

Requirements for petitioning for a Variance or Exception Hearing

The Kosciusko County Board of Zoning Appeals, Hearing Officer, and the Syracuse Division of the Kosciusko County Board of Zoning Appeals all meet once a month. Filing deadlines for these meetings are typically the month prior to the next meeting (i.e. must file in November to make the December meeting). All of the below documents and fees must be submitted on or before the filing deadline in order to be placed on the requested agenda. All deadlines are available on the Kosciusko County Area Plan Commission Web site, www.kcgov.com, or in our office.

Applicants will need to provide the following when petitioning for either a Variance or Exception;

- 1.) Legal Description of Property in Question including property address. This may be in the form of property deed, legal survey, or other legal description.
- 2.) A **DETAILED** site plan indicating exactly where new construction is going to be on the property, the size of the additions or buildings, all other structures on the property, the setback of the new construction from existing property lines, waters edge, and road right-of-ways. These setback measurements should be taken to the closest point of new construction including but not limited to gutters, overhangs, decks, stairs, and porches.
- 3.) Property owners name, mailing address, and phone number.
- 4.) Agents name and phone number where applicable.
- 5.) Detailed Description of what the applicant wants to petition for.
- 6.) Filing Fee (\$150.00, cash or check, per hearing). If the filing fee is being paid for by check, it should be made out to the Kosciusko County Treasurers Office.
- 7.) Due to the nature of the petition or property, additional materials or information may be required by the APC staff or Boards.

*It should be noted that if any of the above information or fees are not provided the petition may be continued or dropped.

*Once the advertised legal has been delivered, by staff, to the newspaper for publication, the filing fee is non-refundable regardless of outcome of the hearing.

****It is should be noted also, that approval by any of the boards does not constitute a permit. If construction is involved in the petition an Improvement Location Permit must still be obtained from the Kosciusko County Area Plan Commission Office on the 3rd floor of the County Court House! Please note that there may be additional requirements beyond the hearing approval documents in order for our office to issue an Improvement Location Permit including but not limited to flood plain documentation, state permits, or water and sanitary approvals.**