

BOARD OF ZONING APPEALS CHECK LIST

The following information must be submitted PRIOR TO THE 10TH DAY OF THE MONTH preceding the Board of Zoning Appeals meeting, which is held the 3rd Wednesday of every month, with the exception of Holidays.

<u>CATEGORY</u>	<u>FILING FEE</u>
VARIANCE FROM DEVELOPMENT STANDARDS	\$200
VARIANCE OF USE	\$400
SPECIAL EXCEPTION	\$200 plus \$10/acre or any portion thereof
FILING FEE FOR APPEAL	\$300 pending final decision of Board

1. Application completed and signature notarized. A Power of Attorney letter is required when petitioner is not owner.
 2. Legal description or Plat of Survey (if unplatted).
 3. Site Plan drawn to scale showing existing and proposed structures with dimensions, driveways, and any roads the property has frontage on, and the dimensions from all structures to the property lines.
 4. Health Department approval if on septic (OR) if on sewers, a letter of acceptance from the sewer utility company. Any commercial or industrial petition using septic fields will require State Health Approval (contact County Health Department).
 5. Certified List of Adjacent Property Owners showing names and addresses. This may be obtained from the Lake County Auditor, Township Tax Assessor, or a Title Company. (Plan Commission has request letters for the Auditor).
 6. Clearance from County Surveyor's Office for Preliminary Drainage Approval.
 7. Clearance from County Highway Department if access on county road.
 8. If access on State Highway, the State Highway Permit is required before a Building Permit will be issued.
 9. Photographs of the site and surrounding area (optional).
- II. PRIOR TO BOARD OF ZONING APPEALS MEETING, THE FOLLOWING REQUIREMENTS MUST BE MET:
1. Proof of publication of legal advertisement appearing twice in a newspaper of general circulation. The advertisement is prepared by the Board of Zoning Appeals Secretary, but the petitioner is responsible for publication.
 2. Notice must be sent to the adjacent property owners. This is done by the Secretary.
- III. AFTER THE BZA APPROVAL AND PRIOR TO THE ISSUANCE OF THE BUILDING PERMITS, ALL OTHER NECESSARY APPROVALS MUST BE MET.