

VARIANCE 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** (both the Variance of Use and Variance of Development Standards Findings of Facts must be submitted when applying for both use and development standards variances). 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. Additional information may be required, but at the minimum, plans must include the information described on the site plan form. The site plan also needs to include details regarding parking and pedestrian accessibility, including sidewalks.
7. **Additional requirements:** If the petition requests a variance of use for a non-residential use, three (3) copies of a **plan of operation**. The plan should profile the request including, but not limited to, a description of the proposed facilities, number of employees, security provisions, presence of hazardous or explosive materials, and hours of operation. If the petition requests a public assembly use, such as a church, include the seating capacity of the largest assembly room. If the petition requests a multi-family use or is in a D-6, D-6II, D-7, D-8, D-9 or D-10 District, one (1) completed copy of the **Multiple Dwelling Project Analysis Sheet**.
8. **Non-refundable filing fee.** Consult the Rules of Procedure for the applicable fee amounts.
9. **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.
10. **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.
11. **Contact person identified.** This Contact Person is 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.