

BROWN COUNTY GOVERNMENT

Plan Commission/ Building Department

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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. ___ **Pre-submission meeting** with office staff (Please schedule an appointment 1-2 weeks before submission deadline date. The purpose of this meeting is to review the application and checklist)
2. ___ Application form completed and signed by **all owners** of the property
3. ___ Copy of the most recently recorded **deed** (Available from the Recorder) with **Legal description** of property on which Special Exception is proposed.
4. ___ Copy of most recent **Property Card** (Available from the Assessor)
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 **the local manager** who will manage and respond to any issues
 - d. **Flood Plain District** in which the proposed tourist home is located (Provided by the Plan Commission Office)
 - e. A plan for marking property boundaries or boundaries intended for guest use.
 - f. Address whether target shooting will be allowed by guests
6. ___ **Site plan** (drawn neatly to scale 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. 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 driveways that access County, State or the Town of Nashville public maintained streets or roads. (If a driveway does not already exist on the property). A driveway permit is not required for driveways that access privately maintained roads.
9. ___ **Septic system approval letter must include the size of the septic tank (visual inspection required) or septic permit** from the Brown County Health Department (see enclosed letter from Health Department)
10. ___ Documentation of adequate **electricity and water** (e.g., copies of utility bills)
11. ___ Contact a **fire department** or other **emergency service** and request an inspection to review the driveway for sufficient width and condition. Please request a letter of their evaluation to be sent to the Planning and Zoning Commission.
12. ___ Provided by Plan Commission ON DOCKET DATE: A printed list of the names and addresses of all **property owners within 600 feet** of your 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.
13. ___ **Filing fee** (\$125.00) – payment due on Docket Date

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.

The following items (a-e) 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.
- e. ____ **Smoke detectors must** be placed in all bedrooms, and at least one on each level of the home (per Indiana State Code and Indiana Dwelling Code).

Smoke detectors must be working or the home will not pass inspection.

ALSO, YOU MUST SEE THE ASSESSOR, TREASURER AND THE CONVENTION AND VISITORS BUREAU TO REPORT THE PROPERTY STATUS