



## BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane  
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Nashville, Indiana 47448

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

### BOARD OF ZONING APPEALS SPECIAL EXCEPTION CHECKLIST

**This application must be typed or printed neatly in ink.  
Applications that do not include all the required items are incomplete and will NOT be docketed.**

**Complete applications must be submitted by 2:30 pm of the submission deadline day.  
Complete applications and all checklist items must be delivered in person.**

1. \_\_\_\_ Application form signed by **all owners** of the property (Provided by the Plan Commission in person only)
2. \_\_\_\_ If applicant is different from owner, provide **affidavit from the owner** authorizing the applicant to apply for special exception of the property
3. \_\_\_\_ **Filing fee** (\$125.00) – due on docket date
4. \_\_\_\_ Copy of the most recent **Property Card** (Provided by the Assessor's Office)
5. \_\_\_\_ Copy of the most recently recorded **deed** for the property (Provided by the Recorder's Office)
6. \_\_\_\_ A **legal description** of the property if it is different than the legal description in the deed
7. \_\_\_\_ Copy of a **plat map** containing the general area included in the special exception (Provided by Plan Commission)
8. \_\_\_\_ A typed or neatly printed **statement of your request** including:
  - a. Explain the proposal for the special exception and include the following:
    - If requesting a business, list hours of operation and number of employees
  - b. **Flood Plain District** in which the proposed use is located (Provided by the Plan Commission Office upon request)
9. \_\_\_\_ *Provided by the Plan Commission office ON DOCKET DATE.* A list of the names and addresses of the adjacent **property owners within 600 feet** of the property lines of proposed site (250 feet for Nashville and the CSCD). The Plan Commission is not responsible for incorrect addresses. Please review the **public terminals** (Treasurer's

or Recorder's office) for current land owner names and addresses. Please see Procedure to file for Hearing handout for information about mailing certified letters.

10. \_\_\_\_ A **driveway permit** is required for driveways that access County, State or the Town of Nashville public maintained streets or roads. A driveway permit is not required for driveways that access privately maintained roads (Provided by the Highway Department or INDOT)
11. \_\_\_\_ **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) with the following:
  - a. **Location, dimensions, and size** of the property
  - b. **Adjoining property owners** with their current property use.
  - c. Location and size of all **buildings, ponds, structures**, and any other significant features on the property; **and** those proposed by petitioner. Show the distance from these features to the property lines.
  - d. Location and size (length and width) of all **entrances and exits** from the parcel, and all adjacent streets and highways and developments
  - e. 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
  - f. **Landscape and/or sanitary facility plans**
12. \_\_\_\_ Documentation of **adequate electricity and water** utilities.
13. \_\_\_\_ Documentation of proper **sanitation system for type of use**.
14. \_\_\_\_ **Dwelling in Flood Fringe: Elevations** of actual grade at site, and One Hundred Year Elevation (An elevation certificate is provided by the Surveyor)
15. \_\_\_\_ 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.
16. \_\_\_\_ **Pre-submission meeting** (Please schedule an appointment 1-2 weeks before submission deadline date. The purpose of this meeting is to review the completed application and checklist)

**Applications 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 which the property is located? (Check with the Plan Commission 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 the Plan Commission 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.)