



## **Special Exception Application Packet**

Community Development/Planning  
Jasper City Hall  
610 Main Street  
Jasper, IN 47547  
Phone: (812) 482-4255 Fax: (812) 482-7852

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**CITY OF JASPER – BOARD OF ZONING APPEALS – SPECIAL EXCEPTION**

<b>Application Date:</b>
<b>APPLICATION FOR SPECIAL EXCEPTION</b>
<b>Applicant's (Petitioner) Name:</b>
<b>Applicant's Address:</b>
<b>Phone Number:</b>
<b>Owner's Name</b> (If different than applicant):
<b>Owner's Address:</b>
<b>Phone Number:</b>
<b>Premises Affected</b> (common address – attach a recorded legal description):
<b>Reason for Variance Request:</b>

The above information and attached exhibits, to my knowledge and belief, are true and correct.

\_\_\_\_\_  
Applicant's Signature (Owner)

\_\_\_\_\_  
Applicant's Signature (Petitioner)

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**Bottom portion to be filled out by office staff**  
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**Board of Zoning Appeals Meeting Date:** (Meetings are held first Wednesday of the month) \_\_\_\_\_

**Meeting Deadline:** (Public Hearing information must be submitted 10 days before meeting) \_\_\_\_\_

## GUIDELINE FOR PUBLIC HEARINGS

(Meetings are held on the first Wednesday of the month)

1. Petitioner shall submit a petition (application) by the deadline noted on the meeting date calendar. Both calendar and applications are available on the City's website [www.jasperindiana.gov](http://www.jasperindiana.gov) and also in the Community Development & Planning Department at City Hall, 610 Main Street.
2. A public hearing notice will then be prepared by the Community Development/Planning Department from the information received on the application. The petitioner will be given a copy to submit to The Herald. **The notice must be published in the Herald at least 10 days prior to the date of the public hearing.** The petitioner is responsible for the cost of the public notice.
3. The petitioner must also serve a copy of the notice to all adjacent property owners in all directions, within 200 feet of the proposed property. If there is only one property owner in any direction, the petitioner must extend the search to 400 feet (*but in no event further*) to reach a second property owner. Signatures may be obtained by certified mail return receipt requested, certificate of mailing, or by hand carried notification signed and dated by the property owners, **not less than 10 days prior to the public hearing.** The petitioner shall provide a complete list of the above-mentioned owners from the County Auditor's office. **A list of names and addresses, in addition to proof of service of notice, should be delivered to the Building/Planning Department not less than 10 days prior to the public hearing.**
4. An **application fee must be submitted with application** to the Community Development & Planning Department  
Application Fees are as follows:
  - Special Exception - \$150.00
  - Variance - \$150.00
  - Request for Special Meeting - \$150.00
  - Rezoning - \$200
  - PUD - \$300.00 + \$25/acre
  - Plat – (due before secondary approval)
    - \$300.00 + \$25/acre (Residential)
    - \$300.00 + \$50/acre (Commercial & Industrial)
5. At the hearing, the petitioner must be present or have prior arrangements made for a representative to present the request on behalf of the petitioner. The petitioner shall submit a site plan **delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.**
6. The petitioner will receive an electronic copy of a "Proposed Findings of Fact" form stating the requirements for a variance/special exception. **Petitioner must address the criteria on the space provided. The Board may impose reasonable conditions as part of its approval. A variance/special exception may be approved by the Board only upon a determination that the Board finds all of the petitioner's statements to be true. The form must be delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.** The petitioner shall be prepared to address these requirements at the meeting. Please note: the form is a Word Document. Please type on space provided.

Please contact the Community Development & Planning Department at 812-482-4255 with any questions, or email at [kpfigster@jasperindiana.gov](mailto:kpfigster@jasperindiana.gov).



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**CITY OF JASPER BOARD OF ZONING APPEALS 2020 MEETING DATES**  
**For SPECIAL EXCEPTIONS**

**Meeting Time: 6:30 p.m.**  
**The Board meets the 1<sup>st</sup> Wednesday of every month.**

**610 Main St, Jasper, IN 47546**  
**2<sup>nd</sup> floor Council Chambers**

**2020 City of Jasper Board of Zoning Appeals Dates**

<b>Application Deadline</b> (40 days before meeting)	<b>Public Notice Deadline</b> (Notice must be published & property owners notified)	<b>Proof of Notice Deadline</b> (All fees & paperwork must be submitted to Dept. of Community Development & Planning)	<b>Meeting Date</b>
November 29, 2019	December 27, 2019	December 27, 2019	January 8, 2020
December 27, 2019	January 24, 2020	January 24, 2020	February 5, 2020
January 24, 2020	February 21, 2020	February 21, 2020	March 4, 2020
February 21, 2020	March 20, 2020	March 20, 2020	April 1, 2020
March 27, 2020	April 24, 2020	April 24, 2020	May 6, 2020
April 24, 2020	May 22, 2020	May 22, 2020	June 3, 2020
May 22, 2020	June 19, 2020	June 19, 2020	July 1, 2020
June 26, 2020	July 24, 2020	July 24, 2020	August 5, 2020
July 24, 2020	August 21, 2020	August 21, 2020	September 2, 2020
August 28, 2020	September 25, 2020	September 25, 2020	October 7, 2020
September 25, 2020	October 23, 2020	October 23, 2020	November 4, 2020
October 23, 2020	November 20, 2020	November 20, 2020	December 2, 2020
November 25, 2020	December 23, 2020	December 23, 2020	January 6, 2021

All petitions must be filed with the Community Development & Planning (610 Main St, Jasper, IN) by 4:00 p.m. on the application deadlines specified above.

