

SPECIAL EXCEPTION FOR RELIGIOUS USE CHECKLIST

Requirements for filing a petition

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 the **legal description** attached to the petition.

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 for a nominal charge).

4. 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.
5. One (1) completed copy of the **Findings of Fact** for Special Exception for Religious Use. Staff will not be able to assist you in completing this form. For assistance in completing this form, consult the informational flyer titled "Preparing Your Findings of Fact".
6. Three (3) copies of a **site plan**. Plans must be drawn to a scale of 1=10, 1=20, 1=30, or 1=40. Plans must minimally include the information described on the sample site plan; additional information may be required. If the petition requests a special exception to a D-6, D-6II, D-7, D-8, D-9, or D-10 Dwelling District classification, the site plan must show sidewalks and pedestrian accessibility between the building and the street and, if applicable, public transit.
7. Three (3) sets of **elevations** of any proposed structure. Plans must be drawn to scale.
8. If signs are proposed, three (3) copies of **sign elevations** must be provided. The elevations must include the size, color, materials, type of design and method of illumination for each sign. All plans must be drawn to scale.

Additional plans must be submitted and are subject to the type of sign(s) proposed.

- a. If freestanding, three (3) copies of a **site plan indicating the sign location(s)** must be provided.
- b. If on the building, three (3) copies of **building elevations, upon which a sign is proposed** must be provided. Both proposed and existing signs must be depicted on the building elevations.
9. A **photograph** of the existing building(s), taken from each side, must be submitted.
10. Three (3) copies of the **landscape plan**. Plans must be drawn to a scale of 1=10, 1=20, 1=30, or 1=40; landscape plan may be drawn on the site plans.
11. Three (3) copies of a **plan of operation**, describing the request including, but not limited to, a description & size of the proposed facilities, number of employees, security provisions, and hours of operation. The existing and proposed seating capacity of the largest public assembly room must be indicated; and the off-street parking facilities servicing the religious activity must be indicated.

- Checklist continues on next page -

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12. **Non-refundable filing fee.** Consult the Rules of Procedure for the applicable fee amounts.
13. **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.
14. **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.
15. **Contact person identified.** The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report:

Name (print): _____

Address: _____

Daytime Phone: _____ Fax: _____

E-Mail Address: _____

Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "City of Indianapolis." Credit cards are accepted; however, the credit card processing agency assesses a fee of \$1.00 minimum **OR** 3.2% of the transaction amount, whichever is greater.