

AREA BOARD OF ZONING APPEALS OF TIPPECANOE COUNTY  
LAFAYETTE DIVISION

2026 ROSTER

JACKSON BOGAN  
DICK MURRAY  
TODD ROSWARSKI  
CARLYNN SMITH  
JOHN COLLIER

DAVID GRIFFEE, SECRETARY

Indiana law prohibits any contact with Board Members concerning pending cases, except at public hearings.

Please direct written comments, questions, or inquiries to Staff:

City of Lafayette  
Office of the City Engineer  
20 North 6<sup>th</sup> Street  
Lafayette, Indiana 47901

or call (765) 807-1050 for additional information.

APPOINTING AUTHORITY DISCLOSURE

Mayoral Appointments:

- Jackson Bogan - Current Term 01/01/23 to 01/01/27
- Dick Murray - Current Term 01/01/24 to 01/01/28
- Carlynn Smith - Current Term 01/01/25 to 01/01/29
- Todd Roswarski - Current Term 01/01/25 to 01/01/29
- John Collier - Current Term 01/01/25 to 01/01/29

## Instructions – Board of Zoning Appeals

### Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. A variance is a specific approval to deviate things like building height, lot area, parking spaces, setbacks, etc., from the development standards of the Unified Zoning Ordinance (UZO). In Lafayette, a variance can only be granted by the Area Board of Zoning Appeals, Lafayette Division (ABZA-LD), after a Public Hearing at one of our meetings. A single petition may be filed with multiple variance requests.
2. An Appeal is when an Administrative Officer has made a zoning decision, and you would like to appeal that decision. For further information, please contact City of Lafayette Engineering Department staff at (765) 807-1050.
3. The ABZA-LD meets on the 3rd Monday of each month January through November, there is no meeting in December. The meetings are held at 4:00 pm in the meeting room of the City of Lafayette Board of Public Works and Safety, 20 North 6<sup>th</sup> Street, Lafayette, Indiana.
4. Your complete request to the ABZA-LD must be filed no later than 30 days before we hold our public hearing. A calendar of relevant dates is included in this packet. Also included in this packet are a filing checklist, sample site plans, and application forms. In addition to the forms included in this packet, five (5) copies of a site plan must be submitted.
5. Pay the fee for the request(s) made. Fee payments are made at the City of Lafayette Clerk's Office. The fee is \$100 plus \$50 for each additional request.
6. After you submit your filing, City of Lafayette Engineering Department staff will provide the following items:
  - a. A letter that must be sent to specific people according to the ABZA-LD bylaws. We will provide you with one letter, and you will need to make as many copies as you need. If you are unable to return in person, this may be sent to you digitally via email. Please let us know if that is the case.
  - b. A list of people you must send that letter to. This list may also be sent digitally via email, if requested.
7. After you submit your filing, you will need to acquire a sign(s) at the Area Plan Commission Office, 20 N. 3<sup>rd</sup> Street, Lafayette. Signs must be posted on your property in a conspicuous manner, along any street frontage you have; if your property abuts two streets, for example, you will have two signs. If you do not have any street frontage, staff will work with you to figure out the best location for the sign. The APC may charge a nominal fee for this sign(s).
8. At least twenty-one 21 days before the hearing, you must send via USPS certified mail the letter to interested parties provided by City of Lafayette Engineering Department staff to all those people on the list provided. Please keep and fill out the green and white Post Office receipts; these must be submitted to staff for your case to be heard. A copy of these receipts is also fine if you wish to keep the originals.

9. At least twenty-one (21) days before the hearing, you must post any sign(s) on your property that has a street frontage. The sign(s) must remain in place the full twenty-one (21) day duration through the date of the hearing.
10. Because you have provided Form 2, (Notice of Public Hearing Release), the staff can take your notice to the local newspaper. The newspaper will send you a bill by email, which is usually owed before the ad can be published; the ad must be published at least ten (10) days prior to the public hearing date. Please be sure to pay the bill in a timely manner.
11. You must obtain a Proof of Publication (POP) from the newspaper and submit it to the City of Lafayette Engineering Department staff before the hearing. It may take 5-7 days to receive the POP from the newspaper, so we recommend you request it as soon as you have paid the bill.
12. Staff members may contact you regarding your petition as they write the staff recommendation; when you signed the petition, you also gave your permission to have staff visit your subject site. Staff will make every effort to notify you as to the timing of that visit, but please provide any helpful information such as where to park or if it is okay to take pictures of a fenced-in area. Pictures can be helpful to the ABZA-LD board at the hearing to demonstrate the impact of your request.
13. The Monday before the meeting, staff will provide you (along with all the Board members and other petitioners on the same agenda) with a copy of the staff report.
14. The day of the hearing, you must complete and submit to City of Lafayette Engineering Department staff Form 5 (Affidavit of Public Notice).
15. Either you or a representative must attend the public hearing on your request, or your case may be dismissed. At the hearing, you or your representative will present your petition, followed by any members of the public wishing to speak for or against your request. You will be given a chance to rebut, and the Board can then ask questions. The Board will then fill out written ballots, either voting for or against; you need either 3 “yes” votes to be granted your request, or 3 “no” votes to have it denied. Fewer than 3 either way and your request is automatically continued to the next meeting.
16. If you are not prepared for the meeting, you may ask the Board at any time before the hearing for a continuance. You may request either one month or two, but no more than 2 continuances may be granted to the petitioner. After that, your request will either be heard or dismissed. Please make your continuance request in writing to the City of Lafayette Engineering Department office as soon as you know. The notification sign, if it was already posted, must stay posted on your property until the Board has finally heard and decided your request.
17. After the hearing, if your request was approved, you are free to obtain the appropriate permits(s). If your request included any conditions, you may have additional steps to take before a permit may be issued. The site plan approved by the Board must be used to obtain your permit. If your request included any commitments, those must be recorded with the County Recorder’s Office before any permits can be issued. A letter will be sent to you following the hearing, to officially notify you of the outcome and any follow-up items.
18. Please remove the sign(s) from your property within 5 days.

19. If your variance was approved, that approval only applies to the situation illustrated in your site plan. It runs with the property (rather than the property owner or petitioner), but ceases to be authorized and becomes void when:
- a. the use of the variance ends;
  - b. the property conforms with this ordinance as written; or
  - c. the condition of the site changes so that it no longer conforms to the previously approved site plan.

## ABZA-LD FILING CHECKLIST

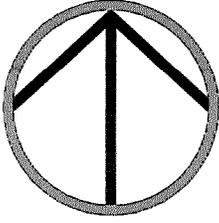
✓	FORMS	DEADLINE
	Form 21 (Petition)	At time of Filing
	Form 1 (Property Owner Consent, if necessary)	At time of Filing
	Form 21V (Findings of Fact for Variance, as needed)	At time of Filing
	Form 2 (Notice of Public Hearing Release)	At time of Filing
	Scaled Site Plan (5 copies)	At time of Filing
	Fee: \$100 plus \$50 per additional request	At time of Filing
	Purchase from APC and post sign on each frontage of property	At least 21 days prior to Meeting
	Mail Letters to Interested Parties List by certified mail, send to every name on the provided list	At least 21 days prior to Meeting
	Obtain a copy of the Proof of Publication, contact newspaper if needed, may need to pay bill first	Day of Meeting or earlier
	Form 5 (Affidavit of Public Notice)	Day of Meeting
	Completed Certified Mail Receipts (green and white slips), copies are also fine	Day of Meeting

## 2026 ABZA-LD DEADLINE CALENDAR

Hearing Date Monday (unless otherwise noted)	Petition Filing Deadline Friday (unless otherwise noted)	Sign Posting and Mailing Deadline Monday (unless otherwise noted)	Newspaper Publication Deadline Friday (unless otherwise noted)
January 20 (Tuesday)	December 22, 2025 (Monday)	December 30, 2025 (Tuesday)	January 9
February 17 (Tuesday)	January 16	January 27 (Tuesday)	February 6
March 16	February 13	February 23	March 6
April 20	March 20	March 30	April 10
May 18	April 17	April 27	May 8
June 15	May 15	May 22 (Friday)	June 5
July 20	June 19	June 29	July 10
August 17	July 17	July 27	August 7
September 21	August 21	August 31	September 11
October 19	September 18	September 28	October 9
November 16	October 16	October 26	November 6

# VARIANCE EXHIBIT

PREPARED FOR: Donald Vandame



Bearings based on WGS84.



SCALE: 1" = 60'

## LEGEND

MBL = Minimum Building Line

## Lot Coverage

Building Coverage = 3,696 SF/49,142 SF = 7.5%  
(Maximum = 10%)

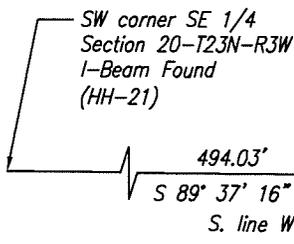
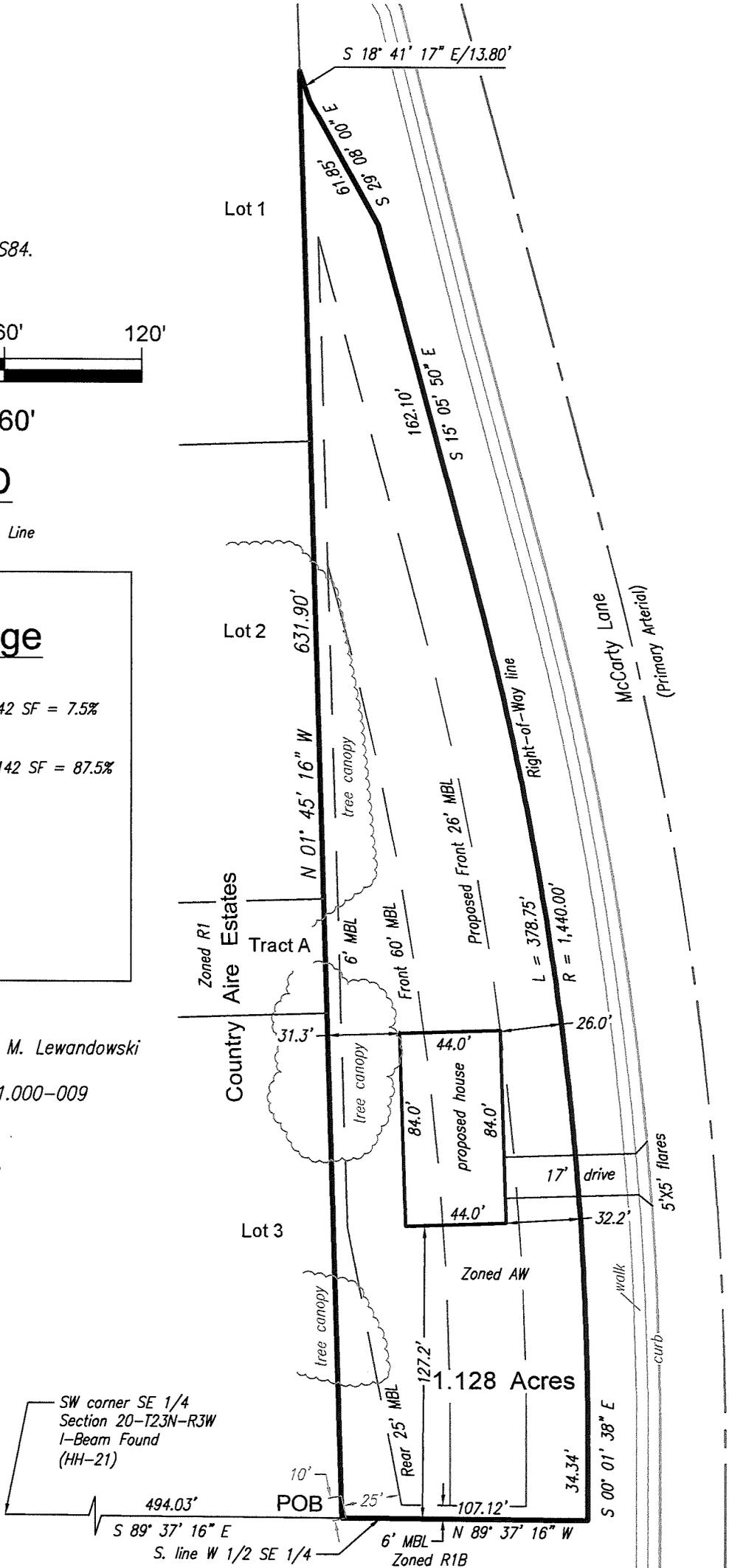
Vegetative Coverage = 43,000 SF/49,142 SF = 87.5%  
(Minimum = 75%)

Title Holders: Phillip A. & Patricia M. Lewandowski

Tax Key No.: 79-08-20-452-001.000-009



Document prepared by and I affirm, under penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law.  
Todd Ashley Starr.



THE  
AREA BOARD OF ZONING APPEALS  
OF  
TIPPECANOE COUNTY

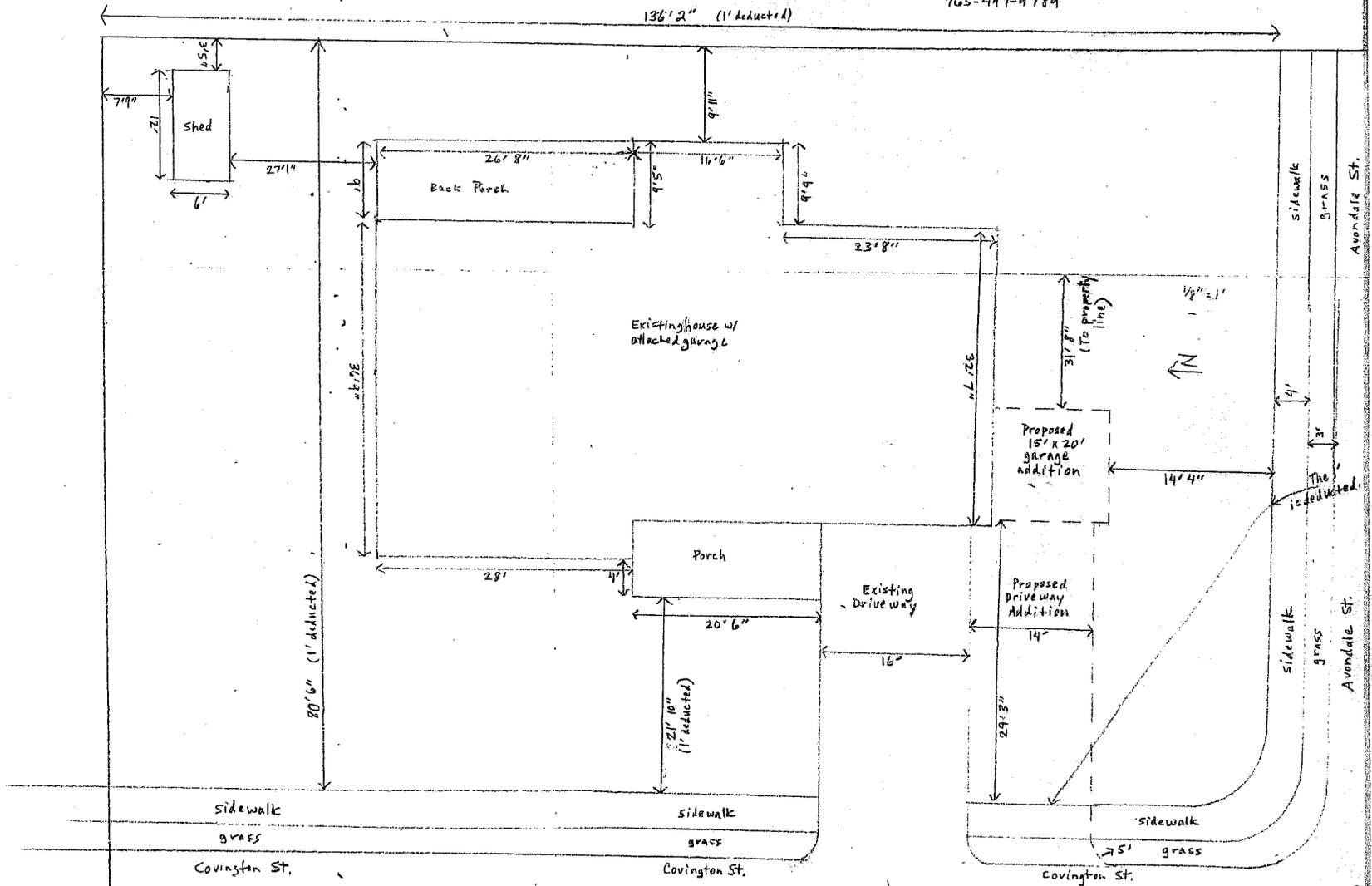
Setback Variance Sample  
Case No: BZA - 2046

THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

Setback Variance Sample Case  
 No: BZA - 2025

1/8" = 1'

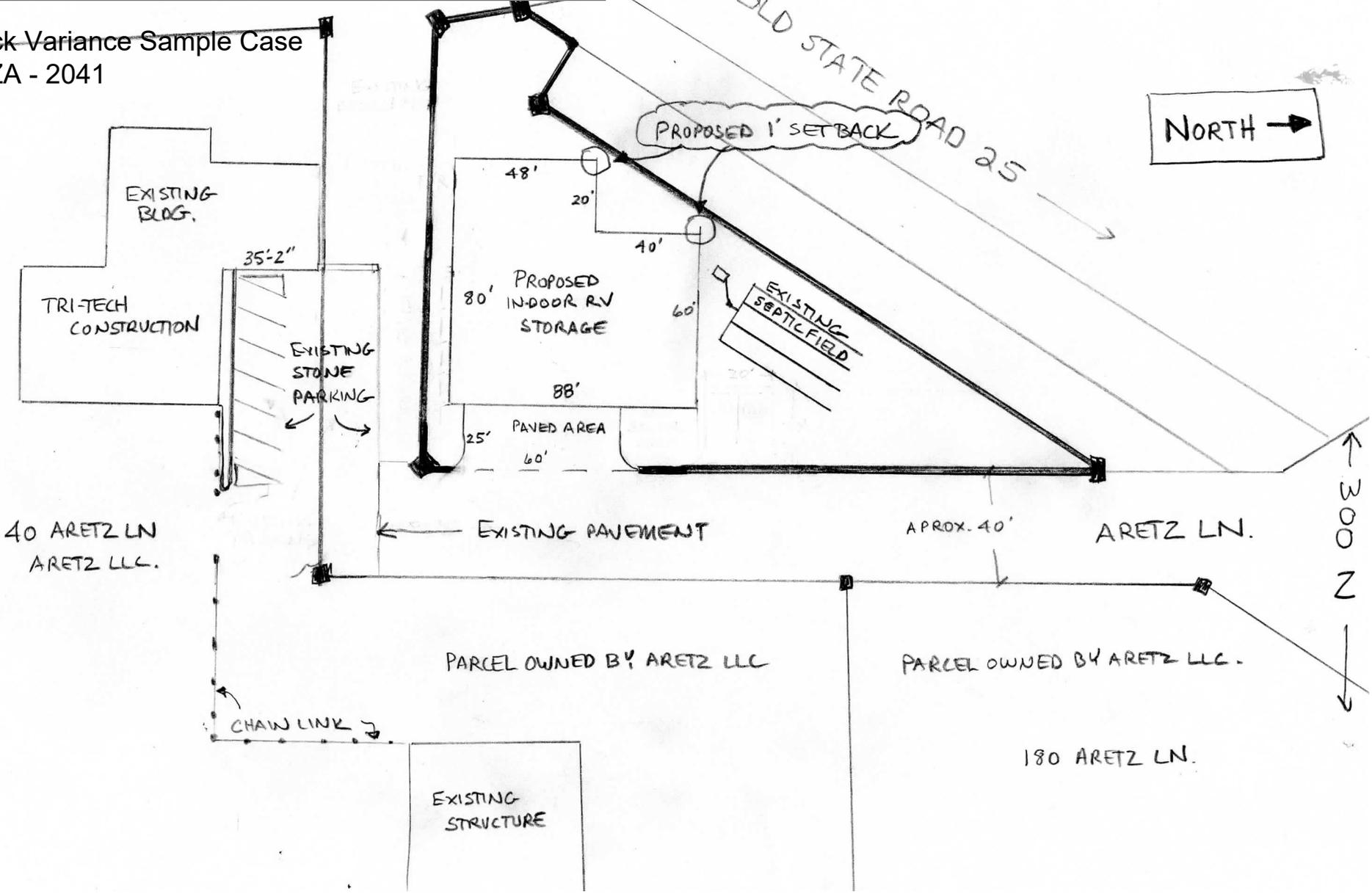
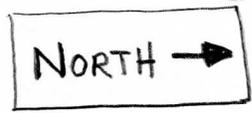
Klemme Home  
 3028 Covington St.  
 W. Lafayette, IN 47906  
 765-497-9789



THE  
**AREA BOARD OF ZONING APPEALS**  
 OF  
**TIPPECANOE COUNTY**

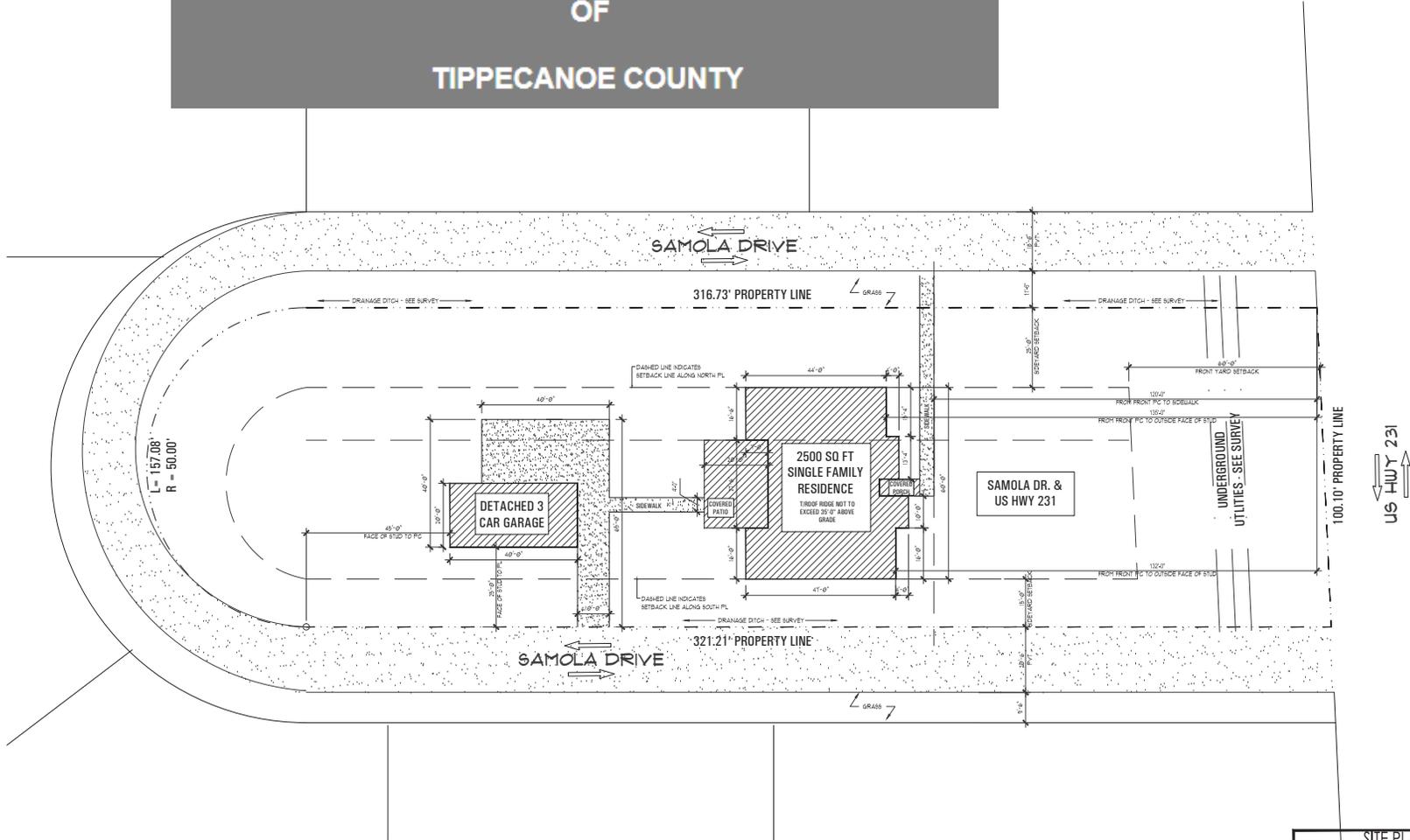
PARCEL AREA	21,170 SF
30% - BUILDING AREA	6,240 SF
7% - PAVED AREA	1,500 SF
63% - GREEN AREA	13,430 SF

Setback Variance Sample Case  
 No: BZA - 2041



THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

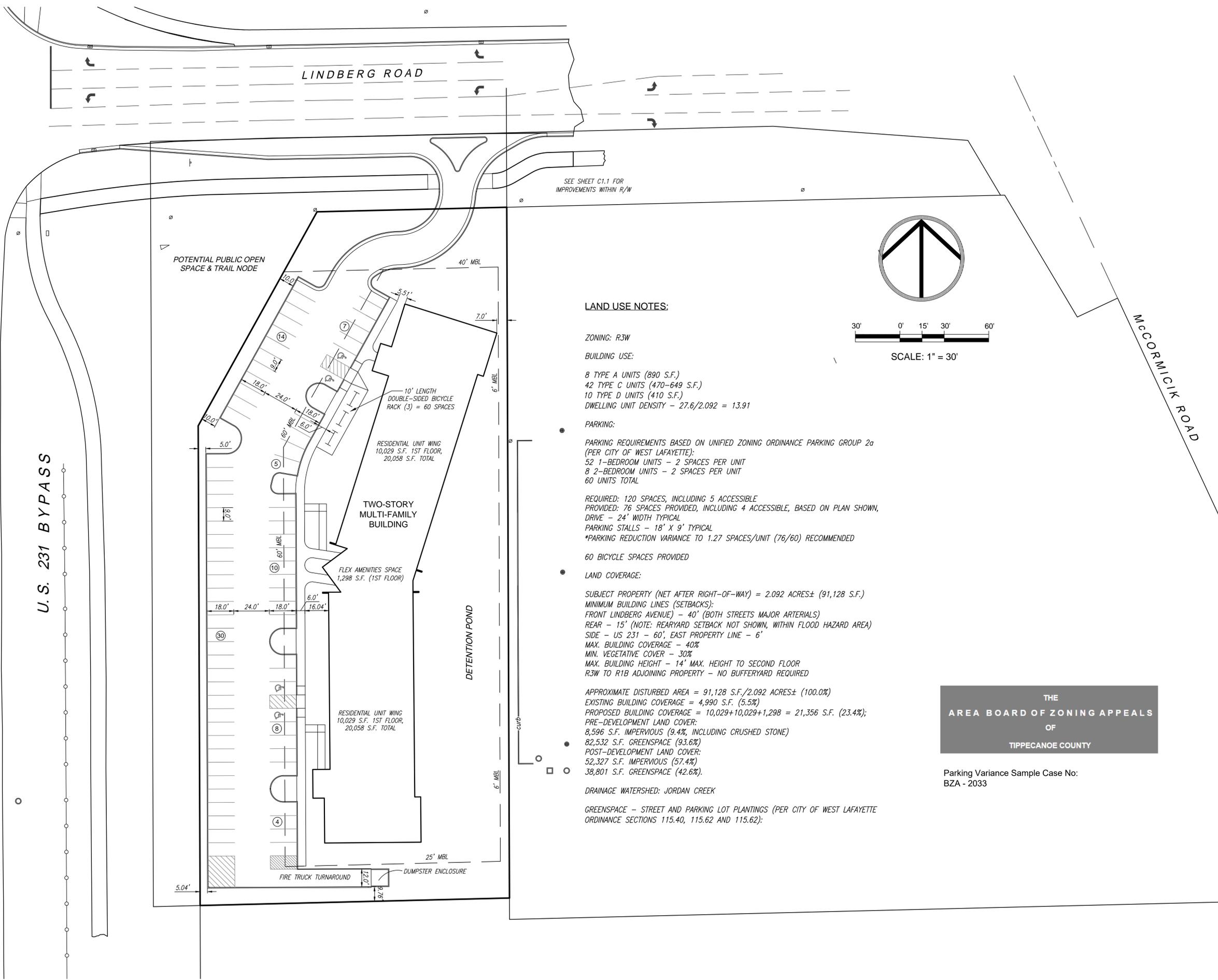
Setback Variance Sample Case  
 No: BZA - 2038



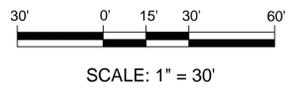
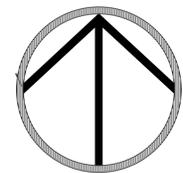
1 PROPOSED SITE PLAN  
 1/16" = 1'-0"

- SITE PLAN NOTES**
1. GRADE TO SLOPE AWAY FROM BUILDING
  2. REFER TO SURVEY FOR ADDITIONAL SITE INFORMATION
  3. SITE PLAN FOR THE USE OF ZONING VARIANCE BOARD
  4. ALL DIMENSIONS SHOWN ARE FROM PROPERTY LINES TO OUTSIDE FACE OF STRUCTURE

**ELEVATION:**  
 T/SUBFLOOR = +0'-0"



SEE SHEET C1.1 FOR IMPROVEMENTS WITHIN R/W



**LAND USE NOTES:**

ZONING: R3W

BUILDING USE:

- 8 TYPE A UNITS (890 S.F.)
- 42 TYPE C UNITS (470-649 S.F.)
- 10 TYPE D UNITS (410 S.F.)
- DWELLING UNIT DENSITY - 27.6/2.092 = 13.91

**PARKING:**

PARKING REQUIREMENTS BASED ON UNIFIED ZONING ORDINANCE PARKING GROUP 2a (PER CITY OF WEST LAFAYETTE):  
 52 1-BEDROOM UNITS - 2 SPACES PER UNIT  
 8 2-BEDROOM UNITS - 2 SPACES PER UNIT  
 60 UNITS TOTAL

REQUIRED: 120 SPACES, INCLUDING 5 ACCESSIBLE  
 PROVIDED: 76 SPACES PROVIDED, INCLUDING 4 ACCESSIBLE, BASED ON PLAN SHOWN.  
 DRIVE - 24' WIDTH TYPICAL  
 PARKING STALLS - 18' X 9' TYPICAL  
 \*PARKING REDUCTION VARIANCE TO 1.27 SPACES/UNIT (76/60) RECOMMENDED

60 BICYCLE SPACES PROVIDED

**LAND COVERAGE:**

SUBJECT PROPERTY (NET AFTER RIGHT-OF-WAY) = 2.092 ACRES± (91,128 S.F.)  
 MINIMUM BUILDING LINES (SETBACKS):  
 FRONT LINDBERG AVENUE - 40' (BOTH STREETS MAJOR ARTERIALS)  
 REAR - 15' (NOTE: REARYARD SETBACK NOT SHOWN, WITHIN FLOOD HAZARD AREA)  
 SIDE - US 231 - 60', EAST PROPERTY LINE - 6'  
 MAX. BUILDING COVERAGE - 40%  
 MIN. VEGETATIVE COVER - 30%  
 MAX. BUILDING HEIGHT - 14' MAX. HEIGHT TO SECOND FLOOR  
 R3W TO R1B ADJOINING PROPERTY - NO BUFFERYARD REQUIRED

APPROXIMATE DISTURBED AREA = 91,128 S.F./2.092 ACRES± (100.0%)  
 EXISTING BUILDING COVERAGE = 4,990 S.F. (5.5%)  
 PROPOSED BUILDING COVERAGE = 10,029+10,029+1,298 = 21,356 S.F. (23.4%)  
 PRE-DEVELOPMENT LAND COVER:  
 8,596 S.F. IMPERVIOUS (9.4%, INCLUDING CRUSHED STONE)  
 82,532 S.F. GREENSPACE (93.6%)  
 POST-DEVELOPMENT LAND COVER:  
 52,327 S.F. IMPERVIOUS (57.4%)  
 38,801 S.F. GREENSPACE (42.6%)

DRAINAGE WATERSHED: JORDAN CREEK

GREENSPACE - STREET AND PARKING LOT PLANTINGS (PER CITY OF WEST LAFAYETTE ORDINANCE SECTIONS 115.40, 115.62 AND 115.62):

THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

Parking Variance Sample Case No:  
 BZA - 2033



**A** MAIN BUILDING SOUTH ELEVATION

SCALE: 1" = 30'



**B** MEMORY CARE NORTH ELEVATION

SCALE: 1" = 30'



**C** TOWNHOME TYPICAL ELEVATION

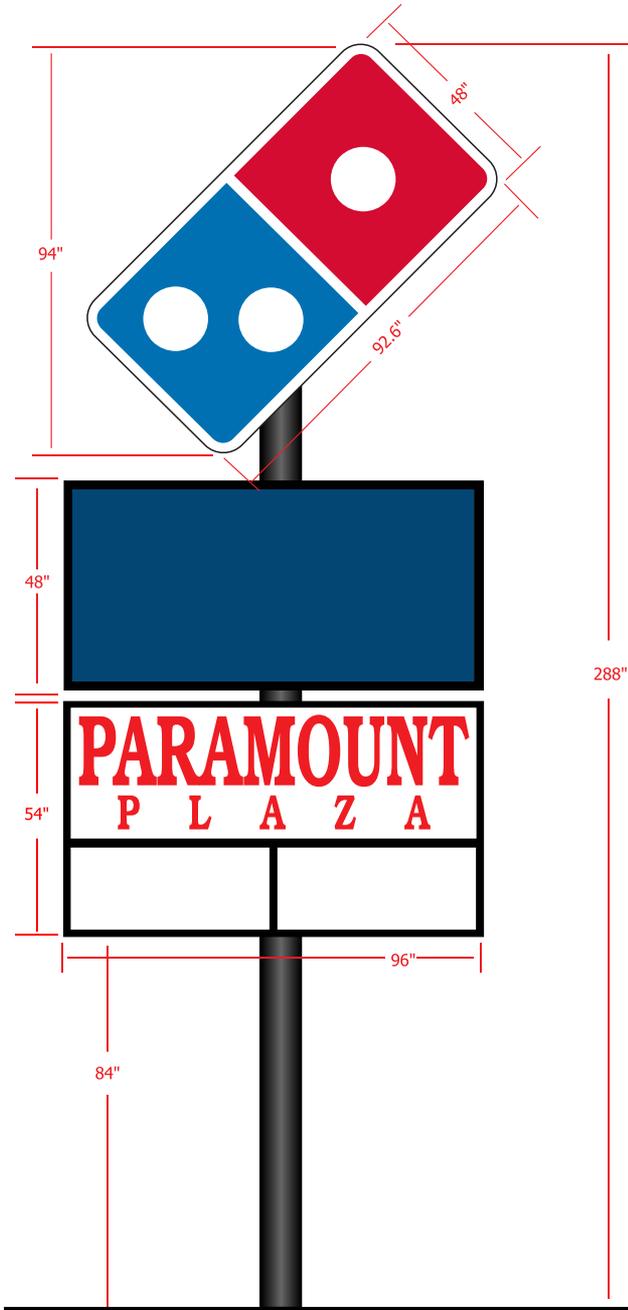
SCALE: 1" = 30'

THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

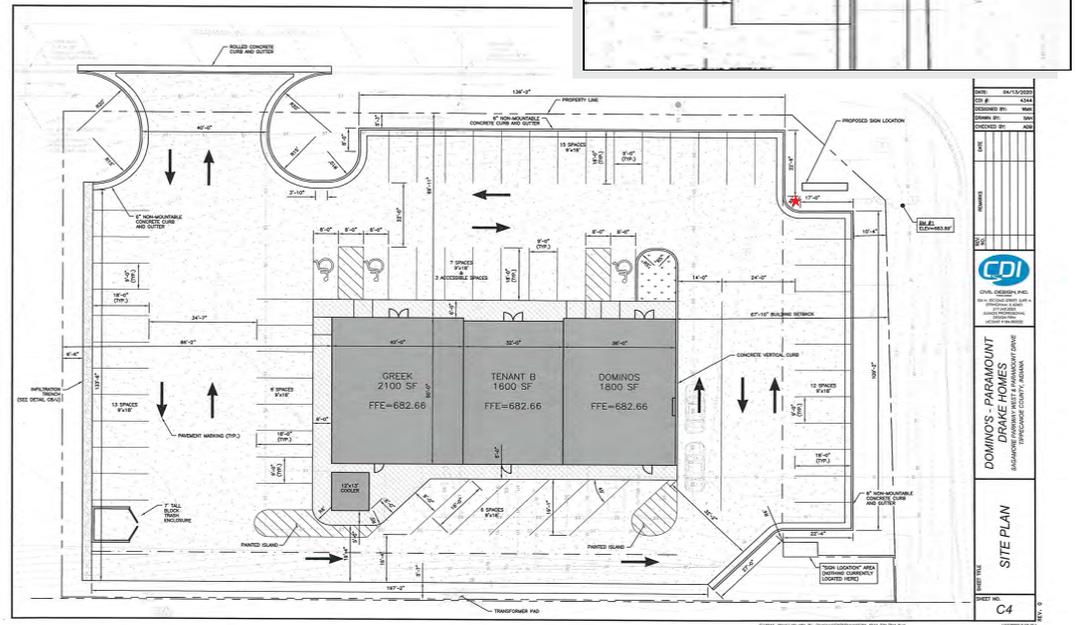
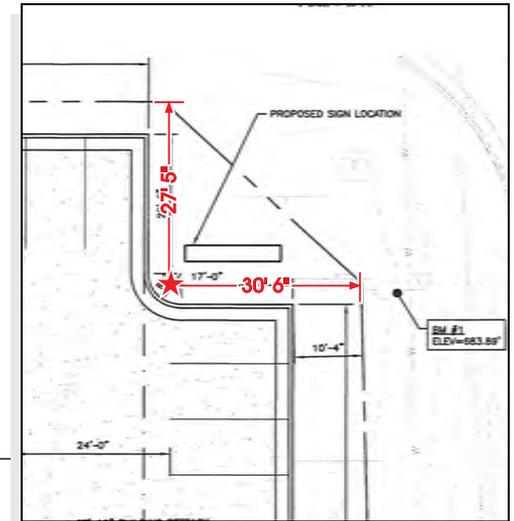
Height Variance Sample Case  
 No: BZA - 2030

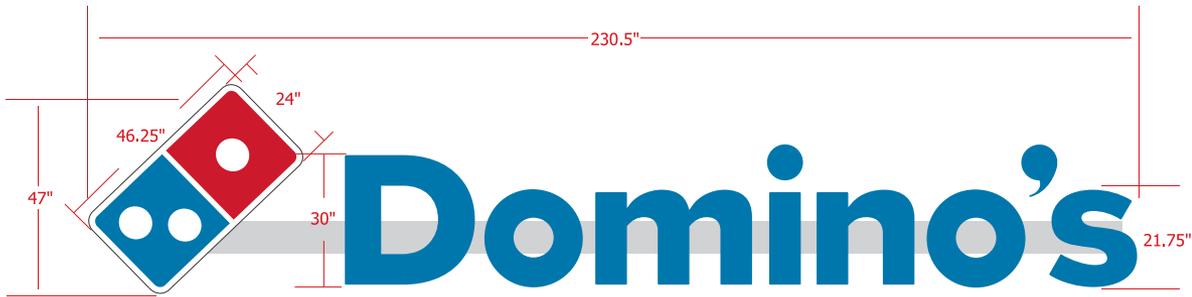
THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

Sign Variance Sample Case  
 No: BZA - 2042

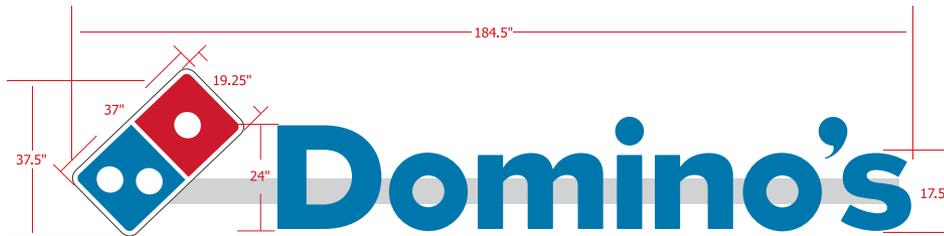


★ PROPOSED SIGN LOCATION  
 Set back 27'5" Minimum from property line  
 on both sides



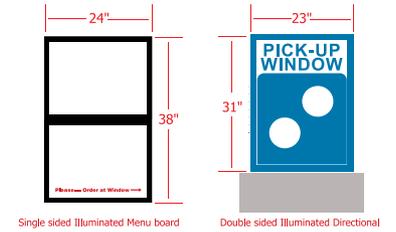


39.7 Sqft

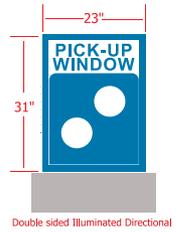


23.5

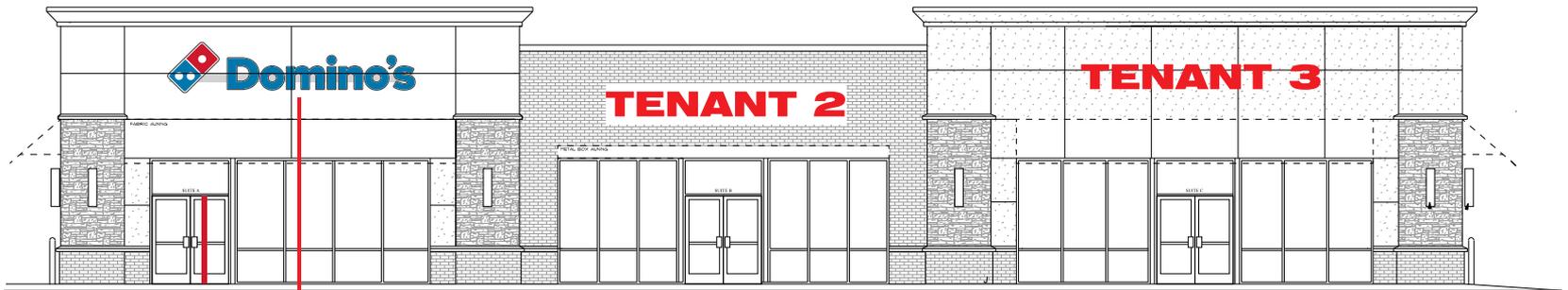
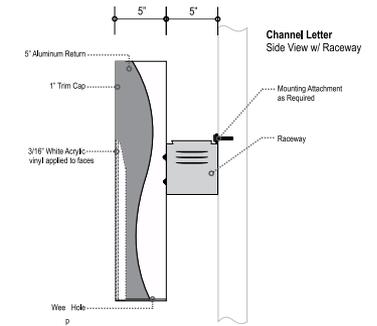
(A) Channel letters mounted on Raceway



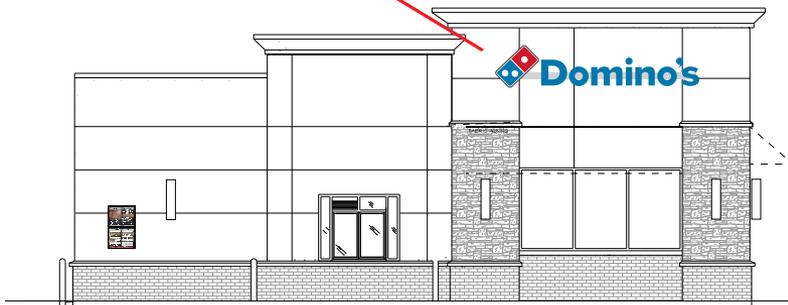
Single sided Illuminated Menu board



Double sided Illuminated Directional



FRONT ELEVATION



LEFT ELEVATION

THE  
 AREA BOARD OF ZONING APPEALS  
 OF  
 TIPPECANOE COUNTY

Sign Variance Sample  
 Case No: BZA - 2042

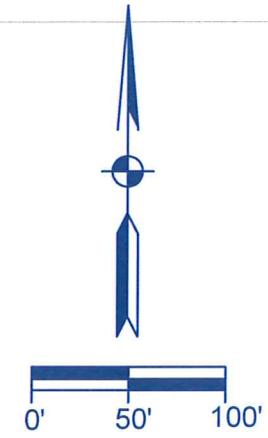


**THE  
AREA BOARD OF ZONING APPEALS  
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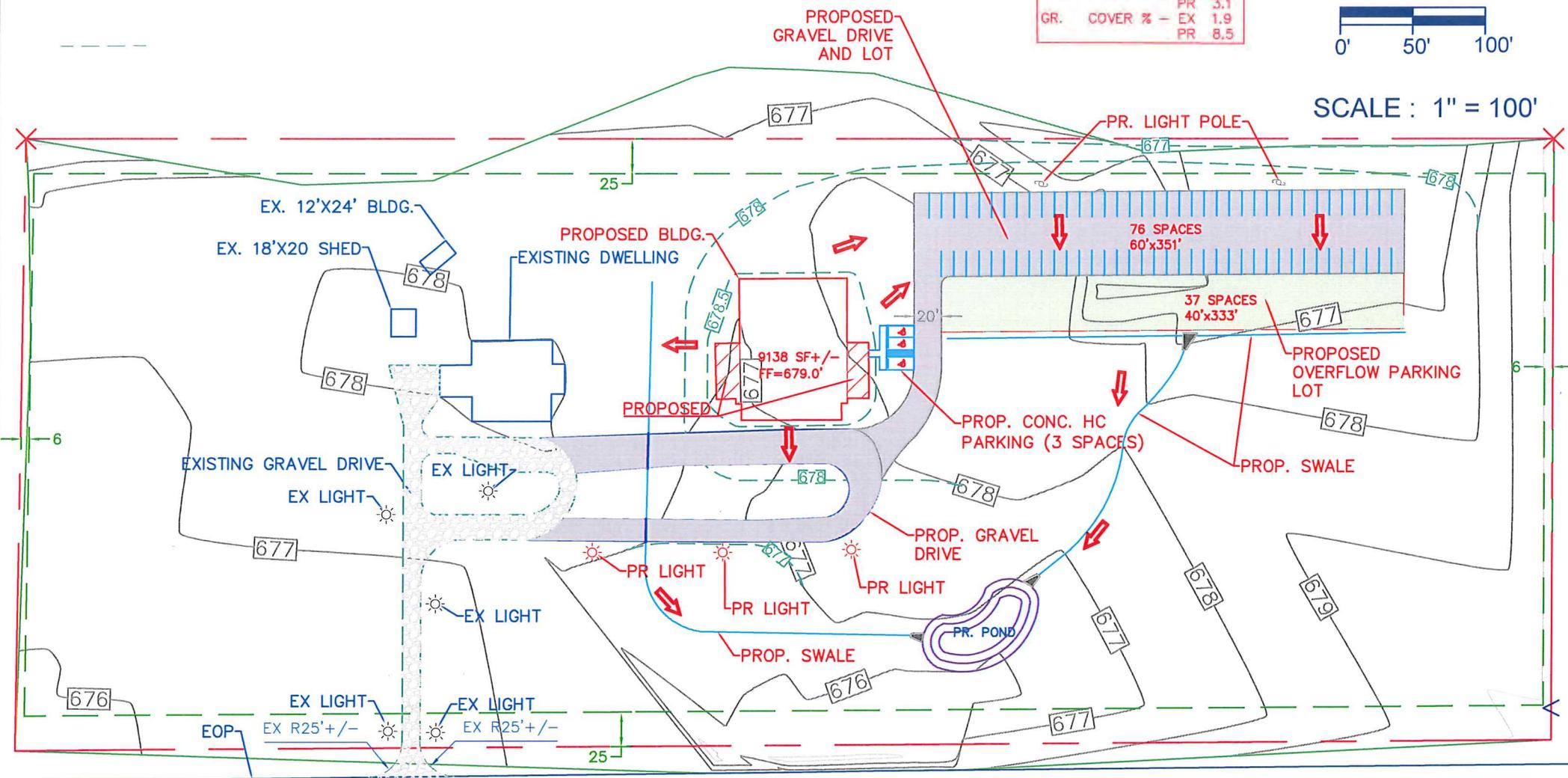
**Special Exception Sample  
(Agricultural Rental Hall) Case  
No: BZA - 1984**

LEGEND	
	= EXISTING CONTOUR
	= DESIGN CONTOUR
	= AS-BUILT CURB / STRUCTURE ELEVATION
	= DESIGN DIRECTION OF DRAINAGE FLOW
	= SETBACKS

PROPOSED FINISHED FLOOR ELEV. = 679.0'	
COVERAGE:	
VEG. COVER %	- EX 96.9
	PR 88.4
BLDG. COVER %	- EX 1.2
	PR 3.1
GR. COVER %	- EX 1.9
	PR 8.5



SCALE : 1" = 100'



SITE PLAN REV. 5-11-18

**Zoning Appeals Petition**

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

10. The **Detailed Description** will list the reason for your request(s), along with any relevant information. Please list all variances being sought. If additional room is needed, please attach a separate sheet of paper. Examples: A variance to decrease the rear setback on the east side from the required 25' to 13' to allow an addition to the single-family dwelling on the property.
11. The petitioner(s) must sign and date this form. A digital signature is acceptable.





## Instructions – Findings of Facts for Variances

### Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. Please skip the first line, marked **BZA-**.
2. Fill in the petitioner name(s).
3. To complete the **Findings**, provide the reason for your request, and how it will or will not impact the following information. The information you provide will be used by the ABZA-LD board members to make their final decision on whether to grant or deny your request.
  - a. Explain how your request will not be injurious to the public health, safety, morals, and general welfare of the community. For example, building a detached garage 8' from the property line instead of the required 10' is a minimal difference, and the garage location is not going to harm the public in any way.
  - b. How will your request affect the properties around you? For instance, the garage set 8' from the property line will not prevent the house next door from being used as a house, any more than a garage set 10' from the property line. Will the closer garage impact the value of the house next door?
  - c. Is there something unique about your property that makes adhering to the terms of the UZO more difficult? For example, do you have a corner lot where one "side" is actually more of a curve, making your property an odd shape? Is part of your property a giant ravine where you cannot build? This can refer to size, shape or topography of your property.
  - d. How would adhering to the terms of the UZO create an unusual and unnecessary hardship for you? A hardship is defined as a perceived difficulty with regard to one's ability to improve land stemming from the application of the development standards of this ordinance, which may or may not be subject to relief by means of variance.
    - i. For example, if your property has a ravine in the rear, you might be requesting a variance for a front setback to build closer to the road than required, so that you don't have to build over a ravine. The hardship is the buildable area of your lot.
  - e. How is the hardship as described above not one that you created yourself?
    - i. Are you expanding your building footprint to increase the number of customers that can visit your retail establishment? That would be an economic gain, and you would not pass this particular test.
    - ii. Would building a detached garage 10' from the property line put it too close to the home for your comfort? That could be described as a practical difficulty but could not be considered an ordinance-defined hardship

- f. How is the request you are making only the minimum relief from the ordinance? For example, if the ordinance requires a 40' setback and you are requesting 38', you could explain that this 2' difference is the least amount you could ask for in order to do what you need on your property. If you are asking for 3' setback instead of 40', there may be additional information needed to explain why it is such a large variance.

## Instructions – Findings of Facts for Variances

### Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. Please skip the first line, marked **BZA-**.
2. Fill in the petitioner name(s).
3. To complete the **Findings**, provide the reason for your request, and how it will or will not impact the following information. The information you provide will be used by the ABZA-LD board members to make their final decision on whether to grant or deny your request.
  - a. Explain how your request will not be injurious to the public health, safety, morals, and general welfare of the community. For example, building a detached garage 8' from the property line instead of the required 10' is a minimal difference, and the garage location is not going to harm the public in any way.
  - b. How will your request affect the properties around you? For instance, the garage set 8' from the property line will not prevent the house next door from being used as a house, any more than a garage set 10' from the property line. Will the closer garage impact the value of the house next door?
  - c. Is there something unique about your property that makes adhering to the terms of the UZO more difficult? For example, do you have a corner lot where one "side" is actually more of a curve, making your property an odd shape? Is part of your property a giant ravine where you cannot build? This can refer to size, shape or topography of your property.
  - d. How would adhering to the terms of the UZO create an unusual and unnecessary hardship for you? A hardship is defined as a perceived difficulty with regard to one's ability to improve land stemming from the application of the development standards of this ordinance, which may or may not be subject to relief by means of variance.
    - i. For example, if your property has a ravine in the rear, you might be requesting a variance for a front setback to build closer to the road than required, so that you don't have to build over a ravine. The hardship is the buildable area of your lot.
  - e. How is the hardship as described above not one that you created yourself?
    - i. Are you expanding your building footprint to increase the number of customers that can visit your retail establishment? That would be an economic gain, and you would not pass this particular test.
    - ii. Would building a detached garage 10' from the property line put it too close to the home for your comfort? That could be described as a practical difficulty but could not be considered an ordinance-defined hardship

- f. How is the request you are making only the minimum relief from the ordinance? For example, if the ordinance requires a 40' setback and you are requesting 38', you could explain that this 2' difference is the least amount you could ask for in order to do what you need on your property. If you are asking for 3' setback instead of 40', there may be additional information needed to explain why it is such a large variance.

**Property Owner Consent**

SUBJECT PROPERTY/OWNER	APPLICANT/PETITIONER
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

**SUBJECT PROPERTY**

Address or Site Location:

Parcel ID #(s):

**CONSENT**

I/we, the undersigned, being the owner or one of the owners of the subject property above, hereby authorizes the applicant/petitioner listed above to execute any and all documents necessary for the purpose of requesting zoning appeals (including variances and appeals of the administrative office's decision), as per the attached application or petition.

_____	_____	_____
Signature	Printed Name	Date

_____	_____	_____
Signature	Printed Name	Date

STATE OF \_\_\_\_\_ )  
 ) SS:  
 COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

**Form 2**

The Area Board of Zoning Appeals of Tippecanoe County, Indiana  
LAFAYETTE DIVISION

20 N. 6<sup>th</sup> St.  
Lafayette, IN 47901  
(765) 807-1050

## Notice of Public Hearing Release

Case #:

### NEWSPAPER

Journal and Courier

### APPLICANT/PETITIONER (or REPRESENTATIVE)

Name:

Address:

Telephone:

Email:

### ACKNOWLEDGEMENT

I hereby authorize the Area Board of Zoning Appeals of Tippecanoe County, Lafayette Division (ABZA-LD) to publish the required notice of public hearing for my case in the above-listed newspaper on my behalf. I also authorize the newspaper to bill me directly for the cost to publish this notice. I acknowledge that I am financially responsible for the cost of publishing the notice, and that failure to timely pay this cost may result in the notice not being published in the timeline required by the ABZA-LD bylaws, as well as my case being automatically continued to the next hearing of the ABZA-LD.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Instructions – Notice of Public Hearing Release

Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. Please skip the first line, marked **Case #**.
2. Whoever is responsible for paying the legal ad should include their information in the **APPLICANT/PETITIONER** box; it does not need to be the petitioner. The newspaper will contact this person via email to pay the bill. Please make sure to check your inbox (and even your Spam folder) around 15-20 days before the hearing date. If you have not received a bill by 14 days before the hearing date, please contact our office.
3. The legal ad must be published at least 10 days prior to the hearing date, or your case will not be heard. Typically, the ad cannot be published until you pay the bill sent by the newspaper.
4. Please sign and date the form.



## Instructions – Affidavit of Public Notice

Tippecanoe County Area Board of Zoning Appeals – Lafayette Division

1. This form can **ONLY** be filled out on the day of the hearing.
2. Please fill in the **Petitioner** name, **case #** (assigned by City of Lafayette Engineering Department staff) and **public hearing date**.
3. Please fill in the date the letters were mailed, and the sign(s) was posted.
4. The rest of the form must be filled out in front of a Notary Public, only on the day of the hearing. By signing this form, you are acknowledging that the letters were sent, the sign(s) was posted at least 21 days before the hearing, and the sign(s) was kept in place for the full 21-day period and remains posted today (the day of the hearing). Please note that there may not be a Notary Public available at the hearing, so you must make arrangements prior to attending the public hearing.