

# ADMINISTRATIVE APPEAL APPLICATION

## STARKE COUNTY BOARD OF ZONING APPEALS

Applications for Variances Will Not Be Taken Until Attached is Submitted  
QUESTIONS? Call 1-574-772-9176 Incomplete Applications NOT Accepted

1. Detailed narrative explaining what / why variance needed (as much as possible).
2. Site Plan as to what is on property and what will be placed on property.
  - a. All boundary lines.
  - b. Existing structure(s) use including square footage and exact location on site plan relative to other buildings and property lines.
  - c. Proposed use of new structures(s), sq footage and exact location on site plan relative to all other buildings and property lines.
  - d. Indicate all parking facilities, driveways, septic, and well.
  - e. Proposed hours and days of operation.
  - f. Proposed outdoor activities or special events.
  - g. Indicate number of customers, clients, members, etc.
3. Have all State requirements and permits and/or licenses if needed.

Please Answer all questions below. Yes or No answers are NOT acceptable.

4. Are you currently unable to put the property to any economically viable use under any of the permitted uses in the district which it is located, if not, why?
5. Does the variance request stem from a condition which is unique to the property in question and not ordinarily found in the district, and if so, why?
6. Was the hardship/difficulty condition existing or was it created by the applicant? What is the hardship/ difficulty?
7. Is the granting of the variance necessary for the reasonable use of the land or building, and is it the minimum variance that will accomplish this purpose?
8. Is the granting of the variance in harmony with the general purpose and intent of the Zoning Code; will this substantially alter the character of the neighborhood?

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STARKE COUNTY BOARD OF ZONING APPEALS

53 EAST MOUND STREET  
KNOX, IN 46534  
PHONE: 574-772-9176  
OFFICE HOUR: MONDAY – FRIDAY 8-4 P.M.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Nature of Appeal (state precisely what you are appealing):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Property if different than your own:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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(In signing this application), I authorize members of the Starke County Board of Zoning Appeals access to my property for the limited purpose of photographing and/or viewing the area affected by the variance requested in this application and verification of project dimensions.

Any dog (s) on property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, How Many? \_\_\_\_\_

**Please print or type**

Applicant / Agent

Name: \_\_\_\_\_

Property

Address: \_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Applicant or Agent's Signature:

\_\_\_\_\_

CURRENT BOARD MEMBERS THAT MAY ACCESS YOUR SITE:

ROBERTA LEE

MARK ALLEN

GENE PUGH

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I, \_\_\_\_\_ legal owner, of  
Property located at \_\_\_\_\_

Authorize \_\_\_\_\_

To Act as my Agent to make an application to the Starke County Board of Zoning  
Appeals for a variance.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

COUNTY OF STARKE STATE OF INDIANA; Subscribed and sworn to before me, a  
Notary Public, in and for said County and State.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

My Commission expires: \_\_\_\_\_ 20 \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

Printed Name \_\_\_\_\_

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The legal public hearing notice that the BZA secretary will publish in the local newspaper will require the applicant to make a payment for the public notice.

A notification affidavit is required to be completed at least ten (10) days PRIOR to the hearing date; if not, you then start a new process that includes the nonrefundable \$200 payment for the public hearing and a payment to be advertised in the newspaper.

**Read Carefully: You will be held responsible for all information contained herein:**

I hereby certify these statements to be true and correct and understand that approval include only the detail specifically described hereon and on the included sketch plans and inspection signoff sheet. Failure to comply, obtain further clearance for any changes in structures, use, or location, request renewal or post permit as required, may result in revocation of permit approval. Applicants must have a permit in hand with all signatures prior to starting construction or an additional fee will be issued.

Applicant \_\_\_\_\_ Date \_\_\_\_\_