

Petition for Variance Instructions

The Board of Zoning Appeals will approve or deny all petitions according to the Zoning Ordinance, but only in situations specified in the Zoning Ordinance. The Board may impose reasonable conditions as part of its approval. Petitioner should complete the Petition for Variance and return to the Zoning Administrator.

A complete application includes the following:

- Completed Petition for Variance form
- Legal description of the property
- Location map
- Scaled site plan
- Petition filing fee of \$125.00, made payable to the Town of Newburgh
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Upon receipt of a completed petition, the Zoning Administrator will:

- Review the petition
- Determine the hearing date
- Produce a Notice of Public Hearing
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The petitioner must then:

- Notify abutting property owners at least 10 days prior to the hearing via certified mail or hand delivery of the Notice of Public Hearing. Abutting Property Owner is defined as the “official owner of record, whose property is contiguous to the subject property; any property which would touch at any point the subject property ignoring all right of ways, easements, alleys, and the like.” Names and addresses may be obtained from the Assessor’s Office located at 8211 Bell Oaks Dr., Newburgh, IN.

24 Hours before the hearing Petitioner should

- Submit proof of notification to the Zoning Administrator in the form a certified mail return receipt card or affidavit of notification

Petitioner or someone representing petitioner will be required to attend the hearing at which the petition will be heard. If the petition is approved a document will be provided from the Zoning Administrator’s Office which the petitioner must record. If the petition is denied, no other petition for variance, conditional use, or appeal for the subject property will be allowed for a period of 12 months after the date of the denial or withdrawal unless by unanimous vote by the Board of Zoning Appeals.

**Verified Petition for Variance
Town of Newburgh**

Application Date: _____ Hearing Date: _____

STATE OF INDIANA Petitioner: _____
COUNTY OF WARRICK

SSNo.: _____

Petitioner Address: _____ Phone: _____

_____, herein after referred to as Petitioner
deposes and says:

1. Petitioner is the owner of the following described real estate located in Newburgh,
Warrick County, Indiana to wit:

Common Address: _____

Year purchased: _____

The premises affected are on the N S E W side of _____

at a distance of feet N S E W from the intersection of

_____ and _____

The size of such parcel of real estate is _____

Legal Description: Subdivision: _____ Lot: _____

2. Current Use: _____

3. Proposed Use: _____

4. Current Zoning _____

5. Petitioner hereby seeks a variance to authorize _____

6. The specific grounds for appeal, upon which this petition is based are that _____

7. The owners of all property adjacent to the real estate are:

Wherefore, petitioner seeks a variance under the Newburgh Zoning Ordinance as set forth herein, for the reasons set forth herein, requests that a public hearing be held herein, and the Board of Zoning Appeals of the Town of Newburgh, Indiana grant said variance. I hereby depose and say that all of the above statements, and all statements and matters contained in any supporting papers attached hereto or submitted herewith are true.

Petitioner: _____ Date: _____

Acknowledged and sworn to before me on this _____ day of _____, _____.

NOTARY PUBLIC

My commission expires: _____