

## Tipton County Board of Zoning Appeals Checklist:

The following information must be provided thirty days prior to the regularly scheduled BZA meeting. BZA meetings are held the first Wednesday of every month (except for holidays). BZA meetings are held at 101 E. Jefferson Street Tipton, IN 46072 (Tipton County Court House).

**Filing Fee:    \$350.00**

Variance from Development Standards  
 Variance of Use  
 Special Exception  
 Conditional Use  
 Variance from Floodplain  
 Appeal to Administrative Decision

### Applicant checklist:

1. Application completed and signed. A Power of Attorney letter is required when petitioner is not owner.
2. Complete Legal Description, deed, or Plat of Survey.
3. Site Plan drawn to scale showing existing and proposed structures with dimensions, driveways, and any roads the property has frontage on, and the dimensions from all structures to the property lines. Any additional information required by staff.
4. Legal advertisement placed in a paper, by petitioner, of local circulation at least 10 days prior to public hearing. Legal Advertisement drafted by Plan Commission. Proof of publication must be presented to staff prior to public hearing.
5. Notification of adjacent property owners. This list is generated by Tipton Plan Commission staff. Petitioner is responsible to contact via certified US Mail and return certification to staff prior to prior to public hearing.
6. Place sign and frame at location at least 10 days prior to public hearing.
7. Appear before the Advisory Board of Zoning Appeals.

This is to certify that \_\_\_\_\_ (hereinafter

“Petitioner”) is authorized to apply for a \_\_\_\_\_,

concerning the attached described real estate. Said petition will appear before the County of Tipton Advisory Board of Zoning Appeals.

Board of Zoning Appeals Application: County of Tipton, IN  
101 E. Jefferson St. Tipton, IN 46072



County Plan Commission: (765) 675-6063

Petition #:

[tiptoncoplan@tds.net](mailto:tiptoncoplan@tds.net)

Fee:

Petitioner Information: (if petitioner is not owner of record a power of attorney is required)

Petitioner Name:

Petitioner Address:

Phone:

Email:

Site Information:

Location address:

General location of property:

Zoning District:

Overlay:

Floodplain Designation:

Petition Request:

Variance from Development Standards:

Variance of Use:

Special Exception:

Conditional Use:

Appeal administrative decision:

Flood Zone Variance:

Petition Request:

Zoning Ordinance Regulation:

Application checklist: Initial when complete

Application:

Site Plan:

Findings of fact:

Fee:

Copy of deed:

Petitioner Responsibility:

As required by Director:

This is to certify that

(hereinafter "petitioner") si authorized to apply for a

, concerning attached described real estate. Said case will appear before the: Board of Zoning

Appeals

Signature

Date

## **Findings of Fact: Floodplain Variance**

809 FLOODPLAIN VARIANCE: Petitions for variances to the provisions set forth in Section 402 herein may be considered provided any terms and conditions imposed by the Department of Natural Resources shall be incorporated into the issuance of any local permit.

A. there exists a good and sufficient cause for the requested variance;

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B. the strict application of the terms of this Ordinance will constitute an exceptional hardship to the applicant; and

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C. the granting of the requested variances will not increase flood heights, create additional threats to the public safety, cause additional public expense, create nuisances, cause fraud or victimization of the public, or conflict with existing laws or ordinances.

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Signature of Petitioner

BZA Decision:

It is therefore the recommendation of the Tipton Board of Zoning Appeals that this Variance in a Floodplain Designation: Approved/Denied (      )

Findings of Fact and Conditions: \_\_\_\_\_

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Chairperson

Date