



DOCKET ID ASSIGNED:

101 W Main St
Madison, IN 47250
(812) 265-8324

Application for Variance from Subdivision Regulations

Application Fee	\$ 50.00
Ad Fee (for Legal Notice)	\$ 15.00
Total Due	\$ 65.00

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

Purpose: Per the City of Madison Subdivision Regulations, where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that such variance shall not have the effect of nullifying the intent and purpose of these regulations.

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

OWNER INFORMATION (IF DIFFERENT*)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

** If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

PROPERTY FOR WHICH VARIANCE IS REQUESTED

Address and/or Legal Description of Property: _____

Zoning Classification: _____

Description of Existing Use: _____

Description of Proposed Use: _____

List Sections of the Subdivision Regulations for which a variance is requested: _____

Submit property site plan showing structures, setbacks, parking, adjoining streets and neighboring land uses. Provide a detailed Narrative statement demonstrating that the requested variance conforms to the following standards. Respond to each question below with Yes/No and why. Use additional pages if necessary.

- a. Will this variance be detrimental to the public safety, health, or welfare, or injurious to other property?

- b. Are the conditions upon which the request for a variance is based unique to the property for which the variance is sought and are not applicable generally to other property?

- c. Did the need for the variance arises because of the particular physical surroundings, shape or topographical conditions of the specific property involved and will a particular hardship to the owner result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out?

- d. Will the variance in any manner vary the provisions of the Zoning Ordinance or Comprehensive Plan as interpreted by the Commission or their agents?

- e. If the variance impacts on design and construction of public facilities, have all appropriate public agencies been given ample time to comment in writing to the Commission?

Include any other documents/information which you feel will aid the Board in making its determination.

Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, across streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations. I understand that it is the responsibility as the Subdivider to file with the County Recorder one copy of the approved variance with the final plat within thirty (30) days of the final plat signature date and a copy provided to the Office. Failure to file within this time shall constitute a violation of this ordinance.

Date	Signature of Applicant
COMPLETED BY PLANNING OFFICE Application Accepted on: _____ Application Accepted by: _____	Meeting Information: Plan Commission 101 W Main St, Madison, IN 47250 – Council Chambers Meeting Date: _____ Time: 5:30PM

Documentation Review (Completed by Planning Office)

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| <input type="checkbox"/> Owner Authorization provided (if req'd) | <input type="checkbox"/> GIS Information to applicant and attached |
| <input type="checkbox"/> Site plan is adequate | <input type="checkbox"/> Certified Mail Receipts received (attach) |
| <input type="checkbox"/> Narrative Statements completed | <input type="checkbox"/> Certified Mail Green Cards received (attach) |
| <input type="checkbox"/> Application is complete | |