



PETITION#: _____
FEE: _____
FOR OFFICE USE ONLY

PETITION

PLEASE PRINT LEGIBLY

CLARK COUNTY, INDIANA

PETITION FOR: BOARD OF ZONING APPEALS PLANNING COMMISSION

Name of Applicant: _____

Applicant's Address: _____

Email Address: _____

Telephone Number: _____ Fax Number: _____

Date of Application: _____ Township: _____

Address or Property Subject to This Petition: _____

Grant: _____ or Section: _____ Congressional Township: _____ Range: _____

Municipal Township: _____ Zoning Classification: _____ Subdivision (if applicable): _____

Please Check the Applicable Box:

Amendment to the Official Zoning Maps of Clark County	Variance to the Zoning Ordinance of Clark County	Special Exception as Required by the Zoning Ordinance of Clark County	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe Detailed Use: _____

(ATTACH MORE SHEETS IF NECESSARY)

Please Provide the Following:

1. Attach the legal description of the property.
2. Attach a development plan depicting all information required and information the applicant believes necessary for review by the Board or Commission; including, as applicable: parcel dimensions, locations of streets, driveways, location and number of parking spaces, sewer and water lines, and other appropriate information.
3. Include any additional evidence necessary to support the petition.

I affirm, under the penalties of perjury that the foregoing representations are true.

Applicant's Signature: _____ Date: _____

Applicant's Name (printed): _____

Please complete and attach the Findings of Fact worksheet to this Petition before submitting to the Office of Planning and Zoning, as well as the Affidavit of Notice of Public Hearing found within this Petition application. Please note the following requirements regarding time-sensitive notices, required by IC 36-7-4-604 and IC 5-3-2, and read in the Clark County Zoning Ordinance as follows:

1. The petitioner must mail a notice of hearings by certified mail, return receipt to each of the abutting property owners no less than ten (10) days prior to the hearing. In the event there are less than five (5) abutting property owners, the petitioner must notify the abutting property owners and the next closest property owners so a minimum of five (5) property owners closest to the subject property are properly notified. If the subject property abuts on a county line or county line roadway, the owners of all property to a depth of two (2) ownerships, or 1/8 of a mile, whichever is less, in such adjoining county, must be notified.
2. Notice of public hearing shall be published one time at least ten (10) days before the date of the hearing.
3. A sign depicting the Notice of a Public Hearing must be posted in a conspicuous space on the subject property, along all road frontage of the subject property at least every 500 feet, at least ten (10) days prior to the hearing.

Please submit proof of mailings and proof of publication from the newspaper to the Office of Planning and Zoning prior to the hearing of the Petition.

Please use the Public Notice templates within this Petition application for the mailings and publication. DO NOT ALTER ANY WORDING IN THIS TEMPLATE, ONLY FILL IN THE BLANKS WITH THE APPROPRIATE INFORMATION.

**Affidavit of Notice of Public Hearing
Clark County, Indiana**

I [we] _____ certify that notice of public hearing to consider
Petition # _____ pertaining to the _____ was sent by certified first class
mail the last known address, as determined by records of the Clark County Auditors, to each of the following
persons.

OWNER'S NAME	MAILING ADDRESS

Attach additional sheets if needed

And that such notice were mailed on the _____ day of _____, 20__ being at least 10 days prior to the
scheduled public hearing and that timely proof of such first certified first class mailing[s] are attached hereto.

Applicant, Attorney, or Authorized Signature

Date

Printed name.

State of Indiana)

County of Clark)

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public Resident of Clark County, Indiana

My commission expires: _____

Sample Legal Notice

Complete and publish the following legal notice in a daily newspaper of general circulation in Clark County at least 10 days prior to the date of the public hearing. The applicant should be aware that the newspaper has deadlines for submittal of public notices. It is the sole responsibility of the applicant to meet these deadlines.

Public Notice Clark County, Indiana Board of Zoning Appeals/Plan Commission

The Board of Zoning Appeals/Plan Commission will meet on _____ day of _____, 20____ at 5:00 p.m. at the Clark County courthouse located at 501 E. Court Avenue, Room 418, Jeffersonville, IN, 47130 for the purpose of holding a public hearing and acting on the following:

Requested Action: The applicant is requesting a _____ to

At the following commonly known address: _____

The petition is available for public review at the Planning & Zoning Department, 501 E. Court Avenue, Room 416, Jeffersonville, IN, 47130 between the hours 8:30 a.m. to 4:30 p.m.

Interested persons desiring to present comments either in writing or verbally will be given the opportunity to be heard at the aforementioned time and place. Written objections to the proposal that are filed with the Secretary of the Commission before the hearing will be considered. The hearing may be continued from time to time, as may be found necessary.

Clark County Board of Zoning Appeals
Clark County Plan Commission