

# BOARD OF ZONING APPEALS

Application for Variation from the Requirements of the Master Plan  
Established by the Zoning Ordinance of Montgomery, Indiana

(CHECK ALL THAT APPLY)

Use Variance Petition  Development Standards Variance Petition

Special Exception Petition  Continuance & Other Special Requests  Approval Petition   
(Administrative Appeal Petition)

*All petitions shall include five (5) copies of the applicable petition, five (5) copies of the legal description of the subject property and three (3) copies of the exhibits, material and information required by and specified on said forms.*

Name of Petitioner: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Petitioner: \_\_\_\_\_

Name of Property Owner (if different from petitioner): \_\_\_\_\_

Property Owner's Address (if different from petitioner): \_\_\_\_\_

If Petitioner is not the property owner, written permission of the property owner for the application to be filed must accompany the application.

Address of Property for which Application is being made: \_\_\_\_\_

Parcel Number of Property for which Application is being made: \_\_\_\_\_

The Property Fronts on (name of Street or Road): \_\_\_\_\_

The Property is located between (nearest streets or roads intersection with the road in front of the property):

\_\_\_\_\_ Street/Road and \_\_\_\_\_ Street/Road

Lot/Plot Size: \_\_\_\_\_ Current Zoning of Property: \_\_\_\_\_

Nature and Size of Currently Existing Structures or Improvements on the Property:

---

---

---

Describe each of the following:

The specific ordinance(s) and development, performance or other standard(s) and regulation(s), condition(s) or approval(s) sought by the petitioner to be modified or approved.

---

---

---

---

A full statement or attached document showing or explaining existing and proposed uses of the building and land, the number of families or units the building is designed to accommodate.

---

---

---

---

Any other information the Board of Zoning Appeals shall require in its discretion.

---

---

---

**(ATTACHMENT)**

Plans drawn to scale showing:

- The actual dimensions and shape of the lot to be built upon
- The exact sizes and locations of existing building(s) on the lot
- The locations and dimensions of the proposed building or alteration
- Information as to the setback distances from the property lines

**SIGNATURE SHEET**

We, the undersigned, being the adjoining landowners of property located at \_\_\_\_\_  
\_\_\_\_\_ have been notified of the petitioner's intent to \_\_\_\_\_

Notice: This petition does not indicate that you, the adjoining landowner, approve or disapprove of the request, but is an acknowledgement you have been duly notified. The applications will be heard at a public hearing which will be advertised in the Washington Times Herald.

Property Owner Signature	Address	Phone #	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned, having been duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

REGISTERED/CERTIFIED, 1<sup>st</sup> CLASS MAIL LETTERS FOR VARIANCES, CONDITIONAL USES, PLAT APPLICATIONS, AND REZONING APPLICATIONS

When registered/certified letters are sent to adjoining property owners for variances, conditional uses, plat applications, and rezoning applications, the letter must tell the adjoining property owner the name of the petitioner, the address of the property, the date, time and place for the plan commission or board of zoning appeals meeting, and the zoning enforcement officer's name and telephone number so he can be contacted if necessary. Any questions, please contact Jeremy Wininger at 812-259-9230.