



## **Variance 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 – VARIANCE**

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

\*\*\*\*\*  
**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) \_\_\_\_\_



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## 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 / Dubois, IN Web Map <https://duboisin.wthgis.com>. **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. If possible, please type on space provided.



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**CITY OF JASPER BOARD OF ZONING APPEALS 2023 MEETING DATES  
 For **VARIANCES****

**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**

**2023 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 25, 2022	December 23, 2022	December 23, 2022	January 4, 2023
December 23, 2022	January 20, 2023	January 20, 2023	February 1, 2023
January 20, 2023	February 17, 2023	February 17, 2023	March 1, 2023
February 24, 2023	March 24, 2023	March 24, 2023	April 5, 2023
March 24, 2023	April 21, 2023	April 21, 2023	May 3, 2023
April 28, 2023	May 26, 2023	May 26, 2023	June 7, 2023
May 26, 2023	June 23, 2023	June 23, 2023	July 5, 2023
June 23, 2023	July 21, 2023	July 21, 2023	August 2, 2023
July 28, 2023	August 25, 2023	August 25, 2023	September 6, 2023
August 25, 2023	September 22, 2023	September 22, 2023	October 4, 2023
September 22, 2023	October 20, 2023	October 20, 2023	November 1, 2023
October 27, 2023	November 24, 2023	November 24, 2023	December 6, 2023
November 24, 2023	December 22, 2023	December 22, 2023	January 3, 2024

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.