



City of Richmond
Board of Zoning Appeals
Special Exception

Case Number:

BZA -- _____

Address:

Date Received:

Date of Hearing:

Department of Metropolitan Development
50 North 5th Street
Richmond, IN 47374

For questions, contact:

Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

Special Exception

Application Requirements

1. *Pre-Application Meeting*: Prior to submitting an application for a Special Exception, the applicant shall meet with the Zoning Administrator to review the zoning classification of the site, ordinance provisions, the application packet, and the procedure involved.
2. A complete application must be filed and fees paid a minimum of 28 days prior to the public meeting at which it is first to be considered by the Board of Zoning Appeals.
3. Submittals require the names and addresses of all known interested parties. Currently interested parties are defined as any adjacent property regardless if a road, river, railroad, or other physical barrier exists. This information may be obtained from the Wayne County Auditor's Office.
4. After the submittal has been deemed complete, the Zoning Administrator shall notify all interested parties of the public hearing by regular US mail a minimum of ten (10) days before the public hearing.
5. The City of Richmond Board of Zoning Appeals staff shall also place a sign on the subject parcel notifying the public of a scheduled hearing.

Site Plan Requirements

Applicable plans, drawings, and descriptions of the use and proposed site shall accompany the application. The supporting information shall accurately and completely describe the proposed project and demonstrate how the proposed project will meet all UDO standards, including but not limited to:

1. All existing and proposed structure(s)
2. Elevation of proposed construction, indicating the height of all structure(s)
3. Entire lot dimensions
4. Adjacent street(s)
5. Distances from structure(s) to property lines
6. Distance between structure(s)
7. Labelled property lines
8. Labelled recorded easements
9. All existing and proposed landscaped areas

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. It is the responsibility of the applicant to ensure the application is complete at time of submittal. Staff will not be available to provide missing information.

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Property Information

Property Address: _____

Parcel Number: _____

Subdivision Name (*if applicable*): _____

Overlay District (*if applicable*): _____

Zoning: _____ Acreage: _____

Property Owner Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Agent Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Special Exception

Details of Variance Request

Describe the Special Exception requested. (*List Unified Development Ordinance section number[s]*)

Describe the reasons for this request, including both existing and proposed uses.

The **Board of Zoning Appeals** shall assess this application based upon its adherence to **Findings of Fact** (*per UDO 9.13E*):

- i. The proposed special exception is consistent with the purpose of the zoning district and the *Richmond Comprehensive Plan*.
- ii. The proposed special exception will not be injurious to the public health, safety, morals and general welfare of the community.
- iii. The proposed special exception is in harmony with all adjacent land uses.
- iv. The proposed special exception will not alter the character of the district;
- v. The proposed special exception will not substantially impact property value in an adverse manner.

Before proposing **Findings of Fact** on the following page, consider these questions in relation to the property and Special Exception request:

*How does the proposed use adhere to Special Exceptions permitted in the zoning district?
How does it support the long-term planning and positive development of that district?*

What are the unique characteristics of the property with respect to lot size, shape, topography, and location that support the proposed use?

What other options are available? Why were these options not chosen?

How will approval of the Special Exception protect the public interest? In particular, how it will impact sensitive public resources and/or adjacent properties?

How is granting this Special Exception consistent with the spirit and intent of the Ordinance? In particular, how will it meet the purpose of the zoning district(s) in which the property is located?

Special Exception

Proposed Findings of Fact

1.) The Special Exception is consistent with the purpose of the zoning district and the *Richmond Comprehensive Plan* because:

2.) The Special Exception **WILL** _____ **WILL NOT** _____ be injurious to the public health safety, morals and general welfare of the community because:

3.) The Special Exception **IS** _____ **IS NOT** _____ in harmony with all adjacent land uses because:

4.) The Special Exception **WILL** _____ **WILL NOT** _____ alter the character of the district because:

5.) The Special Exception **WILL** _____ **WILL NOT** _____ adversely impact property value because:

Applicant Certification

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this document. I further understand that this completed application must be filed and fees paid at least twenty-eight (28) days prior to the next scheduled Board of Zoning Appeals meeting.

APPLICANT SIGNATURE: _____ **DATE:** _____

Special Exception

| |
|----------------------------|
| Owner Certification |
|----------------------------|

This is to certify that the undersigned is/are the owner(s) of the real estate described in said application, and hereby acknowledge(s) and agree(s) _____ is duly authorized to present said application before the City of Richmond, IN Board of Zoning Appeals

I swear or affirm under penalties for perjury that the above representations are true and correct.

Signature

Printed Name

Signature

Printed Name

STATE OF INDIANA, COUNTY OF _____.

Before me the undersigned, a Notary Public in and for _____ County, in the State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20_____

Notary Public

My commission expires _____



Date Received:

Case Number:

Date of Hearing:

Time of Hearing:
7:00pm

Location of Hearing:
City of Richmond
Council Chambers

3rd Floor, Municipal Building
50 North 5th Street
Richmond, IN 47374

For questions, contact:
Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

MEETING REMINDER

The applicant or certified agent must be present at the Board of Zoning Appeals hearing to explain the proposed Special Exception and to address and discuss comments and concerns posed by the Board of Zoning Appeals.

Failure to appear may result in the dismissal of the Application for a Variance.

The presenter should be capable of defending the variance request based upon the following Findings of Fact:

- i. The proposed special exception is consistent with the purpose of the zoning district and the *Richmond Comprehensive Plan*.
- ii. The proposed special exception will not be injurious to the public health, safety, morals and general welfare of the community.
- iii. The proposed special exception is in harmony with all adjacent land uses.
- iv. The proposed special exception will not alter the character of the district;
- v. The proposed special exception will not substantially impact property value in an adverse manner.

The presenter may also consider the following questions in relation to the property and Special Exception request.

- *How does the proposed use adhere to Special Exceptions permitted in the zoning district? How does it support the long-term planning and positive development of that district?*
- *What are the unique characteristics of the property with respect to lot size, shape, topography, and location that support the proposed use?*
- *What other options are available? Why were these options not chosen?*
- *How will approval of the Special Exception protect the public interest? In particular, how it will impact sensitive public resources and/or adjacent properties?*
- *How is granting this Special Exception consistent with the spirit and intent of the Ordinance? In particular, how will it meet the purpose of the involved zoning district(s)?*