

**CITY OF LEBANON
401 S. MERIDIAN STREET
LEBANON, IN. 46052**

CONDITIONAL USE APPLICATION PROCEDURE AND FORMS

If compliance with specific requirements or restrictions of the Unified Development Ordinance in an unnecessary hardship or practical difficulty, you may request a Conditional Use from the terms of the Ordinance. The Board of Zoning Appeals has the exclusive authority to decide all Conditional Use requests.

PROCESS:

1. Schedule meeting with the Lebanon Planning & Zoning Administrative Department staff, at least one week before the anticipated application, to discuss the proposed action and obtain required forms.
2. Present completed application to the City of Lebanon Planning and Zoning Department to be placed on the Board of Zoning Appeals agenda. Completed applications must be submitted 15 days before the Board of Zoning Appeals meeting. The Planning & Zoning Administrative Department will determine if the application is complete. If it is not, you will be notified of any deficiencies. Applications submitted or completed after the deadline will be placed on the agenda for the following month.
3. Present request to the Board of Zoning Appeals at a Public Hearing. The Board will hear evidence and make a decision on your application.

REQUIRED APPLICATION MATERIALS:

1. Application/Statement of Intent. The applicant must submit a completed application/statement of intent, including all attachments. See form on page 1.
2. Proposed Findings of Facts. The applicant must submit proposed findings of fact, stating how it believes each factors required for the granting of a variance. See form on page 2.
3. Affidavit and Consent of Property Owner. If the application is not the owner of the subject property, an affidavit signed by the property owner must be provided, confirming the owner's consent to the application and the requested variance. See form on page 3.
4. Public Notice- The Planning & Zoning Department will publish notice of the public hearing in a proper newspaper at least 10 days prior to the BZA meeting. The applicant is responsible for reimbursing the cost of the publication to the City of Lebanon. See form on page 5.
5. Notice letter to surrounding property owners. **The Planning & Zoning Department staff will complete this section for the applicant and an invoice will be generated so the applicant can reimburse the city for this expense.** The Unified Development Ordinance (Sec. 9.15) requires the applicant to provide written notice of the application and public hearing to all "interested parties" at least 10 days before the Board of Zoning Appeals meeting. Interested parties are the surrounding property owners within 300 feet of the boundaries of the property for which the variance is sought.
 - A. Certified Mail: Notice may be provided to an interested party by certified mail, return receipt requested. The applicant must keep the return receipt of mailing and provide then to staff as provided in paragraph5.

6. **Certificate of Notice.** The Planning & Zoning Department staff will complete this section for the applicant and an invoice will be generated so the applicant can reimburse the city for this expense. This form must identify all interested parties, as defined above, and must identify the date and manner in which each interested party was provided with the notice letter (certified mail or personal delivery). The return receipt of mailing and signed verification of personal service forms must be attached to the certificate of notice, showing proper notice to all interested parties.
7. **Application Fee:** At the time of submitting the Application, the applicant must pay the required application fee. The fee for a Conditional Use application is currently \$300.00. Checks may be made payable to the City of Lebanon.
8. **Commitments:** If the applicant intends to make any commitments regarding the use or development of the subject property, the proposed written commitments shall be provided upon submission of the application.

GENERAL INFORMATION:

1. You must submit the completed application materials and all other required information and documents to the to the Planning & Zoning Office for review not less than 15 days before the Board of Zoning Appeals meeting in order to be placed on the agenda. Your application will not be placed on the BZA agenda until all required materials and the filing fees are submitted.
2. Important additional information pertinent to your variance application, including the public notice requirements, is contained in the Unified Development Ordinance and the Board of Zoning Appeals Rules of Procedures. You are strongly encouraged to review both documents.
3. It is your responsibility to demonstrate compliance with all notice requirements. Failure to do so may cause delay in the Board hearing your case.
4. It is your burden to prove that all of the factors required for the granting of a variance are satisfied. Failure to show that any of the factors are met will require the Board to deny the request.
5. If the Board of Zoning Appeals denies your request, you have the right to seek review of that decision by the Boone County Circuit or Superior Courts. In that event, the required action must be initiated with the court within 30 days of the board's decision.
6. You may wish to engage an attorney for filing and representation at the meetings.

**CITY OF LEBANON
APPLICATION FOR CONDITIONAL USE
STATEMENT OF INTENT**

I _____ Docket # _____

This application and all accompanying information must be completed and filed in the City of Lebanon Planning & Zoning Office not less than 15 days prior to the regular meeting of the City Board of Zoning Appeals.

1. **Applicant:** Name _____ Phone # _____

Address _____

2. **Property Owner:** Name _____ Phone # _____

Address _____

3. **Applicants agent, attorney or other contact (if any):**

Name _____ Phone # _____

Address _____

4. **Subject Property:**

Street or road #/ address of subject property: _____

Zoning Classification of Property: _____

Legal Description of property (attach sheet) _____

Size of property (dimensions and /or acreage): _____

Current use of property: _____

Comprehensive Plan Designation: _____

5. **Requested Conditional Use** (provide a detailed description of Conditional Use requested):

6. **Site Plan:** Attach a site plan drawn to scale showing the dimensions of the property, all required setbacks, and the size and location of all existing and proposed buildings and other improvements, including but not limited to those involving the requested Conditional Use...

I affirm that the information contained in the application and its supplements is true and correct.

Date _____ Signature _____

Conditional Use
Proposed Findings of Fact

The following conditions must exist in order to grant a Conditional Use. In the space provided, please indicate how the proposed use will conform to the following conditions.

1. The proposed use is listed as a Conditional Use for the particular zoning district of the subject site.

2. The established, maintenance, or operation of the Conditional Use will not be determined to or endangered the public health, safety, morals, or general welfare of the community.

3. The Conditional Use will not be injurious to the use and enjoyment of the other property in the immediate vicinity for lawfully-permitted purposes, nor substantially diminished or impaired property values within the neighborhood and zoning district.

4. The establishment of the Conditional Use will not impede or substantially alter the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.

5. Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided.

6. The proposed use is not in conflict with the goals of the Comprehensive Plan or the Unified Development Ordinance.

AFFIDAVIT AND CONSENT OF PROPERTY OWNER

If the owner(s) of the subject is/are giving authorization for someone else to apply for the variance, this Affidavit must be completed and signed by the owner(s), and submitted with the Application.

I (we) _____, being duly sworn, state as follows:
(owner of subject property)

1. I am a competent adult, over 21 years of age, and have personal knowledge of the matters stated in this affidavit.
2. I (we) am (are) the owner(s) of the property commonly known or legally described as

(property address or legal description)

-
3. I (we) are aware of the variance requested by _____,
(applicant's name)

relating to my property, and I (we) authorize the applicant to seek this variance.

I affirm under the penalties of perjury that the foregoing statements are true and correct.

Signature

Date

CERTIFICATE OF NOTICE

The application must list below the names and addresses of all interested parties (surrounding land owners within 300 feet of the subject property, the method by which each owner provided with notice of the application and hearing, and the date each notice was either mailed or personally delivered. Each certificate mail return and signed verification of personal service should be attached to this form.

Legal Owners Name	Address	Method of Notice Mail/ Personal	Date of Notice
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I/we affirm that the list of property owners set forth above (and attached hereto) is a true and complete listing of all owners of property located within 300 feet of the subject property and that the above information concerning the method and date of providing notice to each of them is true and accurate.

Signature

Date

Signature

Date

NOTICE OF PUBLIC HEARING

Notice is hereby given that on the _____ day of _____, 20____, at _____PM a public hearing will be held before the Lebanon Board of Zoning Appeals located in the Municipal Building Council Chambers 401 S. Meridian Street, Room 208 in the City of Lebanon, IN, on the application of a Conditional Use request. For an Improvement Location Permit as specified in the Zoning Code of Lebanon: Ordinance #74-12, as amended.

The Conditional Use has been requested by _____
_____ and concerns the property located at _____
_____ Lebanon, Indiana. The applicant requests a Conditional Use to
allow _____

_____.
The legal description of the property is as follows: _____

The Lebanon Board of Zoning Appeals will conduct a public hearing at the time and place specified. Interested persons desiring to present their views upon the application may do so at the hearing. Written comments concerning the application may be submitted to the Lebanon Planning & Zoning Administration Department, located at the Municipal Building, Council Chambers 401 S. Meridian Street room 208. Said hearings may be continued from time to time as may be necessary.

George Piper
Chairman, Lebanon Board of Zoning Appeals
City of Lebanon, Indiana

NOTICE TO PUBLIC HEARING TO PROPERTY OWNERS

CITY OF LEBANON, INDIANA

Date: _____

To: _____

Dear: _____,

This is to inform you that on the _____ day of _____, 20____ at _____ PM. The Lebanon Board of Zoning will hold a Public Hearing on an application for a Conditional Use from the terms of the Lebanon Unified Development Ordinance, held at the City of Lebanon Municipal Building located at 401 S. Meridian Street room 208.

This Conditional Use has been requested by _____ and concerns the property located at _____ Lebanon , Indiana. The applicant requests a Conditional Use be allowed: _____

_____ The Application materials submitted by the applicant may be reviewed or obtained from the Lebanon Planning & Zoning Administration Department located at 401 S. Meridian Street, Lebanon Municipal Building 2nd floor (765) 482-8845.

The Lebanon Board of Zoning Appeals will conduct a public hearing at the time and place specified. Interested persons desiring to present their views upon the application may do so at the hearing. Written comments concerning the application may be submitted to the Lebanon Planning & Zoning Administration Department at or before such hearing and will be presented to the Board. Said hearing may be continued from time to time as may be necessary.

By: George Piper
Title: Chairman, Board of Zoning Appeals

**VERIFICATION OF PERSONAL SERVICE
AND WAIVER OF FURTHER NOTICE**

I/we, _____, am/are the owners of the property located at the address indicated below, which is within 300 feet of the real estate located at _____; which is the subject of a Conditional Use application submitted by _____.

I/we hereby acknowledge that on _____ I/we personally received a "Notice of Public Hearing to Surrounding Property Owners concerning the hearing to be held by the Lebanon Board of Zoning Appeals at _____ p.m. on _____ at the Municipal Building in Lebanon, Indiana, concerning the Conditional Use request described in the Notice. Because I/we

received this Notice, I/we waive the right to notice by certified mail.

Signature

Signature

Printed

Printed

Address

(This address must be the address of the property you own in proximity to the property which is the subject of the variance request, ie, the address of the property that entitles you to notice of the public hearing)

**LEBANON BOARD OF ZONING APPEALS
2018 MEETING DATES**

Meeting Time: 7:00 pm
The Board meets the 1st Monday of every month

401 S. Meridian Street
2nd floor Council Chambers

Pre Submittal meeting w/ Staff	Filing deadline	TAC 9:00 am	Last day for public notice to be published	Agenda & Staff Report published	Last day to submit info to the file (not to be in staff report)	Public Hearing
6-Dec-18	13-Dec-18	TBD	18-Dec-17	26-Dec-17	26-Dec-17	2-Jan-18
10-Jan-18	17-Jan-18	TBD	22-Jan-18	30-Jan-18	30-Jan-18	5-Feb-18
7-Feb-18	14-Feb-18	TBD	16-Feb-18	27-Feb-18	27-Feb-18	5-Mar-18
7-Mar-18	14-Mar-18	TBD	19-Mar-18	27-Mar-18	27-Mar-18	10-Apr-18
11-Apr-18	18-Apr-18	TBD	23-Apr-18	1-May-18	1-May-18	7-May-18
9-May-18	16-May-18	TBD	21-May-18	29-May-18	29-May-18	4-Jun-18
6-Jun-18	13-Jun-18	TBD	18-Jun-18	26-Jun-18	26-Jun-18	2-Jul-18
11-Jul-18	18-Jul-18	TBD	23-Jul-18	31-Jul-18	31-Jul-18	6-Aug-18
8-Aug-18	15-Aug-18	TBD	20-Aug-18	28-Aug-18	28-Aug-18	4-Sep-18
5-Sep-18	12-Sep-18	TBD	17-Sep-18	25-Sep-18	25-Sep-18	1-Oct-18
10-Oct-18	17-Oct-18	TBD	22-Oct-18	30-Oct-18	30-Oct-18	5-Nov-18
7-Nov-18	14-Nov-18	TBD	19-Nov-18	27-Nov-18	27-Nov-18	3-Dec-18

*TBD (A BZA TAC MEETING WILL BE SCHEDULED AS NEED PER APPLICATION REQUESTS)