

### STEPS FOR REQUESTING A VARIANCE

1. Petition for a variance (page 2)
2. Call Connie Griffin to schedule date for public hearing with the Board of Zoning Appeals. (876-8008).
3. Notify Clerk-Treasurer of meeting date and **pay the filing fee of \$300.00.**
4. Notify adjacent property owners (see-page 3 & 4 for instructions and sample letter).
5. Publish legal notice at least ten days before public hearing (sample page 5).
6. Bring copies of the letters sent, certified mail receipts and the published legal notice to the public hearing.

PETITION FOR A VARIANCE  
Town of Ellettsville

TO: The Ellettsville Board of Zoning Appeals

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Name or Names

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Street Address

City, State & zip code

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Telephone Number

Hereby apply to the above named board for a hearing concerning the following:

Location: \_\_\_\_\_

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Present zoning \_\_\_\_\_

Requested Change: Variance for the purpose of:

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Reason for Request: \_\_\_\_\_

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Other Information: \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

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Received by: \_\_\_\_\_,

Title

Date set for Hearing \_\_\_\_\_

NOTIFICATION OF ADJACENT PROPERTY OWNERS  
DETAILED INSTRUCTIONS

Who must be notified?

All property owners who touch your property including those across any streets or alleys, which would touch your property if the streets and/or alleys were not there, are adjacent property owners.

How do you discover who the adjacent property owners are?

Go to the Monroe County Auditor's Office and ask for the Auditor's plat book or tax records. All property owners are listed in this book.

What information must the notices contain?

- Nature of request (i.e. change of zone, variance, home occupation permit, etcetera.)
- Time, dates, and location of all hearings on the request.

That under Indiana Law, any interested party may appear at said hearing and voice their opinion on the request.

When and how must the notices be mailed?

- Notices must be mailed no later than ten days prior to scheduled date of public hearings.
- All notices must be mailed via certified mail, return receipt requested.

What constitutes proof of notification?

- Sketch map showing names of adjacent property owners.
- A copy of letter sent to the specified property owners.
- Certified mail receipts for the letters.

Notice of Public Hearing

Date \_\_\_\_\_

The Ellettsville Board of Zoning Appeals will hold a public hearing at \_\_\_\_\_ p.m.  
on \_\_\_\_\_, at the Fire Training and Conference Room, 5086  
West State Road 46, Bloomington concerning the petition of  
\_\_\_\_\_

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for the purpose of requesting a Variance for \_\_\_\_\_.

For the property located at \_\_\_\_\_

And to which you are an adjacent property owner.

Under provisions of Indiana Law, you may appear and speak on the merit of this proposal at the public hearing at the time and date as set out herein. If you have any questions concerning this matter, you may telephone the petitioner (at the below listed number) or the Planning Department, 876-8616.

Ellettsville Board of Zoning Appeals

\_\_\_\_\_  
Petitioner/Attorney for Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Notify adjacent property owners, sample letter.

Notice of Public Hearing

The Ellettsville Board of Zoning Appeals will hold a public hearing on \_\_\_\_\_,

At \_\_\_\_\_ p.m. at the Ellettsville Fire Training and Conference Room, 5080 West State Road 46, Bloomington, Indiana

to consider a request regarding the following described real estate in the Town of

Ellettsville, Monroe County, Indiana, for the purposes of requesting a variance for

PETITIONER:

OWNER:

LOCATION:

ADDRESS:

Under the provisions of Indiana Law, any interested party may appear at said hearing and voice his/her opinions on this request.

Publish legal notice at least ten days before public hearing (this is the sample).