

Presentation of Variances and Special Exceptions to Vincennes Board of Zoning Appeals

The following are the rules and procedures for presenting them to the Vincennes Board of Zoning Appeals. All the following requirements must be met to submit a complete application.

NO INCOMPLETE APPLICATIONS WILL BE INCLUDED ON THE AGENDA. To build or otherwise change or modify the use of your land, you must first apply for a land-use permit / improvement location permit from the Knox County Area Plan Commission. If (K.C.A.P.C) denies your request, you must obtain an official application form for the **Vincennes Board of Zoning Appeals** from the City Inspector's office in City Hall at 205 Vigo Street.

The Vincennes Board of Zoning Appeals Meet on the 1st Wednesday of each month at 6:00 PM in the City Council Chambers In rear of City Hall 201 Vigo Street.

- There is a **\$50.00 Filing Fee** and retain your receipt from the inspectors' office
- Deliver **6 copies** of the completed application to the inspectors' office.
- Give general notice of your intentions **via publication in the newspaper 10 business days prior to the meetings are required.**
- Send **Certified Mail Notices** to all adjacent landowners (**Not Tenants**) you must also submit the list of names and addresses of these landowners with your application on the paper attached.
- Photographs of the existing site and the structures to which the change will occur. For all mobile homes, provide a copy of the title for proof of age and 4 current pictures of all four sides of the mobile home.

On the day of the Board of Zoning Appeals Meeting:

Be present to represent your application!! You or your representee must be present to explain your proposed project and answer questions. Applications lacking representation will not be considered.

Bring with you to the meeting:

- Proof of the newspaper publication by showing an affidavit of publication signed by the publisher.
- Proof of Certified Mailings to all contiguous landowners by providing the returned receipts signed by the landowners. **(Green Cards)**

Application for Special Exception Use And / or Variance from the Requirements

Of the Zoning Ordinances of the City of Vincennes

This application must be in the inspector's office 10 days prior to the BZA meeting to be eligible for consideration at that meeting.

Applicant:

Address of Applicant:

Landowner:

Address of Landowner:

Premises Affected: Lot _____ In:

Street or Road: #

Other Description:

Zoning Classification:

Please provide a **Detailed** description of the special exception and or variance you are applying for and the reasons you are requesting the special exception and or variance.

Vincennes Sun Commercial
812-886-9955

Email: classified@suncommercial.com

Please send legal notice to the Sun Commercial (14) days prior to the BZA meeting to allow for a (10) state mandated legal notice.

Legal Notice
To All
Interested Persons:

You are hereby notified that the _____ day of _____ 20____,

At 6:00 p.m. in the Council Chambers at the rear of City Hall Vincennes, Indiana the Board of Zoning Appeals will consider an application for a (variance) (conditional use) to permit location of

Located at

and owned by _____,
Vincennes, Indiana

More particularly described as follows:

Lot# _____ in _____ Sub-Division

Notice is hereby given to all interested persons in order that they might appear in person or by council if they have any questions concerning this petition for (variance) or (conditional use) or objections to the same which they want to be present to the Vincennes Board of Zoning Appeals. All petitions may be reviewed prior to the hearing at the office of the City Inspector.

NOTE:

****** If the petition to be presented to the Board of Zoning Appeals is for a variance from the Vincennes City, in this space it must be inserted how many feet from the property line (Side, Back, Front) the structure is requested to be placed or built. **Example:** “to permit location of a 24- foot by 24-foot residential garage to be constructed within 3 foot of the side property line instead of the required 6 foot

The petition will be heard in public on the _____ day of _____ at 6:00 P.M in the Council Chambers in the rear of City Hall. Any interested person may appear in person, by authorized representee or present a written statement of approval or objection to the office of the Vincennes City Inspector prior to this time. The petitioner (s) or an authorized representee **Must** be present for the petition to be heard.

Request for removal or request for continuance from the agenda **Must** be made to the office of the Vincennes City Inspector by 12:00 Noon on the Friday preceding the meeting.

The above information and exhibits to my knowledge and belief, are true and correct. The property affected is in the Vincennes City Civil or taxing district.

Signed: _____

Date: _____

Adjoining Landowners:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____