



**BROWN COUNTY GOVERNMENT  
BOARD OF ZONING APPEALS**  
SPECIAL EXCEPTION for TOURIST HOME or BED & BREAKFAST

**APPLICATION CHECKLIST**

201 Locust Lane  
P.O. Box 401  
Nashville, Indiana 47448

Phone: (812) 988-5490

[www.browncounty-in.gov](http://www.browncounty-in.gov)

Applications for a special exception must include all the required items as listed below. Applications that do not include all the required items are incomplete and will **NOT** be docketed. Complete applications must be submitted by 2:30 p.m. of the submission deadline day. **Complete applications and all checklist items must be delivered in person.**

1. \_\_\_\_\_ **Septic system approval letter (visual inspection required) or new septic permit** from the Brown County Health Department (see enclosed letter from Health Department)
2. \_\_\_\_\_ Copy of most recent **Property Card** (Provided by the Assessor)
3. \_\_\_\_\_ Copy of the most recently recorded **deed** (Provided by Records office)
4. \_\_\_\_\_ Application form signed by **all owners** of the property
5. \_\_\_\_\_ A typed or neatly printed **statement of your request** explaining the reason for the special exception and include the following:
  - a. **number of guest rooms** and **maximum number of guests** (a guest room is a bedroom or an area containing a pull out sofa or similar to be used for guests). Please indicate which room a guest(s) would be sleeping in if other than a bedroom/guest room
  - b. All location/address, and names of **tourist homes within ¼ mile** and/or **residences within 250 feet** of the proposed tourist home
  - c. Name of party who will **manage the tourist home** if it is not owner managed
  - d. **Flood Plain District** (Provided by the Plan Commission Office)
6. \_\_\_\_\_ **Site plan** (drawn neatly to scale on white paper, in ink or by computer, on 8 ½" x 11" or 8 ½" x 14" paper). This drawing will be distributed to the BZA members and the public, please submit a drawing that is legible and accurate. (See attached example) **The site plan must contain the following information:**
  - a. Location, dimensions, and size of the property
  - b. Location and size of all **buildings, ponds, structures and signs** already on the land **and** those proposed by petitioner. Show the distance from these features to the property lines.
  - c. Location and size of all **entrances to and exits from** the land, and all adjacent streets and highways and developments
  - d. Location, size and dimensions of **required parking spaces, driveway, emergency access and vehicle turnaround areas** please see 4.11 and 4.12 of the zoning ordinance (Attached) for parking and driveway requirements

e. Location of **septic system** – existing or proposed

7. \_\_\_\_\_ A drawing of the **floor plan** for the proposed tourist home should include:

- a. If there is more than one floor of the structure, provide a floor plan for each floor. Include applicant name, address and total square feet of the residence
- b. Label the use of each room with room dimensions
- c. Indicate which room(s) will have a pull out sofa, futon or similar sleeping accommodation
- d. Identify all doors and windows
- e. If the current floor plan will be changed, please submit drawings of the current and proposed plans.

8. \_\_\_\_\_ A **driveway permit** is required for **NEW** driveways that access State Highways or public roads or streets. A driveway permit is not required for driveways that access privately maintained roads.

9. \_\_\_\_\_ Documentation of adequate **electricity and water** for the site (e.g., copies of utility bills). If the proposed property uses a private water source, (i.e. well, lake or cistern) a **negative water test must be provided** (see the Health Department)

11. \_\_\_\_\_ Provide a written statement whether target shooting will be allowed on the property. If no target shooting is allowed, how will this information be provided to guests?

12. \_\_\_\_\_ Contact the **fire department** providing service to the proposed site and request an inspection to review the driveway access. Please request a letter of their evaluation to be sent to the Planning and Zoning Commission.

13. \_\_\_\_\_ **Pre-submission meeting** with zoning inspector (Please schedule an appointment **1 week before submission deadline date**. The purpose of this meeting is to review the completed application and checklist)

14. \_\_\_\_\_ **THIS ITEM REQUIRES NO ACTION UNTIL DOCKET DATE**. The Plan Commission will provide a printed list of the names and addresses of all **property owners within 600 feet** (250 feet for CSCD) of the proposed property. It is highly recommended the applicant review the **public terminal** (located in the Treasurer or Recorder's Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners.

15. \_\_\_\_\_ Copy of the **plat map** for the general area (Provided by Plan Commission)

16. \_\_\_\_\_ **Filing fee** (\$100.00) – payment due on Docket Date

Indiana State Code and Indiana Dwelling Code requires:

17. \_\_\_\_\_ **Smoke detectors must** be placed in all bedrooms, and at least one on each level of the home  
(Smoke detectors must be working or the home will not pass inspection.)

The following items (a-d) are recommended for the safety and welfare of the owners and guests:

- a. \_\_\_\_\_ **Fire extinguishers** placed in the following locations: near any bedroom(s), kitchen, and at least one on each level of the home.
- b. \_\_\_\_\_ **Carbon monoxide** detector(s) placed near any gas appliances.
- c. \_\_\_\_\_ **Emergency numbers** and an **evacuation plan** displayed at the home.
- d. \_\_\_\_\_ An **escape ladder** available in any second story room.

**Applicants should be ready to address the following at the Public Hearing**

1. Does Section 3.1 or 3.9 of the Zoning Ordinance authorize a special exception for this use in the district in which the property is located? (Check with the Plan Office before you file for the special exception.)
2. Will the requirements for special exceptions prescribed by the Brown County Zoning Ordinance be met? (Check with Plan Office before you file for the special exception.)
3. Will granting the exception subvert the general purposes served by this ordinance and materially and permanently injure other property or uses in the same district and vicinity? (Describe how it affects the neighbors and why it will not conflict with intent of the zoning ordinance)

**Please Note**

If the Board grants a Special Exception, the Petitioner must meet all conditions stipulated by the Board. Once these conditions have been met, Petitioner must contact the Plan Office for a Certificate of Occupancy. The Special Exception is not authorized until this certificate is issued.

## Brown County Volunteer Fire Department

### Driveway Inspection Policy

1. Per the Brown County Government Board and Zoning Appeals: Special Exemption for Tourist Home or Bed and Breakfast Page 2 Item 14, any person(s) requesting approval must obtain a driveway inspection from the jurisdictional fire department within the area of which the home resides.
2. The Brown County Volunteer Fire Department response area involves all of Washington Township and the Town of Nashville, all homes within our response area will be inspected by one of the following members: Chief, Assistant Chief, Captain, Lieutenant or Board of Director's Member. Or the Chiefs' designee.
3. Any inspection performed by any other department in the county or out of county, will be considered null and void and not sufficient per Item 14.
4. 30 day prior notice is required for driveway inspection to be completed.
5. Effective June 1<sup>st</sup>, 2016, \$100 fee for driveway inspection will be due prior to inspection taking place and will be a non-refundable fee.
6. In order to ensure proper fire protection at said Tourist Home and/or Bed and Breakfast, the Brown County Volunteer Fire Department will be looking for the following items in said inspections.
  - a. Adequate Firefighting water supply within 1000 feet of the home
  - b. 20 foot wide road bed minimum
  - c. No driveway shall exceed 10 % grade
  - d. 32 feet minimum outside turning radius
  - e. Water source provisions can be made
    - i. Dry Hydrants can be placed on property
    - ii. Lakes and/or Ponds need access for drafting purposes
    - iii. Have Sprinkler system installed
  - f. Parking areas are not to impede areas of ingress and egress to the home
  - g. If there are multiple stories in the building and/or home, considerations for laddering of the home will be taken. If there are significant drop offs on either side of the home, proper firefighting operations for laddering homes cannot be performed due to safety concerns. Also, significant drop offs with rugged terrain will not allow ladders to be thrown properly due to lack of reach.
7. Upon completion of driveway inspection, a copy will be sent directly to the Brown County Board of Zoning and Appeals. Homeowners/Investors may also request a copy of the inspection for their personal records.
8. Any questions or concerns can be made directly to the Brown County Volunteer Fire Department via phone and/or email. Please allow for at least 48 hours for a response.
  - a. Phone: 812-988-4242
  - b. Email: [bcvfd231@att.net](mailto:bcvfd231@att.net)

(February 15, 2016; 1<sup>st</sup> Revision)