



City of Wabash

BUILDING COMMISSIONER

CITY HALL
202 S. Wabash Street
Wabash, IN 46992

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

PETITION FOR A VARIANCE 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 which the **VARIANCE** 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 Variance requested: _____

Why is the Variance 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 Variance 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.

James Straws
CBI, CFI, CPE
Building Commissioner



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VARIANCE

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.