

Variance / Special Use Requirements and Procedures

Town of Sheridan Board of Zoning Appeals

- Completed application and all supporting documentation is to be submitted to the Town of Sheridan Building and Zoning Office.
- Six copies of completed application and supporting documentation.

Supporting documentation includes:

- Site Plan showing outline of property and all existing features and buildings along with proposed changes to property requiring the Variance/Special Use.
 - Plans, drawings, sketches, photos, elevations that will help explain the Variance/Special Use.
 - The Petitioner's Findings which is a list of reasons why the Board should approve the Variance/Special Use.
- One Copy of the following:
 - Recorded deed for property with a full legal description of the property.
 - List of adjacent and abutting property owners.
 - Complete, sign and date the Legal Notice page.
 - BZA projects will be processed in the order they are received. You will be contacted by phone after the Town Clerk's Office has set a hearing date. You will be given the docket number and required fees, or informed of any additional information required. Fees must be paid to the Town of Sheridan before the hearing date.
 - Legal Notices must be published in the Noblesville Times.
 - You are required to mail, by certified, return-receipt mail a copy of the Legal Notice to each person identified on the property adjoiner list no less than 20 days prior to the date of the hearing but not including the day of the hearing.
 - Certified receipts are required to be submitted to the Plan Commission before or at the time of the hearing.
 - Owner(s) of the property, or their attorney or a representative with written power of attorney shall be present at the board meeting public hearing concerning the Variance or Special Use petition.

Information to be included on the site plan

- Scale of the site plan
- North arrow
- Address which includes showing the road location
- Show any easements on the property (drainage, utility, gas, or access)
- Show entire parcel property dimensions in feet
- Show floodplain, (if any) water courses, and/or wetlands
- Driveways – existing, proposed, and type of surface
- Location of current septic system, if any (tank and finger system) and well
- Location of commercial septic system if required by the health department
- Building dimensions and size of each existing and proposed structure, and use of each building
- Dimensions of any outdoor storage areas and proposed screening
- Dimensions and type of surface areas for proposed employee or customer parking, number of spaces, and company vehicle/trailer storage
- Type of curbing
- Types of and locations of landscaping and lighting
- Location of any existing or proposed signage
- Location of any existing or proposed fuel tank storage, size of tanks, and types of fuel

Petitioner's Findings

State reasons why you feel your request should be approved by the Board.

Petitioner's Presentation to Board Members

1. Please go to the podium and use the microphone in front of the Board members when your docket number is called.
2. Speak clearly and loudly without shouting.
3. State your name and current address for the record.
4. Explain in detail the variance you are requesting to the Board members.
5. Explain why you are requesting the variance.
6. Explain the hardship involved that causes you to need the variance you are requesting.
 - a. Explain in detail why the approval of your variance will not be injurious to the public health, safety, morals, and general welfare of the community.
 - b. Explain in detail that if the variance is approved that the property adjacent to the property where the variance is to be located will not be affected in a substantially adverse manner.
 - c. Explain in detail why the strict application of the requirements of the existing Zoning Ordinance would result in an unnecessary hardship in the use of the subject property.