



## **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>Email:</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 Special Exception 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) \_\_\_\_\_

## 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. Please type on space provided.

Please contact the Community Development & Planning Department at 812-482-4255 with any questions.



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## **CITY OF JASPER BOARD OF ZONING APPEALS 2026 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**

### **2026 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 28, 2025	December 28, 2025	December 28, 2025	January 7, 2026
December 26, 2025	January 25, 2026	January 25, 2026	February 4, 2026
January 23, 2026	February 22, 2026	February 22, 2026	March 4, 2026
February 20, 2026	March 22, 2026	March 22, 2026	April 1, 2026
March 27, 2026	April 26, 2026	April 26, 2026	May 6, 2026
April 24, 2026	May 24, 2026	May 24, 2026	June 3, 2026
May 22, 2026	June 21, 2026	June 21, 2026	July 1, 2026
June 26, 2026	July 26, 2026	July 26, 2026	August 5, 2026
July 24, 2026	August 23, 2026	August 23, 2026	September 2, 2026
August 28, 2026	September 27, 2026	September 27, 2026	October 7, 2026
September 25, 2026	October 25, 2026	October 25, 2026	November 4, 2026
October 23, 2026	November 22, 2026	November 22, 2026	December 2, 2026
November 27, 2026	December 27, 2026	December 27, 2026	January 6, 2027

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.