



DOCKET ID ASSIGNED:  
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101 W Main St  
Madison, IN 47250  
(812) 265-8324

## Application for Variance Of Use

Application Fee	\$ 60.00
Ad Fee (for Legal Notice)	\$ 15.00
Recording Fee	\$ 25.00
<b>Total Due</b>	<b>\$ 100.00</b>

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](http://www.madison-in.gov/reporting).

Purpose: Per the City of Madison Zoning Ordinance, the Board of Zoning Appeals shall approve or deny variances of use from the terms of the Zoning Ordinance. The Board may impose reasonable conditions as a part of its approval. A variance may be approved only upon a determination by the Board.

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: \_\_\_\_\_  
 \_\_\_\_\_  
 Schedule of Use Category #: \_\_\_\_\_  
 Description of Proposed Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submit property site plan showing structures, setbacks, parking, adjoining streets and neighboring land uses. This Site Plan must include the distance of the closest point from any existing or planned structure to each property line.

Per the City of Madison Zoning Ordinance, a variance shall not be granted unless the Board makes specific findings of fact based directly on the particular evidence presented to it, which support conclusions that the standards and conditions has been met by the applicant. These Findings of Fact are established and required by Indiana Code.

**Provide a detailed Narrative statement demonstrating that the requested variance conforms to the following standards. Respond to each question with Yes/No and why. Use additional pages if necessary.**

1. Are there any special conditions and circumstances existing which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district?

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2. Will literal interpretation of the provisions of this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Zoning Ordinance?

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3. Do special conditions and circumstances result from the actions of the applicant?

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4. Will the variance requested confer on the applicant special privilege(s) that is denied by Zoning Ordinance to other lands, structures, or buildings?

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**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 Certified Mail receipts and 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 proof of attempt(s) of contact are provided. USPS delays will not be held against you if proof indicates that letters were sent appropriately.*

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.

_____ <b>Date</b>	_____ <b>Signature of Applicant</b>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>COMPLETED BY PLANNING OFFICE</b>            Application Accepted on: _____            Application Accepted by: _____         </td> <td style="width: 50%; padding: 5px;"> <b>Meeting Information: Board of Zoning Appeals</b>            101 W Main St, Madison, IN 47250 – Council Chambers  <b>Meeting Date:</b> _____ <b>Time: 6:00PM</b> </td> </tr> </table>		<b>COMPLETED BY PLANNING OFFICE</b> Application Accepted on: _____ Application Accepted by: _____	<b>Meeting Information: Board of Zoning Appeals</b> 101 W Main St, Madison, IN 47250 – Council Chambers <b>Meeting Date:</b> _____ <b>Time: 6:00PM</b>
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- Documentation Review** (Completed by Planning Office)
- \_\_\_ Owner Authorization provided (if req'd)
  - \_\_\_ Site plan is adequate
  - \_\_\_ Narrative Statements completed
  - \_\_\_ Application is complete
  - \_\_\_ GIS Information to applicant and attached
  - \_\_\_ Certified Mail Receipts received (attach)
  - \_\_\_ Certified Mail Green Cards received (attach)

Staff Notes