

## 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: Special Exception**

805 SPECIAL EXCEPTIONS: A Board of Zoning Appeals shall approve or deny all special exceptions from the terms of the zoning ordinance, but only as specified in the zoning ordinance. The Board may impose reasonable conditions as a part of its approval.

A. the zoning ordinance authorizes the special exception request and the request conforms to all general regulations of this Ordinance; \_\_\_\_\_

\_\_\_\_\_

B. the proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons, and shall comply with the performance standards herein;

\_\_\_\_\_

\_\_\_\_\_

C. the proposed use shall be sited, oriented, and landscaped so that the relationship of its buildings and grounds to adjacent buildings and properties does not impair health, safety, or comfort, and does not adversely affect values of adjacent properties;

\_\_\_\_\_

\_\_\_\_\_

D. the proposed use shall produce a total environment effect which is consistent with, and not harmful to, the environment of the neighborhood;

\_\_\_\_\_

\_\_\_\_\_

E. the proposed use shall organize vehicular access and parking to minimize conflicting traffic movement on adjacent streets;

\_\_\_\_\_

\_\_\_\_\_

F. in the case of a change in nonconforming use, the proposed use shall be equally appropriate or more appropriate to the district than the existing or former non-conforming use; and

\_\_\_\_\_

\_\_\_\_\_

G. the proposed use shall promote the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

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\_\_\_\_\_  
Signature of Petitioner

BZA Decision:

It is therefore the recommendation of the Board of Zoning Appeals that this Special Exception is:

Approved/Denied (       )

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

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\_\_\_\_\_  
ChairpersonDate