



PETITION CHECKLIST

Note: All documents must be legible. All text documents must be typewritten, or computer generated. All drawings, such as site plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink.

1. One (1) completed checklist (this form).
2. One (1) completed petition, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.
3. One (1) copy of a general location or area map indicating (in a reproducible manner) the location of the property and the surrounding area. Maps created using internet mapping sites are acceptable.
4. Four (4) copies of the legal description attached to the petition. Attach one to the petition; attach one copy to each of the Ordinances as referenced above.

Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale. - or - Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 of the City-County Building/or a nominal charge).

5. Three (3) copies of a site plan must be filed. Plans must be legible and drawn to a scale of 1= 10, 1=20, 1=30, or 1=40. Additional information may be required, but at the minimum, plans must include the information described on the site plan form.
6. Non-refundable filing fee. See Fee Schedule for fee.
7. On-site hearing notice sign fee. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. There is a non-refundable fee of \$10 per sign required.
8. Surrounding property owners (optional). As part of the legal notice requirement, the petitioner is required to notify the owners of surrounding properties per the Rules of Procedure. Petitioners can request a list of those property owners requiring notice of their petition for an optional \$25 fee. The list of owners compiled will be provided to the petitioner on label form. Petitioners are still required to make copies of the legal notice and mail it to the list provided. If petitioners do not choose this option, they must obtain their own list of surrounding property owners from the County Assessor's Office.
9. Contact person identified. This Contact Person is notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report.

Contact Name	
Contact Address	
Contact Phone	
Contact Email	

Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "Town of Lapel." Credit cards are accepted; however, the credit card processing agency assesses a fee ~3% of the transaction amount.



(Circle one)
PLAN COMMISSION / BZA

DOCKET NO.

PETITION APPLICATION

2 PAGES

PETITIONER REQUEST – CIRCLE ALL THAT APPLY	REZONE - USE VARIANCE - DEVELOPMENT STANDARDS VARIANCE - SPECIAL EXCEPTION <u>MODIFICATION OF:</u> SITE PLAN - DEVELOPMENT STATEMENT - COMMITMENTS/CONDITIONS APPROVAL OF USE IN SPECIAL DISTRICT - APPEAL OF ADMINSTRATOR'S DECISION		
MEETING DATE REQUEST			
PROPERTY OWNER			
OWNER'S ADDRESS			
PROJECT ADDRESS	TOWNSHIP		
OWNER'S EMAIL ADDRESS			
CONTACT PERSON			
CONTACT PHONE NUMBER			
EMAIL ADDRESS			
LEGAL DESCRIPTION (SELECT ONE)	COMPLETE METE AND BOUNDS LEGAL DESCRIPTION ATTACHED -OR- PLATTED SITE WITHIN A RECORDED SUBDIVIION, COPY OF PLAT MAP ATTACHED. SUBDIVION NAME _____ LOT NUMBER(S) _____ SECTION NUMBER(S) _____ RECORDED IN PLAT BOOK NUMBER _____ PAGE(S) _____ OR RECORDED AS INSTRUMENT NUMBER _____		
OWNERSHIP	DOES THE PETITIONER OWN 100% OF THE AREA INVOLVED IN THE PETITION? YES NO OTHER OWNERS? _____		
TAX PARCEL NUMBERS			



ACREAGE		PARCEL COUNT	
CODE ENFORCEMENT	IS THE PROPERTY SUBJECT TO ANY CODE ENFORCEMENT ACTION? YES NO		
CURRENT ZONING CLASSIFICATION			
CURRENT COMPREHENSIVE PLAN RECOMMENDATION			
EXISTING PROPERTY USE			
EXISTING IMPROVEMENTS ON PROPERTY			
PROPOSAL NARRATIVE	ATTACH NARRATIVE IF NEEDED		
ORDINANCE	SPECIFY ANY SPECIFIC ORDINANCE(S), STANDARD(S), CONDITION(S), COMMITMENT(S), AND/OR REGULATION(S) SOUGHT TO BE MODIFIED. ATTACH ADDITION PAGE IF NEEDED.		

OATH: THE PETITION APPLICATION INFORMATION, TO MY KNOWLEDGE AND BELIEF, IS TRUE AND CORRECT.

PETITIONER SIGNATURE

NOTARY

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME

MY COMMISSION EXPIRES

MY COUNTY OF RESIDENCE

OWNER SIGNATURE

NOTARY

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME

MY COMMISSION EXPIRES

MY COUNTY OF RESIDENCE



FINDINGS OF FACT FOR VARIANCE (DEVELOPMENT STANDARD)

The approval (**will / will not**) be injurious to the public health, safety, morals, and general welfare of the community because;

The use and value of the area adjacent to the property included in the variance (**will / will not**) be affected in a substantially adverse manner because;

The strict application of the terms of the Zoning Code (**will / will not**) result in practical difficulties in the use of the property because:

There (**are / are not**) 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 because;



FINDINGS OF FACT FOR VARIANCE (DEVELOPMENT STANDARD)

The approval (**will / will not**) be injurious to the public health, safety, morals, and general welfare of the community because;

The use and value of the area adjacent to the property included in the variance (**will / will not**) be affected in a substantially adverse manner because;

The strict application of the terms of the Zoning Code (**will / will not**) result in practical difficulties in the use of the property because:

The need for the variance arises from some condition peculiar (**is / is not**) to the property involved because;

The approval (**does / does not**) interfere substantially with the Lapel Comprehensive Plan because;
