

Town of Burns Harbor Board of Zoning Appeals Use Variance Checklist

Petitioning the BZA is a three step two meeting process:

Step 1: Submit completed Application Packet for a Use Variance to the Secretary

Step 2: (First Meeting): Preliminary Hearing*

Step 3: (Second Meeting): Public Hearing*

*BZA meetings occur on the fourth Tuesday of the month

Application Packet Requirements

The items listed below must be submitted to the Secretary at least **ten (10) days prior to the Preliminary Hearing**. Group all of the originals in one envelope marked "Originals" and make ten (10) copies of the entire "Originals" packet. An electronic copy (pdf) of the application and required attachments should also be submitted to the Secretary.

- **A completed and notarized Variance Application**
 - i. Incomplete applications will not be processed or presented to the Board.
 - ii. It is the responsibility of the Petitioner to ensure the application is complete at time of submittal.
 - iii. The Secretary may only provide assistance in helping the Petitioner understand the required documentation, neither the Secretary nor any staff will be available to provide missing information.
- **Completed Proposed Findings of Fact and Decision**
 - i. The Petitioner should check **WILL** or **WILL NOT** where applicable and **MUST** provide supporting reasons for each and every finding.
 - ii. The Proposed Findings of Fact and Decision is essentially the Petitioner's explanation of why the Variance should be granted.
 - iii. In completing the Proposed Findings of Fact and Decision, the Petitioner should consider the following questions as a guide:
 - a. How will enforcement of the Zoning Ordinance unreasonably inhibit the proposed use?
 - b. What are the unique characteristics of the property with respect to lot size, shape, topography, etc., that make literal enforcement of the Zoning Ordinance impractical?
 - c. What other options are available? Why were these options not chosen?
 - d. How will approval of the variance impact public resources and/or adjacent properties?
 - e. How is granting the variance consistent with the spirit and intent of the Town's Comprehensive Plan?

Use Variance

Site Plan

- i. The Site Plan must be drawn to scale, adhere to Section 15-3-5(E) of the Town Code and should accurately and completely describe the proposed project, including but not limited to:
 - a. All existing and proposed structure(s)
 - b. Lot dimensions
 - c. Property Lines
 - d. Adjacent street(s)
 - e. Distances from structure(s) to property lines
 - f. All existing and proposed easements
 - g. All existing and proposed landscaping, fencing, and/or walls

Rejected Building Permit

- i. This is obtained from the Office of the Building Commissioner

Proof of Ownership

- i. If the Petitioner is the owner, a copy of the Deed to the property
- ii. If the Petitioner is NOT the owner, a properly executed Power of Attorney

Landscaping Plan (where applicable)

Drainage Calculations (where applicable)

Any other relevant information (pictures, exhibits, etc.)

Names and Addresses of all property owners within 300 feet of the property

- i. The names and address of adjacent property owners can be found by:
 - a. Presenting the legal description of the Petitioner's property to the Porter County Assessor's office located at the County Administrative Building in Valparaiso, Indiana;
 - b. By visiting Porter County, IN - Official Website - GIS: View the Porter County Portico GIS Map and entering 300 feet; or
 - c. By contacting a local Title Company.

Filing Fee of \$150.00

- i. The filing fee should be paid to the Clerk-Treasurer located at the Town Hall. Upon payment, the Clerk-Treasurer will issue a receipt to the Petitioner, a copy of which shall be provided, by the Petitioner, to the Secretary.

Town of Burns Harbor Board of Zoning Appeals Meeting Reminder

The Petitioner or certified agent must be present at both the Board of Zoning Appeals Preliminary and Public Hearings to explain the proposed variance and address and discuss comments and concerns posed by the Board and/or the public.

Failure to appear at either meeting may result in the dismissal of the Application for the Variance.

The Board of Zoning Appeals will assess the USE VARIANCE application based upon its adherence to the following Findings of Fact:

- i. The approval of the variance will not be injurious to the public health, safety, morals, and general welfare of the community.
- ii. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner.
- iii. The need for the variance arises from some condition peculiar to the property involved.
- iv. The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought.
- v. The approval does not interfere substantially with the *Town's Comprehensive Plan*.

In assessing whether a variance request adheres to the above Findings of Fact, Applicants may consider the following questions in relation to the property:

How will enforcement of the Zoning Ordinance unreasonably inhibit the proposed use? How does the hardship that would be created relate to the property itself? What are the applicable standards in the Zoning Ordinance and why should they not apply to the property?

What are the unique characteristics of the property with respect to lot size, shape, topography, and any other physical limitations that make literal enforcement of the Zoning Ordinance impractical? Were any of these limitations created by the current or past property owner?

What other options are available? Why were these not chosen?

How will approval of this variance impact sensitive public resources (such as sewer, water, garbage, etc.) and/or adjacent properties?

How would the granting of this variance be consistent with the spirit and intent of the Town's Comprehensive Plan? What is the purpose/character of the involved zoning district(s)? How will the variance meet with that purpose/character? Has the character of the area where the property is located changed in recent times?

Preliminary Hearing

1. The Petitioner or certified agent must be present at the Board of Zoning Appeals Preliminary Hearing to formally submit the Application Packet and describe the proposed use to the Board.
2. Failure to appear at this first meeting will result in the Application not being set for a public hearing and may result in the dismissal of the Application all together.
3. At this meeting, the Board will address any deficiencies detected in the Application Packet and may make requests that some or all of the Application Packet be revised or amended for the Public Hearing.
4. After preliminary review and acceptance of the Application, the Board will set a date to hold a Public Hearing, the Preliminary Hearing will be closed, and the Petitioner will be excused until the next meeting.



Application for a USE VARIANCE

PROPOSED FINDINGS OF FACT AND DECISION

Petition 2021 -

The Petition of: _____

Public Hearing held the ____ day of _____, 20__.

Public Hearing closed the ____ day of _____, 20__.

We, the members of the Burns Harbor Board of Zoning Appeals FIND:

1. That the Use Variance as requested **WILL** **WILLNOT** be injurious to public health, safety, morals, and general welfare of the community BECAUSE: _____

2. That the Use Variance requested **WILL** **WILL NOT** cause substantial adverse effect on neighboring properties BECAUSE: _____

3. That the need for the Use Variance arises from some condition peculiar to the property involved, BECAUSE:

4. That the strict application of the Zoning Ordinance **WILL** **WILL NOT** constitute an unnecessary hardship if applied to the property for which the Use Variance is sought BECAUSE _____

5. That approval of the Use Variance **WILL** **WILL NOT** interfere substantially with the Town's Comprehensive Plan BECAUSE: _____



Board of Zoning Appeals
1240 North Boo Road • Burns Harbor, IN 46304
www.burnsharbor-in.gov



Application for a USE VARIANCE

THE BOARD NOW DECIDES:

That said request **BE AND IS GRANTED** and further decides that these condition(s) shall be imposed:

That said request **BE AND IS HEREBY DENIED** .

DATED: _____, 20__.

BURNS HARBOR BOARD OF ZONING APPEALS

_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Board of Zoning Appeals
1240 North Boo Road • Burns Harbor, IN 46304
www.burnsharbor-in.gov



Application for a USE VARIANCE

NAMES AND ADDRESSES

List the Names and Addresses of all owners of property within 300 Feet distance from the property.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Public Hearing

1. The Petitioner or certified agent must be present at the Board of Zoning Appeals Public Hearing to explain the proposed use and address and discuss comments and concerns posed by the Board and/or the public.
2. Failure to appear at this second meeting will result in the Public Hearing being continued and may result in the dismissal of the Application all together.
3. The items listed below must be completed and submitted to the Secretary **at least ten (10) days prior to the Public Hearing date:**
 - Revised Application** (if applicable)
 - Revised Findings of Fact and Decision** (if applicable)
 - Revised plans or any other additional documents requested at the Preliminary Hearing** (if applicable)
 - Notice of Public Hearing**
 - i. To be published in the Chesterton Tribune at least 10 days prior to the Public Hearing.
**Notice must be sent to the newspaper no later than the Wednesday prior to the 10 day requirement for the Public Hearing. As a practical matter, this means the Notice should get to the newspaper no later than 13 days before the Public Hearing is set to take place.*
 - ii. Notice must also be posted at the Town Hall at least 10 days prior to the Public Hearing.
 - Proof of Posting at Town Hall**
 - i. The proof of posting should be notarized by the Clerk-Treasurer or Police Department Administrative Assistant
 - Copy of the paid receipt for the Hearing Notice from Chesterton Tribune**
 - Notification of Public Hearing by Certified Mail to neighbors within 300 feet**
 - i. All white and green cards from the Certified Mailings must be submitted to the secretary



Application for a USE VARIANCE

NOTICE OF PUBLIC HEARING BEFORE THE BURNS BOARD OF ZONING APPEALS

Notice is hereby given that the Board of Zoning Appeals will hold a public hearing at the Town Hall, 1240 North Boo Road, Burns Harbor, Indiana 46304 on **(insert date)** and will hear the Petition of **(insert petitioner name)** seeking **(insert nature of petition)** in a **(insert zoning)** zoning for the following described real estate in Burns Harbor, Indiana, to-wit:

(Insert Legal Description)

which property is commonly known as **(insert address of location of property)**

A copy of the Petition is on file at the Office of the Burns Harbor Clerk-Treasurer, 1240 North Boo Road, Burns Harbor, Indiana, for examination by the public before the public hearing. Written objections to the Petition that are filed with the Board of Zoning Appeals Secretary prior to the hearing will be considered. Oral comments concerning the Petition will be heard at the public hearing. The hearing may be continued from time to time as may be found necessary. The hearing will begin at 7:00 p.m. or as soon thereafter as the agenda for the Board of Zoning Appeals will permit.

BURNS HARBOR BOARD OF ZONING APPEALS

PUBLICATION DATE: At least 10 days prior to meeting date. Publication is required one time only

Proof of publication can be sent to the Town of Burns Harbor, 1240 North Boo Road, Burns Harbor, Indiana 46304 and **(Petitioner's home address)**.

Note to Petitioner: The Notice must be placed in a newspaper of general circulation within the Town at least ten (10) days prior to the meeting date. Petitioner is responsible for the cost of publication and is expected to bring a receipt for payment to the Public Hearing.



Board of Zoning Appeals
 1240 North Boo Road • Burns Harbor, IN 46304
 www.burnsharbor-in.gov



Application for a USE VARIANCE

STATE OF INDIANA)
 SS:
 COUNTY OF PORTER)

PROOF OF POSTING

_____, being first duly sworn, deposes and says:

1. That as a representative of Petitioner _____ that affiant caused the Posting of a copy of the Notice of Public Hearing on the Petitioner's Petition requesting a Special Exception, Use Variance, Development Standard Variance or Finding, a copy of which is labeled exhibit "A" and attached hereto and made a part hereof, in the following public places in the Town of Burns Harbor, Indiana, to-wit:

The Town Hall building located at 1240 North Boo Road

2. That said copies of said Legal Notice were duly posted on the _____ day of _____, 20____, and that to the best of my knowledge and information of the affiant, said Notices remained posted until the Public Hearing described therein was held on this _____ day of _____, 20____.

FURTHER AFFIANT SAYETH NOT.

 Signature

 Printed Signature

BEFORE ME, a Notary Public in and for said County and State, personally appeared _____ and acknowledges the execution of the foregoing Proof of Posting on this _____ day of _____, 20____.

 Notary Public Signature

 Printed Signature

My Commission Expires: _____ Resident of _____ County



Board of Zoning Appeals
1240 North Boo Road • Burns Harbor, IN 46304
www.burnsharbor-in.gov



Application for a USE VARIANCE

FORM OF NOTICE TO PROPERTY OWNERS WITHIN 300 FEET

Date: _____
Name: _____
Address: _____
Town, State, Zip _____

Dear _____,

We are the owners of the following described real estate in the Town of Burns Harbor, Indiana, to-wit:

(insert legal description)

Commonly known as (insert address or general location of property.)

We have submitted a Petition to the Board of Zoning Appeals for: (insert variance applied for)

The Board of Zoning Appeals has set our Petition for public hearing on (insert date) at 7 o'clock p.m. at the Burns Harbor Town Hall, 1240 North Boo Road, Burns Harbor, Indiana.

You are invited to be present for said hearing and to direct your comments to the Board of Zoning Appeals concerning this application or to submit your comments to the Board of Zoning Appeals in writing prior to the hearing.

Very truly yours,

Petitioner Signature