

Zoning Appeals Petition

| | | | |
|-----------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------|---------|
| For Office Use | Date Received: | Received by: | BZA No. |
| PETITIONER | | REPRESENTATIVE <i>(Complete if applicable.)</i> | |
| Name: | | Name: | |
| Attention: | | Company: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| SUBJECT PROPERTY | | | |
| Address or Site Location: | | | |
| Parcel ID #(s): | | | |
| Zoning District: | | Current Land Use: | |
| Full Legal Description <i>(Attach separately if more space is needed.):</i> | | | |
| SUBJECT PROPERTY OWNERSHIP <i>(Complete if the petitioner is not the owner of the subject property.)</i> | | | |
| Property Owner <i>(Attach Form 1.)</i> | | Property Owner <i>(Attach Form 1.)</i> | |
| Name: | | Name: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |

Zoning Appeals Petition

REQUEST

Type of Appeal Sought:

Variance (*Attach Form 21V.*)

Appeal of Administrative Officer's Decision

Detailed Description of Request (*See instructions for proper formatting.*):

ACKNOWLEDGEMENT

I/We, the petitioner, hereby certify that the information contained above and in the attached forms is true and correct to the best of my/our knowledge, and that I/we are the owner(s) of the subject property or have the consent of all of the owners to file this petition. Permission is also hereby granted for the staff of the Area Board of Zoning Appeals, Lafayette Division to access the property, if necessary, in order to collect information as part of the review of this petition.

Signature

Printed Name

Date

Signature

Printed Name

Date

Instructions – Zoning Appeals Petition

Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. Please skip the first line, marked **For Office Use**.
2. The **Petitioner** is the person wishing to make the request and will be responsible for signing relevant documents for the request. If the Petitioner wishes to be represented by an Attorney or other such person, their name and contact information will need to be under the subject **Representative**.
3. Under **Subject Property**, fill in the street address of the property. If none exists, use a detailed description such as the acreage and location of the property, relevant to the nearest road intersection. For example, 50 acres on the south side of CR E 300 N, east of its intersection with N 500 E.
4. The **Parcel ID #** may be obtained from the County Assessor's records.
5. The **Zoning District** may be obtained from the APC staff Zoning Map, which is available on the GIS page of the Tippecanoe County website.
6. Under **Current Land Use**, please briefly state how the property is being used. For example, single-family dwelling, gas station, or retail business. Please be as specific as possible.
7. The **Full Legal Description** must be included with your petition. This will either be a full metes and bounds description, usually found on the deed to the property, or a lot number and subdivision name (if it is a platted lot), along with the Quarter Section, Township and Range. Use an additional page if necessary. A brief legal description (tax description) for unplatted land will not work.
8. If the petitioner is not the owner of the subject property, please fill out the **Property Ownership** section, along with Form 1 (Property Owner Consent).
9. Five copies of a site plan must also be submitted for a complete filing. Site Plans should include:
 - a. the direction north shown by arrow;
 - b. the address of the site;
 - c. all site boundaries and dimensions;
 - d. the name of any/all streets or private drives;
 - e. location and horizontal and vertical dimensions of all existing and proposed structures, with each part labeled appropriately;
 - f. the distance of all existing and proposed structures from all front, rear and side lot lines, measured from the point where the structure or its foundation is nearest the lot line; and
 - g. any additional information as requested by City of Lafayette Engineering Department staff.