

PETITION TO **APPEAL** AN OFFICIAL DECISION

INFORMATION REQUIRED TO COMPLETE APPLICATION

- * Complete legal description of land involved in the public hearing.
- * Complete list of persons owning property within 660 feet of property specified in the request or two properties deep, whichever is less.
- * Signature of a Health Department Official or a Clerk Treasurer if the property is in an incorporated town. The signature by the Health Official is a not a validation to the suitability of the site to comply with the requirements of Rule IAC 6-8.3 for a septic system and well. The Health Department will make that determination after a complete review of the site conditions and an examination of the septic and drainage plans. The signature only indicates the petitioner has submitted a soil report for review by the Health Department before the hearing or the Health Department notes the presence of a septic system and well of unknown functionality on the property.
- * Signature from the County Surveyor (for drainage).
- * A 100 or 400-foot scale aerial from the Surveyor's Office or a GIS image of the property produced in the Area Plan Office.
- * A scaled site plan or a diagram with accurate dimensions illustrating the following:
 - A) Boundary of the subject property,
 - B) All existing and proposed easements,
 - C) Existing streets, county roads, and/or State Highways,
 - D) Watercourses/waterways and any other physical features pertaining to said property,
 - E) Location and use of existing and proposed buildings, and
 - F) Any other information required by the Community Planner.
- * The payment of \$150 (in accordance with the fee schedule).
- * Pick-up the 2 by 3-foot sign provided by the Area Plan Office. The petitioner must post the sign on the site of the proposed hearing request at least **TEN** days before the date of said hearing.

PLEASE NOTE

The petitioner must thoroughly complete the petition form and submit all accompanying documentation required by the Community Planner and the Board of Zoning Appeals to the Area Plan Office no less than twenty days before the schedule date of said hearing.

The Area Plan Commission is not responsible for any costs incurred because of carelessness or failure to read or ask questions about your hearing. The burden of providing the information for this hearing is on the petitioner. The Area Plan Office will not accept a petition that fails to have all the required information listed above.