

**APPLICATION:  
BOARD OF ZONING APPEALS**

Application Number: \_\_\_\_\_

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

**1.) Applicant Information:**

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

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

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

**2.) Name and mailing address of the owner of record (according to the Clark County Auditor) of the real estate to be affected by the requested exception or variance:**

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**3.) The property for which the exception or variance is requested is described as follows:**

Address (if assigned): \_\_\_\_\_

Zoning: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**4.) The following improvements are located upon this property (e.g. – Single Family House with one (1)**

accessory structure) \_\_\_\_\_,

and it is primarily used as \_\_\_\_\_.

**5.) Applicant seeks a variance or exception from the provisions or the Zoning Inspector's interpretation of:**

Chapter: \_\_\_\_\_ Section: \_\_\_\_\_ of the Zoning Code: (Description) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6.) Such a variance or exception may be allowed under Section 1244.06 of the City of New Carlisle Codified Ordinances. It is the responsibility of the applicant to disclose the following information before the Board of Zoning Appeals will hear the case and provide a narrative statement demonstrating that the requested variance conforms to the following standards:**

- a.) That special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same district;
- b.) That a literal interpretation of this Zoning Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under this Zoning Code;
- c.) That the special conditions and circumstances do not result from the actions of the applicant; and
- d.) That the granting of the variance requested will not confer on the applicant any special privilege that is denied by this Zoning Code to other lands, structures or buildings in the same district

(Please use the back of this application if more room is needed).

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**7.) Please include the following with this application:**

- a.) A reasonably accurate description of the real estate for which an exception or variance is sought, including present improvements and additions to be made under this application and indicating the size and dimensions thereof;
- b.) A legal description of the property (Please attach with this application);
- c.) In addition, the Board of Zoning Appeals may request a plot plan, drawn by a registered Engineer or Land Surveyor, indicating the exact location and size of the lot and current improvements erected and proposed improvements to be erected. This information must be supplied by the applicant.
- d.) A list of all properties and interested parties, to include names and mailing addresses from the Clark County Auditor, within 500 feet of the proposed variance or exception.

**PLEASE NOTE: THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARING**

|                        |          |
|------------------------|----------|
| _____                  | __/__/__ |
| Signature of Applicant | Date     |
| _____                  | __/__/__ |
| Signature of Applicant | Date     |

| <b>FOR OFFICE USE ONLY</b>          |  |
|-------------------------------------|--|
| Date Appeal Filed: __/__/__         | Fee Paid (\$125.00) _____                  |
| Date Application Ruled On: __/__/__ | Action Taken _____ Approved / _____ Denied |
| Comments: _____                     |  |
| _____                               |  |
| _____                               |  |