

Staff Use Only
Case Number: _____
Date Filed: _____

**Application for SPECIAL EXCEPTION (section 805)**  
**\_\_\_\_\_ Board of Zoning Appeals (BZA)**

This application must be completed and filed with the Logansport/Cass County Planning Department in accordance with the meeting schedule. (\*if same or not applicable leave blank)

- 1. **Applicant's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_
  
- 2. **\*Owner's Name:** \_\_\_\_\_  
**\*Address:** \_\_\_\_\_  
**\*Telephone Number:** \_\_\_\_\_
  
- 3. **\*Representative:** \_\_\_\_\_  
**\*Address:** \_\_\_\_\_  
**\*Telephone Number:** \_\_\_\_\_

*(If the applicant is not presenting a petition, please provide contact information for the party representing the applicant.)*

- 4. **Zoning Classification of Property:** \_\_\_\_\_
  
- 5. **Address or common description of property:**  
\_\_\_\_\_  
\_\_\_\_\_
  
- 6. **Legal description of property affected:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7. **Describe the Use that you are requesting a Special Exception for:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide the following information to the best of you ability if it pertains to your petition to the BZA.**

**8. Lighting:**

- a. Style \_\_\_\_\_
- b. Height \_\_\_\_\_
- c. Location \_\_\_\_\_

**9. Signage:**

- a. Dimensions \_\_\_\_\_
- b. Lighting \_\_\_\_\_
- c. Materials \_\_\_\_\_
- d. Placement \_\_\_\_\_

**10. Hours of Operation:**

\_\_\_\_\_  
\_\_\_\_\_

**11. Parking/Access:**

\_\_\_\_\_  
\_\_\_\_\_

**Parking Classification** (Office use only) \_\_\_\_\_

**12. Landscaping/Buffer yards:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. Number of Employees:** \_\_\_\_\_

**14. ALL SITE PLANS SHALL BE LEGIBLE AND DRAWN TO SCALE WITH A NORTH ARROW.** Site plans must accompany this application with the following:

- a. Property lines, streets, roads, alleys, and driveways in the immediate area;
- b. Location and dimensions of existing and proposed points of ingress and egress;
- c. Location and dimensions of existing and proposed structures and land uses on the property;

- d. Off-street parking spaces; all existing and proposed signs; all drainage features, such as culverts, storm sewers, and ditches; and
- e. All utility features and easement; and any other pertinent information.

**15. The Applicant must address the following questions and be able to establish reasons for each answer at the public hearing in order to obtain an accurate determination from the BZA.**

- a. Does the Zoning Ordinance authorize the special exception requested and does the request conform to all general regulation of the Ordinance?

Yes ( ) No ( )

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- b. Does the proposed use involve any element or cause any condition that may be dangerous, injurious or noxious to any other property or persons?

Yes ( ) No ( )

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- c. Does it comply with the performance standards of the Ordinance?

Yes ( ) No ( )

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- d. Is the proposed use sited, oriented, and landscaped so that the relationship of its buildings and grounds to adjacent buildings and properties does not impair health, safety, or comfort, and does not adversely affect values of adjacent properties?

Yes ( ) No ( )

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- e. Does the proposed use produce a total environmental effect which is consistent with, and not harmful to , the environment of the neighborhood?

Yes ( ) No ( )

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- f. Does the proposed use organize vehicular access and parking to minimize conflicting traffic movement of adjacent streets?

Yes ( ) No ( )

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g. In the case of a change in non-conforming use, is the proposed use equally appropriate or more appropriate to the district than the existing or former non-conforming use?  
Yes ( ) No ( )

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h. Does the proposed use promote the community development goals of the Zoning Ordinance and the Comprehensive Plan?  
Yes ( ) No ( )

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THE ABOVE INFORMATION AND ATTACHED EXHIBITS, TO MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

Applicant's Signature: \_\_\_\_\_  
(If signed by representative for applicant, state capacity)

REQUEST WILL BE PRESENTED TO THE BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_.