



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
P.O. Box 401
Nashville, Indiana 47448

Phone: (812) 988-5490
www.browncounty-in.gov

BOARD OF ZONING APPEALS VARIANCE CHECKLIST

PLEASE NOTE: This application must be typed or printed neatly in ink.

Applications that do not include all the required items are incomplete and will **NOT** be docketed.

Complete applications must be submitted by 2:30 pm of the submission deadline day.

Complete applications and all checklist items must be delivered in person.

1. Application form signed by **all owners** of the property (Provided by the Plan Commission)
2. If applicant is different from owner, provide **affidavit from the owner** authorizing the applicant to apply for a variance
3. **Filing fee** (\$125.00) – payment due on docket date
4. Copy of the most recent **Property Card** (Provided by the Assessor's Office)
5. Copy of the most recently recorded **deed** for the property (Provided by the Recorders Office)
6. A **legal description** of the property if it is different than the legal description in the deed
7. Copy of a **plat map** containing the general area included in the variance (Provided by Plan Commission)
8. A typed or neatly printed **statement of your request** explaining reason for variance and include the following:
 - a. **Flood Plain District** in which the proposed use is located (Provided by the Plan Commission Office)
9. *This is provided by the Plan Commission ON DOCKET DATE. A list of the names and addresses of the adjacent **property owners within 600 feet** of the property lines of proposed site (250 feet for Nashville and the CSCD). It is highly recommended the applicant review the **public terminals** (located in the Treasure or Recorder Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners. Please see Procedure to file for Hearing handout for information about mailing certified letters.*
10. A **driveway permit** is required for driveways that access County, State or the Town of Nashville public maintained streets or roads. A driveway permit is not required for driveways that access privately maintained roads (Provided by the Highway Department or INDOT)
11. **Site Plan** (drawn neatly to scale on white paper, in ink or by computer, on 8 1/2" x 11" or 8 1/2" x 14" paper). This drawing will be distributed to the BZA members and the public, please submit a drawing that is legible and accurate. (See attached example) with the following:
 - a. **Location, dimensions, and size** of the property

- b. **Adjoining property owners** with their current property use.
- c. Location and size of all **buildings, ponds, structures**, and any other significant features on the property; **and** those proposed by petitioner. Indicate front and side elevations of any proposed structure. Show the distance from these features to the property lines.
- d. Location and size of all **entrances and exits** from the parcel, and all adjacent streets and highways and developments
- e. Location, size and dimensions of **required parking spaces, driveway, emergency access and vehicle turnaround areas** please see 4.11 and 4.12 of the zoning ordinance (Attached) for parking and driveway requirements
- f. **Landscape plans** are required for private recreational developments, airports, heliports, hospitals, industrial parks, manufactured housing parks, RV parks, penal and correctional institutions, and public utility substations

12. Documentation of **adequate electricity, sewage/septic, (request a visual inspection) and water** utilities serving the area (e.g. copies of utility bills)

13. **Dwelling in Flood Fringe: Elevations** of actual grade at site, and One Hundred Year Elevation (An elevation certificate is provided by the Surveyor)

14. **Pre-submission meeting** (Please schedule an appointment 1-2 weeks before submission deadline date. The purpose of this meeting is to review the application and checklist)

Applications should be ready to address the following at the Public Hearing

At the hearing, please explain your request and why you believe that it meets the requirements of the zoning ordinance.

If you live in the county, be prepared to discuss the following requirements and present reasons as to why you believe your request satisfies each of them:

1. There are special circumstance relating to the property that do not generally affect other property or other uses of the same kind in the same district and vicinity;
2. the special circumstances create hardship in that, if the variance is not granted, a substantial property right that is enjoyed by other properties in that district and vicinity cannot be enjoyed;
3. the granting of the variance will not be materially detrimental to the public welfare or materially injurious to other property or uses in that district and vicinity.

If you live in the town of Nashville, be prepared to discuss the following requirements and present reasons as to why you believe your request satisfies each of them:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and District.
2. The granting of the variance will not materially change the character of that district and vicinity, materially lower the market value of adjacent property, increase flood height, create additional threats to public safety, cause additional public expense or conflict with existing laws or ordinances.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and district in which the property is located.
4. The granting of the variance will not alter the land use characteristics of the vicinity and district, diminish the marketable value of adjacent land and improvements or increase the congestion in the streets.