on an open and level area of Petitioner's property and will not require changes to the terrain, removal of trees, or any other material alteration of the property and will use only a small fraction of the available land in the parcel. The proposed development has a large 338 feet of setback from the road. It is obscured from public view by numerous trees and an existing barn to the east, and bordered by a dense wooded area to the north. As such, there will be no significant change to the general nature or appearance of the property from the proposed development. Rather, the proposed development will enhance the value of Petitioner's property in that it will be a valuable accessory building, adding useful and cost-effective square footage to the property for hobbies, storage, and other personal use by the Petitioner and any subsequent owner.

3. THE STRICT APPLICATION OF THE TERMS OF THE ZONING ORDINANCE WILL RESULT IN PRACTICAL DIFFICULTIES IN THE USE OF THE PROPERTY BECAUSE

While the proposed development will have a larger footprint than that of Petitioner's residence, it will only use a small percentage of the land available to Petitioner given the 9 acre size of the parcel. The size requirements for the proposed development are based on the layout of Petitioner's workshop tools and equipment and needs for storage of personal property, all of which will be moved to Petitioner's property from another property that is being sold. If the zoning ordinance were to be strictly applied to the proposed development, Petitioner would need to construct multiple adjacent accessory buildings to meet Petitioner's needs, which could result in a more conspicuous use of space with a larger combined footprint and increased visibility from neighboring properties.

## LAWRENCE BOARD OF ZONING APPEALS OF MARION COUNTY, INDIANA

### 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 Lawrence Board of Zoning Appeals as the basis for granting the petition. If the petition granted is 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.



**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\_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
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 ten (10) 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 Board of Zoning Appeals Secretary, 9001 E 59<sup>th</sup> St, Suite 205, (317-545-5566).
2. The LEGAL NOTICE OF PUBLIC HEARING must also be sent to appropriate neighborhood organizations. This information can be obtained from the Board of Zoning Appeals Secretary, 9001 E 59<sup>th</sup> St, Suite 205, (317-545-5566).
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 from the Board of Zoning Appeals Secretary, 9001 E 59<sup>th</sup> St, Suite 205, (317-545-5566).
4. A copy of the LEGAL NOTICE OF PUBLIC HEARING must be posted in a conspicuous place on the subject property at least ten (10) 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. 59<sup>TH</sup> Street, Suite 205, 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 59<sup>th</sup> Street, Ste #205, between the hours of 10:00 a.m. and 4:00 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. 59<sup>th</sup> Street on **Tuesday, \_\_\_\_\_, at 6:00 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



# **NOTICE**

## **City of Lawrence Board of Zoning Appeals**

**Date of Hearing:**

**Location of Hearing:  
Lawrence Gov't Center  
9001 E 59<sup>th</sup> St  
Assembly Room  
Time: 6:00 pm**

**Petition Number:**

**Petitioner:**

**Petition Address:**

**Request for Petition:**