



Variance Application Packet

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



CITY OF JASPER – BOARD OF ZONING APPEALS – VARIANCE

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

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

Applicant's Signature (Owner)

Applicant's Signature (Petitioner)

Bottom portion to be filled out by office staff

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 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. A measuring tool can be found on the Dubois, IN Web Map - <https://duboisin.wthgis.com/> - 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' name and address. **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. Note: the form is a Word Document. If possible, 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.



CITY OF JASPER BOARD OF ZONING APPEALS 2021 MEETING DATES
For VARIANCES

Meeting Time: 6:30 p.m.
The Board meets the 1st Wednesday of every month.

610 Main St, Jasper, IN 47546
2nd floor Council Chambers

2021 City of Jasper Board of Zoning Appeals Dates

Application Deadline (40 days before meeting)	Public Notice Deadline (Notice must be published & property owners notified)	Proof of Notice Deadline (All fees & paperwork must be submitted to Dept. of Community Development & Planning)	Meeting Date
November 29, 2020	December 23, 2020	December 23, 2020	January 6, 2021
December 28, 2020	January 22, 2021	January 22, 2021	February 3, 2021
January 22, 2021	February 19, 2021	February 19, 2021	March 3, 2021
February 26, 2021	March 26, 2021	March 26, 2021	April 7, 2021
March 26, 2021	April 23, 2021	April 23, 2021	May 5, 2021
April 23, 2021	May 21, 2021	May 21, 2021	June 2, 2021
May 28, 2021	June 25, 2021	June 25, 2021	July 7, 2021
June 25, 2021	July 23, 2021	July 23, 2021	August 4, 2021
July 23, 2021	August 20, 2021	August 20, 2021	September 1, 2021
August 27, 2021	September 24, 2021	September 24, 2021	October 6, 2021
September 24, 2021	October 22, 2021	October 22, 2021	November 3, 2021
October 22, 2021	November 19, 2021	November 19, 2021	December 1, 2021
November 29, 2021	December 23, 2021	December 23, 2021	January 5, 2022

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.

THE PERMIT PROCESS

Why do I need to apply for a permit?

Zoning Compliance: First check that the property and the project both comply with the applicable zoning rules (land use).

Some typical issues are:

Land Use: Only those uses allowed as described under the City of Jasper's Unified Development Ordinance are allowed within each zoning district.

Set-Backs: All set-backs for the primary and accessory use buildings must conform to the requirements of the City of Jasper's Unified Development Ordinance.

Building Height: The maximum height of the building may not exceed those allowed by the City of Jasper's Unified Development Ordinance.

Signage: All signage must conform to the size and height requirements as defined by the City of Jasper's Unified Development Ordinance.

STEPS TO COMPLETE:

- ➔ Obtain appropriate permit application either in person or online for the proposed project.
- ➔ Complete permit application and all required information.
- ➔ Stake/flag area to be constructed on property before submitting completed application.
- ➔ Submit completed application to the Community Development/Planning Department. Work on the project may not begin until the permit approval has been granted.
- ➔ Staff will conduct a site visit to verify application information.
- ➔ Permit is issued for the project with the appropriate job-site placard.
- ➔ Staff conducts a post construction site visit to verify project. If discrepancies are found, owner will be notified.

TIPS

- The permitting process will move along more efficiently with properly prepared plans.
- Requesting the latest submittal requirements for each type of project is a good idea.
- If you have questions, concerns, or need help, visit or call the staff in the Community Development & Planning Department of Jasper City Hall.

Types of Permits

Improvement Location Permit

Otherwise known locally as a **building permit**, this form is required for all construction projects including residential, commercial, industrial, and institutional. An improvement location permit is required for new construction or a remodel if the footprint of an existing building or structure is expanded. Permits are required for work done inside the city limits of Jasper as well as within the two-mile jurisdictional area of the Jasper Plan Commission.

Types of construction requiring a permit:

- Any structural project-new or expansion
- Accessory structures such as detached garages and storage sheds of any size
- Sunrooms or Pergolas
- Swimming Pools

Fence Permit

This form is required for all types of fences. Fences may not be placed on a City or Utility easement.

Pool Permit

A permit is required for above-ground and in-ground pools if over 36" of water depth. A fence permit is also required with this permit.

Sign Permit

Permits are required for permanent and temporary signs. Separate forms are available for each. The City of Jasper's municipal code contains a section that provides for the Limitations on Signs.

Grading/Land Disturbance Permit

A permit is required for any development that disturb between a half (1/2) acre to an acre (1) of land.

Demolition Permit

A permit is required for any demolition or partial demolition of any building or structure.