

AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
Public Hearing of the Greencastle Board of Zoning Appeals

STATE OF INDIANA)
COUNTY OF PUTNAM) SS:

I, _____, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED
(Name of person mailing letters)

PARTIES OF THE PUBLIC HEARING BY THE GREENCASTLE BOARD OF ZONING APPEALS, to consider the application

of: _____ : Case #: _____
(Name of person on application)

Requesting: _____

For Property Located at: _____

Was sent to the following owners and addresses as listed in the Plat Books of the Putnam County Plat Office (attach additional sheets if necessary):

OWNERS

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

And that said notices were sent on or before the _____ day of _____, _____, being at least ten (10) days prior to the date of the Public Hearing.

(Name of person mailing the letters)

State of Indiana)
County of Putnam) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public / Printed

Residing in _____ County My Commission expires _____

AFFIDAVIT & CONSENT OF PROPERTY OWNER
Application to the Greencastle Board of Zoning Appeals

STATE OF INDIANA)
COUNTY OF PUTNAM) SS:

I, _____, AFTER BEING DULY SWORN, DEPOSE AND SAY THE
(Name of property owner)
FOLLOWING:

1. That I am the owner of real estate located at _____;
(Address of affected property)
2. That I have read and examined the Application made to the Greencastle Board of Zoning Appeals by:
_____ Case #: _____;
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the Greencastle Board of Zoning Appeals.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)
County of Putnam) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public Printed

Residing in _____ County My Commission expires _____

NOTICE OF PUBLIC HEARING
Notice by the Greencastle Board of Zoning Appeals

Notice is hereby given that the Greencastle Board of Zoning Appeals will hold a Public Hearing on _____
(Date of hearing)
at _____ at Greencastle City Hall located at 1 North Locust Street, Greencastle, Indiana, to consider
(Time)
a petition by _____, case number _____, to allow the following:
(Name of applicant) (Case number)

(Type a brief description of request)

On property commonly know as _____ and also described by the following:
(Common address of property)

(INSERT LEGAL DESCRIPTION OF PROPERTY)

A copy of this Petition, and all information pertaining thereto are on file and available for examination prior to the Public Hearing at the offices of the Greencastle Board of Zoning Appeals located in City Hall at 1 North Locust Street, Greencastle, IN 46135.

Written comments in support of or in opposition to the Petition may be filed with or mailed to the City Planner prior to the Public Hearing at the above address, or filed with the Board of Zoning Appeals Secretary at the Public Hearing. Said Public Hearing will be open to the public and any objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

Applicant's Name



**DEVELOPMENT STANDARDS VARIANCE
Finding of Fact by the Greencastle Board of Zoning Appeals**

Applicant: _____ Case #: _____

Location: _____

The Board of Zoning Appeals of the City of Greencastle, having heard the application for variance described above, and all opposition from parties claiming to be adversely affected thereby, does now enter the following findings:

1. The variance of the development standards **will/will not** be injurious to the public health, safety, moral, and general welfare of the community. *(Circle BZA finding)*
2. The use and value of the area adjacent to the property included in the variance **will/will not** be affected in a substantially adverse manner. *(Circle BZA finding)*
3. The strict application of the terms of the Greencastle Zoning Ordinance **would/would not** result in an unnecessary hardship in the use of the property. *(Circle BZA finding)*

Based on the findings described above, the Board does now **approve/deny** this application. So ordered this _____ day of _____, _____. *(Circle BZA finding)*

If approved, this development standards variance applies to the subject parcel until such time as the property conforms with the applicable Zoning Ordinance as written. The approval of this application is subject to the following reasonable conditions being met and maintained by the petitioner and all future entities responsible for the conditions of this property:

1. _____
2. _____
3. _____
4. _____
5. _____

Greencastle Board of Zoning Appeals

By: _____
Chairperson

Attest: _____
Secretary



USE VARIANCE
Finding of Fact by the Greencastle Board of Zoning Appeals

Applicant: _____ Case #: _____

Location: _____

The Board of Zoning Appeals of the City of Greencastle, having heard the application for variance described above, and all opposition from parties claiming to be adversely affected thereby, does now enter the following findings:

1. The variance of use **will/will not** be injurious to the public health, safety, moral, and general welfare of the community. *(Circle BZA finding)*
2. The use and value of the area adjacent to the property **will/will not** be adversely affected. *(Circle BZA finding)*
3. The strict application of the terms of the Greencastle Zoning Ordinance **would/would not** result in a practical difficulty in the use of the property. *(Circle BZA finding)*
4. The strict application of the terms of the Greencastle Zoning Ordinance **would/would not** constitute an unnecessary hardship as they apply to the property for which the variance is sought. *(Circle BZA finding)*
5. The approval of the variance **would/would not** interfere substantially with the Comprehensive Plan. *(Circle BZA finding)*

Based on the findings described above, the Board does now **approve/deny** this application. So ordered this ____ day of _____, _____. *(Circle BZA Finding)*

If approved, this use variance applies to the subject parcel until such time as the property conforms with the applicable Zoning Ordinance as written, or (c) ownership of the property changes. The approval of this application is subject to the following reasonable conditions being met and maintained by the petitioner and all future entities responsible for the conditions of this property:

1. _____
2. _____
3. _____
4. _____
5. _____

Greencastle Board of Zoning Appeals

By: _____
Chairperson

Attest: _____
Secretary



**SPECIAL EXCEPTION
Finding of Fact by the Greencastle Board of Zoning Appeals**

Applicant: _____ Case #: _____

Location: _____

The Board of Zoning Appeals of the City of Greencastle, having heard the application for special exception described above, and all opposition from parties claiming to be adversely affected thereby, does now enter the following findings:

1. The special exception **will/will not** be injurious to the public health, safety, moral, and general welfare of the community. *(Circle BZA finding)*
2. The requirements and development standards for the requested use prescribed by this Ordinance **will/will not** be met. *(Circle BZA finding)*
3. Granting the special exception **will/will not** be contrary to the general purposes of the Zoning Ordinance, and will not permanently injure other property or uses in the same zoning district and vicinity. *(Circle BZA finding)*
4. The proposed use **will/will not** be consistent with the character of the zoning district in which it is located and the Greencastle Comprehensive Plan. *(Circle BZA finding)*

Based on the findings described above, the Board does now **approve/deny** this application. So ordered this ____ day of _____, _____. *(Circle BZA finding)*

In approving this special exception, the Board has made the following limitations regarding a specific entity and a specific time period for the use of the property consistent with this application:

The approval of this application is subject to the following reasonable conditions being met and maintained by the applicant.

1. _____
2. _____
3. _____
4. _____
5. _____

A use authorized as special exception may not be expanded, extended, or enlarged unless reauthorized by the Board under the procedures set forth in the Zoning Ordinance for granting a special exception.

Greencastle Board of Zoning Appeals

By: _____
Chairperson

Attest: _____
Secretary



**FLOOD HAZARD AREA STANDARDS VARIANCE
Finding of Fact by the Greencastle Board of Zoning Appeals**

Applicant: _____ Case #: _____

Location: _____

The Board of Zoning Appeals of the City of Greencastle, having heard the application for variance described above, and all opposition from parties claiming to be adversely affected thereby, does now enter the following findings:

1. There **does/does not** exist good and sufficient cause for the requested variance of the Flood Hazard Area standards. *(Circle BZA finding)*
2. The strict application of the terms of the Greencastle Zoning Ordinance **would/would not** constitute an exceptional hardship to the applicant. *(Circle BZA finding)*
3. The granting of the requested variance **will/will not** increase flood heights, create additional threats to public safety, cause additional public expense, create nuisances, cause fraud or victimization of the public, or conflict with other existing laws or ordinances. *(Circle BZA finding)*

Based on the findings described above, the Board does now **approve/deny** this application. So ordered this ____ day of _____, _____. *(Circle BZA finding)*

If approved, this development standards variance applies to the subject parcel until such time as the property conforms with the applicable Zoning Ordinance as written. The approval of this application is subject to the following reasonable conditions being met and maintained by the petitioner and all future entities responsible for the conditions of this property:

1. _____
2. _____
3. _____
4. _____
5. _____

Greencastle Board of Zoning Appeals

By: _____
Chairperson

Attest: _____
Secretary