



# City of Wabash

**BUILDING COMMISSIONER**

CITY HALL  
202 S. Wabash Street  
Wabash, IN 46992

**(260) 563-4171**  
**FAX (260) 563-0876**

## **PETITION FOR A SPECIAL EXCEPTION BEFORE THE BOARD OF ZONING APPEALS**

Petitioner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ Date: \_\_\_\_\_

Location and Description of premises for the **SPECIAL EXCEPTION** is requested:

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

A plot plan drawn to scale showing the Lot or Plot and the location of all existing structures, structures to be razed, proposed structures, right-of-way lines of adjacent highways, streets and alleys, parking areas, private sewage disposal systems is attached to and made a part of this Petition.

Nature of Size of Existing Improvements: \_\_\_\_\_

\_\_\_\_\_

Present Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Detailed Description of the Special Exception is Requested: \_\_\_\_\_

\_\_\_\_\_

Why is the Special Exception Requested? \_\_\_\_\_

\_\_\_\_\_

Attach on a separate piece of paper, the names and addresses of all property owners within 300 feet of the property for which the Special Exception is being requested.

The undersigned swears or affirms that all information above and all documents and exhibits attached, are true and accurate to the best of their knowledge.

\_\_\_\_\_  
Owner:

\_\_\_\_\_  
Petitioner:



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## Notice of Public Hearing before the Board of Zoning Appeals of the City of Wabash, Indiana

Notice is hereby given on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_ (Petitioner's name) filed with the Board of Zoning Appeals of the City of Wabash, Indiana, a petition requesting an appeal of a decision by the Building Commissioner of the City of Wabash, Indiana, to-wit: for the grant of a (special exception) (variance).

The location and description of the property for which the \_\_\_\_\_ has been requested is \_\_\_\_\_  
(Street Address/RR #)

\_\_\_\_\_  
(Legal Description)

The description of the action requested in the petition is (state that it is a variance or special exception and describe the variance or special exception in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The petition and all necessary information relating thereto will be available for public inspection in the office of the Building Commission of the City of Wabash, Indiana, Wabash City Hall, 202 South Wabash Street, Wabash, Indiana from 8:00 a.m. to 4:00 p.m., Monday through Friday of each week until the date of the hearing of the petition.

A public hearing will be held by said Board on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. in the Wabash City Hall, 202 South Wabash Street, Wabash, Indiana, at which time all interested persons will have the opportunity to be heard on the matters set forth in the petition.

John H. Stephens  
Building Commissioner



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## SPECIAL EXCEPTION

### AFFIDAVIT OF MAILING NOTICES TO ADJACENT PROPERTY OWNERS

The undersigned swears and affirms that a copy of the Notice attached hereto was mailed to each of the following named persons, by first class postage prepaid mail, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Petitioner

Subscribed and sworn to, before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Indiana  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_ Improvement location permit application filed

\_\_\_\_\_ Plot Plan Filed

\_\_\_\_\_ Development Plan Filed

\_\_\_\_\_ Affidavit of Mailing notices to adjacent property owners filed

\_\_\_\_\_ \$35.00 Fee to the City of Wabash



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## INSTRUCTIONS TO APPLY FOR A VARIANCE OR A SPECIAL EXCEPTION WITH THE BOARD OF ZONING APPEALS

1. File all completed paperwork and the \$35.00 filing fee with the City of Wabash's Building Inspector's office, 10 days prior to the BZA meeting.
2. The Notice of Public Hearing (second page of the Application) is the form that needs to be filled out and a copy given to the Wabash Plain Dealer to be published as a legal ad, **one time only**, 10 days before the meeting date. This expense is the responsibility of the property owner.
3. Also, you must obtain the names of all property owners within 300 feet of the property of the requested Variance or Special Exception. This information can be obtained from the County Auditor's office, based on a scale they go by. (Wabash County Court House, 1 West Hill Street, Wabash, IN 46992, (260-563-0661) Once you have obtained the information from the Auditor's office, list all the names on a separate piece of paper and attach to the "Affidavit of Mailing Notices to Adjacent Property Owners". Send each property owner a copy of the Notice of Public Hearing, by first class postage prepaid mail, 10 days before the meeting, and have the post office date stamp your list of names. Attach the date stamped list to the original Affidavit of Mailing.
4. **VERY IMPORTANT:** Be sure to get a Plot Plan of your property from the Recorder's office showing where your lot is located. Also, you need to have a drawing of your project.
5. Again, all paperwork must be back in the office of the Building Inspector, 10 days before the scheduled meeting. The BZA meets the third Thursday of each month @ 6:30 p.m., City Hall, 202 South Wabash St., Wabash, IN 46992.