

Area Board of Zoning Appeal

1140 County-City Bldg., 227 W. Jefferson Blvd.
South Bend, IN 46601
(574) 235-9571

CONDITIONAL USE PETITION IN **Unincorporated St. Joseph County**

Submittal **Deadline and Place of Filing:** **12:00 Noon**, Area Plan Commission, 11th Floor of the County-City Building. Filing deadlines can be found at <http://sjcindiana.com/DocumentCenter/View/13127>

1. File for a Conditional Use should include the following:
 - Submit the PETITION. Forms are available from the Area Plan Commission office, or on the Commission's website. *Please note, if the property is owned by an entity (i.e. business, organization, trust), authorization documents will be required for the individual signing the application.*
 - Submit a Site Development Plan drawn to scale showing the following:
 - North Arrow, written and graphic scale
 - Boundary of property with dimensions
 - All existing and proposed structures with distances from all property lines
 - Septic location
 - Existing and/or proposed landscaping, if applicable to application
 - Existing and/or proposed parking, if applicable to application
 - Existing and/or proposed signs, if applicable to application
 - Sign and/or building elevations, if seeking sign or architectural variances
 - If the property is greater than 3 acres, the site plan does not need to be drawn to scale
 - Filing Fees: Cash, check, or money order payable to the Area Plan Commission.
 - Variances: \$125 for the first variance, plus \$50 for each variance
 - Special Use: \$300 for the Special Use, plus \$50 for each variance
 - Conditional Use: \$300 for the Conditional Use, plus \$50 for each variance
2. The staff will prepare the legal notice for publication and notice to surrounding property owners.
3. The staff will prepare the Ordinance for Special Use and submit it to the County Council, if applicable.
4. During the review by the staff, additional information, clarification, or corrections may be requested. Changes are submitted directly to the staff.
5. The petition will not be set for a public hearing unless all required documentation, clarifications, or corrections are submitted prior to the publication of the legal ad. It is the responsibility, of you or your representative, to respond in a timely manner.
6. The petitioner or a representative must be present at the Area Board of Zoning Appeals meeting. If the petition involves a Special use, the petitioner or a representative must also be present at the County Council Land Use Committee and the County Council meetings. Please consult the County Council secretary for Council meeting dates and times.

Press TAB to complete the attached Petition.

PETITION FOR CONDITIONAL USE:

PROPERTY INFORMATION:

The property Tax Key Number(s) is/are: *Enter property tax key number(s)*

The property address:

*Address (if none, give the general location with the nearest intersection)
City, State Zip Code*

If the application only includes a portion of the property listed above, provide the Legal Description for the petition area and the total site area: *Enter legal description*

CONDITIONAL USE INFORMATION

- 1) The Conditional Use(s) being requested: *Insert text*
- 2) A statement on how each of the following standards for the granting of a Special Use is met:
 - (a) The proposed *use* will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare: *Please explain how your Conditional Use petition addresses this criterion*
 - (b) The nature, location, size, and site layout of the conditional use will be compatible with the immediate area: *Please explain how your Conditional Use petition addresses this criterion*
 - (c) Adequate water, sanitary, ingress/egress, drainage and other necessary facilities have been or are being provided to assure safe and sanitary conditions in the vicinity of the request: *Please explain how your Conditional Use petition addresses this criterion*
 - (d) The proposed conditional use does not conflict with the Comprehensive Plan or any other plan duly adopted by St. Joseph County: *Please explain how your Conditional Use petition addresses this criterion*
 - (e) The proposed use will not be unduly detrimental to the surrounding area: *Please explain how your Conditional Use petition addresses this criterion*

* The petitioner shall be held to the representations made on the Preliminary Site Plan included with this petition.

PROJECT INFORMATION

Provide a brief and descriptive narrative of the proposed use:

Insert narrative

PETITIONER INFORMATION:

Name and address of property owner(s) of the petition site:

- Name*
- Address*
- City, State Zip Code*
- Phone number with Area Code*
- E-Mail Address*

Name and address of additional property owners, if applicable:

Name and address of petitioner(s), if different than the petitioner):

- Name*
- Address*
- City, State Zip Code*
- Phone number with Area Code*
- E-Mail Address*

Name and address of additional property owners, if applicable:

CONTACT PERSON:

- Name*
- Address*
- City, State Zip Code*
- Phone number with Area Code*
- E-Mail Address*

BY SIGNING THIS PETITION, THE PETITIONERS/PROPERTY OWNERS OF THE ABOVE-DESCRIBED REAL ESTATE AUTHORIZE THAT THE CONTACT PERSON LISTED ABOVE MAY REPRESENT THIS PETITION BEFORE THE AREA BOARD OF ZONING APPEALS AND COUNTY COUNCIL AND TO ANSWER ANY AND ALL QUESTIONS THEREON.

Signature(s) of all property owner(s):
