



APPLICATIONS TO THE BOARD OF ZONING APPEALS

COMPREHENSIVE CHECKLIST OF APPLICATION REQUIREMENTS

All items listed in the checklist below are **mandatory** for filing and docketing of an application. At the City of Noblesville, we are committed to thoroughly and expeditiously reviewing your application, but your application must be submitted, **in complete form**, by the submittal deadline in order to maintain the review process timeline. All items listed below, unless otherwise specified by a staff member of the Noblesville Planning and Development Department, are required for acceptance and review of your application. We appreciate your cooperation and interest in the City of Noblesville.

CHECKLIST

- A completed application on a form prescribed by the Department of Planning with all required signatures. A separate application is required for each variance being requested.
- Payment of filing fees pursuant to the invoice that will be sent upon acceptance/docketing of the application. The fee must be paid within ten (10) business days of receipt.
- Legal description of the property
- The last deed of record that includes the recording number.
- Description of the nature of the variance requested.
- Current and accurate site plan of the property, drawn to scale, not to exceed 11"x17" in size that includes the following information:
 - The boundaries of the subject property
 - Locations and dimensions of all existing and proposed structures
 - Location and dimensions of all existing and proposed building lines, right-of-way lines, regulated drains, floodplains, and easements
 - Location and dimensions of all significant infrastructure, existing and proposed, on the subject site.
 - Locations and dimensions of all driveways and drainage areas adjacent to the property
 - Location and dimensions of all relevant open space areas, buffer yards, landscaped areas, refuse and service areas, and signs
 - Any other information the Board of Zoning Appeals might find useful in determining the appropriateness of the proposed request at the proposed location
- Elevations of proposed structures or additions
- Technical information as determined by the Director of Planning and Development and the Technical Advisory Committee.

- A narrative statement explaining requested variance and the specific reason the variance is needed.
- A completed findings of fact form (except applications for an Appeal).