

LOGANSFORT/CASS COUNTY/WALTON BOARD OF ZONING APPEALS

Application Procedures & Checklist

AUTHORITY: The Board of Zoning Appeals (BZA) shall have exclusive authority to review and approve or disapprove applications specifically assigned to the Board of Zoning Appeals for review by this Ordinance.

PRE-FILING APPLICATION CONFERENCE: The applicant or legal representative must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed variance. The applicant should provide a sketch showing the details of the proposed appeal.

APPLICATION: The application will not be considered complete until all information is received. All applications and supporting material must be submitted at least 21 days before the public hearing. All applications will be reviewed for completeness and accuracy prior to acceptance. Board of Zoning Appeals case number(s) shall be assigned and all filing fees, if applicable, must be paid at the time of filing. The following materials are required:

- Complete Application
- Warranty or Quit Claim Deed from Recorder's Office (1st floor County Building)
- Agent Authorization Letter, signed and notarized (**if different than applicant**)
- Site Plan and/or Survey showing:
 - Property Lines
 - North Arrow
 - Scale
 - Dimensions of Setbacks, buildings, parking areas, etc.
- Supporting material including, but not limited to:
 - Lighting Plan
 - Landscape Plan
 - Proposed Building Elevations and/or construction plans

FEES: Fees are nonrefundable. The following fees shall be paid at the time of application submittal:

Logansport and Cass County (includes commitment recording fee)

Use Variance:	\$215	Floodplain Variance:	\$65
Variance from Developmental Standards:	\$215	Appeal:	\$50
Special Exception:	\$165		

*make checks payable to City of Logansport or Cass County Auditor

Walton (includes commitment recording fee)

Use Variance:	\$165	Floodplain Variance:	\$65
Variance from Developmental Standards:	\$165	Appeal:	\$65
Special Exception:	\$115		

*make checks payable to Town of Walton

PUBLIC NOTIFICATION: The following public notification is required for the Board of Zoning Appeals hearing and proof must be given to the Planning Staff :

- 1. NEWSPAPER NOTIFICATION:** Planning Staff will prepare and publish the legal notice for the applicants hearing in the Pharos Tribune, at least 14 days before your hearing date. The publishing fee will be billed to the applicant.
- 2. WRITTEN NOTIFICATION:** Planning Staff will provide the legal notice and a list of interested parties to be notified by mail with proof provided by Certificate of Mailing. The applicant must mail the legal notice to all interested parties. The notices must be post marked at least **12 days** before your hearing date. Interested parties are all property owners within the distances of the petition site.

Logansport & Fringe – 100 feet

Cass County – 300 feet

Walton & Fringe – 100 feet

SUBMITTALS TO ZONING ADMINISTRATOR PRIOR TO HEARING: The Publishers Affidavit from the Pharos Tribune and the Certificate of Mailing must be brought to the hearing and given to the Zoning Administrator prior to the start of the hearing.

PUBLIC HEARING: All proposals subject to Board of Zoning Appeals approval must undergo a public hearing. The applicant or legal representative must attend the meeting and present your case to the Board. The Board of Zoning Appeals meet on the following days:

LOGANSPORT: 3rd Monday of the Month at 4:00 pm in the City Council Chambers, 3rd Floor, Logansport City Building located at 601 East Broadway, Logansport.

CASS COUNTY: 4th Monday of the Month at 6:00 pm in the County Commissioners, 2nd Floor, Cass County Government Building located at 200 Court Park, Logansport.

WALTON: 4th Wednesday of the Month at 7:00 pm in Walton Town Hall located at 100 Depot St., Walton.