

Zoning Board of Appeals

Town of Edinburgh

Application Packet for Variance/Special Exception

Summary of Policy

The Zoning Board of Appeals has the power to authorize variances, pursuant to I.C. 36-7-4-900 series, and from the requirements of the Town of Edinburgh's Zoning Ordinance, ("Ordinance") and to attach such conditions to these variances that it deems necessary to assure compliance with the purpose of the Ordinance. A complete explanation of the variance process can be found in the Rules and Procedures for the Zoning Board of Appeals and Section 156.252 of the Ordinance.

Decision Requirements

When the Zoning Board of Appeals ("Board") considers a use variance, variance from developmental standards, or special exception, the decision is based on the requirements as set forth in the State law. When presenting a petition to the Board, the applicant must prepare and present testimony that will support each of the stated requirements. The requirements to be considered are as follows:

Use Variance (\$350.00 Filing Fee) The Board may grant a variance from the use requirements and limitations of the Ordinance if, after a public hearing, it makes findings of facts in writing (consistent with IC 36-7-4-918.4) that:

1. *General Welfare*: The approval will not be injurious to the public health, safety, morals, and general welfare of the community;
2. *Adjacent Property*: The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner;
3. *Practical Difficulty*: The strict application of the terms of the Ordinance will result in a practical difficulty in the use of the property (this situation shall not be self-imposed, nor based on perceived reduction of, or restriction on economic gain);
4. *Unnecessary Hardship*: The strict application of the terms of the Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought; and

5. *Comprehensive Plan*: The approval does not interfere substantially with the Edinburgh Comprehensive Plan.

Variance from Developmental Standards (\$150.00 + \$50 per variance Filing Fee) The Board may grant a variance from the development standards of the Ordinance (such as height, location, bulk, area) if, after a public hearing, it makes findings of facts in writing (consistent with IC 36-7-4-918.5), that:

1. *General Welfare*: The approval will not be injurious to the public health, safety, morals, and general welfare of the community;
2. *Adjacent Property*: The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner; and
3. *Practical Difficulty*: The strict application of the terms of the Ordinance will result in a practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on perceived reduction of, or restriction on economic gain.



Special Exception (\$150.00 Filing Fee) The Board may grant a special exception for a use listed as such in the appropriate zoning district in Division 2 of the Ordinance if, after a public hearing, it makes findings of facts in writing, that:

1. *General Welfare*: The proposal will not be injurious to the public health, safety, morals, and general welfare of the community;
2. *Development Standards*: The requirements and developments standards for the requested use as prescribed by the Ordinance will be met;
3. *Ordinance Intent*: Granting the special exception will not be contrary to the general purposes served by this Ordinance, and will not permanently injure other property or uses in the same zoning district and vicinity; and
4. *Comprehensive Plan*: The proposed use will be consistent with the character of the zoning district in which it is located and the Edinburgh Comprehensive Plan.

Filing Procedure and Checklist

All applications must be reviewed in a meeting with the Building Commissioner of the Building and Zoning Department prior to the filing of the petition.

1. Step 1: Application

- a. The Application, Affidavit and Consent of Property Owner (if the applicant is not the property owner), recorded deed, filing fee, and any exhibits must be provided to the Building and Zoning Department prior to the appropriate filing deadline (calendar enclosed).
- b. All documents must be completed in their entirety either in ink or typed.
- c. The Application and Consent of Property Owner must be notarized – a notary is available in the Town Hall.
- d. The Building and Zoning Department will mail exhibits to the Board members – ten (10) copies of each exhibit must be provided at the time the application is filed.
- e. Site Plan Requirement – at the discretion of the Building Commissioner, ten (10) copies of a site plan of the property may be required to be submitted at the time of filing. The site plan must show the entire layout of the property with all items related to the petition clearly shown.



2. Step 2: Notification

- a. A legal notice must appear in the Daily Journal and The Republic newspapers for all cases. An additional legal notice must appear in the Shelbyville News newspaper if the subject property is located in Shelby County. All three newspapers require advance notice on items to be placed in the public notice section. The notice must include the time, date, place, a case number and reason for the petition along with the legal description of the property (sample enclosed). The notice must appear once, a minimum of ten (10) days prior to the meeting date.
- b. The owners of (a) all adjoining parcels in the case of variances from developmental standards or (b) all of the adjoining parcels within 500 feet of the perimeter of the subject property or two property owners whichever is a lesser distance in the case of all other types of petitions, must be notified of the public hearing at least ten (10) days prior to the meeting (county lines, city limits, highways, streets, creeks, rivers, or other natural or man-made elements are not boundaries for notification). The names and addresses of those adjoining property owners must be obtained from the Johnson County Mapping Department (Johnson County Courthouse Annex West, 86 West Court Street, Franklin, Indiana 46131) for Johnson County Residence; Bartholomew County Auditor's Office (440 Third Street, Suite 102, Columbus, Indiana 47201) for Bartholomew

County residence; and Shelby County Auditor's Office (25 West Polk Street, Shelbyville, Indiana 46176) for Shelby County residence.



- c. The notification may take the form of either (a) a Certificate of Mailing to the affected property owners or (b) a hand carried notice. Notification must include the time, date, place, case number, and reason for the petition along with the legal description of the property and common address (sample enclosed).
- d. The two-page flyer enclosed in this packet must either be mailed with the notification letters or provided to property owners notified in person. The flyer is intended to be copied double-sided and tri-folded.
- e. The applicant shall place a sign of public notice on the subject property at least ten (10) days prior to the meeting. The sign must be placed in a visible unobstructed area of the subject property; contain the information provided on the example below; and shall (a) be 24 inches wide and 18 inches high (b) have text in Times New Roman Font 100 point (c) have a background in the color of neon yellow with the font being in black text (d) made out of durable material with a flat surface for ease of readability. The applicant must allow the sign to remain on the subject property until the final disposition of the petition. The applicant can remove the sign the day following the final disposition of the petition.

3. Step 3: Proof of Notification

- a. The following items must be supplied to the Planning Department by 4:00p.m. on the Friday before the meeting: (1) completed Affidavit of Notice, (2) receipts from the Certificates of Mailing, (3) a copy of the information sent to adjoining property owners, (4) the Mapping Office list of adjoining property owners, and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the Mapping Office); **or** (1) completed Affidavit of Hand Carried Notice, (2) completed signature sheet, (3) the Mapping Office list of adjoining property owners, (4) a copy of any information distributed, and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the Mapping Office).
- b. A copy of the legal advertisement from the newspaper (Publisher's Affidavit) must also be provided. (The Petitioner will receive a copy from the corresponding newspaper or newspapers).

4. Step 4: Public Hearing

- a. Either the petitioner or a representative of the petitioner must be present at the public hearing to present the petition. *Failure to appear may result in the petition being dismissed by the Board.*
- b. The Board will keep all information presented for a period of at least 30 days - information will then be returned upon request.
- c. Written confirmation of the Board's decision will be provided to the petitioner within fourteen (14) days of the hearing.

Meeting Dates

The Town of Edinburgh Board of Zoning Appeals meets at 6:00 p.m. on the first Wednesday of each month in the Edinburgh Town Hall, 107 S Holland Street, Edinburgh, IN 46124.

All petitions must be filed with the Building and Zoning Department by no later than 4:00 PM on the appropriate date listed on the attached calendar. The office hours of the Town of Edinburgh Building and Zoning Department are from 8 a.m. to 5 p.m., Monday through Friday.

<u>Meeting Date</u>	<u>Application Deadline</u>	<u>Public Notice Deadline</u>	<u>Proof of Notice Deadline</u>
January 7, 2026	December 15, 2025	December 27, 2025	January 2, 2026
February 4, 2026	January 14, 2026	January 24, 2026	January 30, 2026
March 4, 2026	February 10, 2026	February 21, 2026	February 27, 2026
April 1, 2026	March 11, 2026	March 21, 2026	March 27, 2026
May 6, 2026	April 15, 2026	April 25, 2026	May 1, 2026
June 3, 2026	May 13, 2026	May 23, 2026	May 29, 2026
July 1, 2026	June 10, 2026	June 20, 2026	June 26, 2026
August 5, 2026	July 15, 2026	July 25, 2026	July 31, 2026
September 2, 2026	August 12, 2026	August 22, 2026	August 28, 2026
October 7, 2026	September 16, 2026	September 26, 2026	October 2, 2026
November 4, 2026	October 14, 2026	October 24, 2026	October 30, 2026
December 2, 2026	*November 10, 2026	November 21, 2026	*November 25, 2026
January 6, 2027	*December 14, 2026	December 26, 2026	*December 30, 2026
February 3, 2027	January 12, 2027	January 23, 2027	January 29, 2027

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Reviewed By: _____ Date: _____

Case No.: _____

Receipt No.: _____

Application for Variance/Special Exception

Applicant's Name: _____ **Phone No.:** _____

Applicant's Address: _____

Agent's Name: _____ **Phone No.:** _____

Agent's Address: _____

Owner's Name: _____ **Phone No.:** _____

Owner's Address: _____

Premises Affected (common address – attach recorded legal description):

Township: _____ **Zoning Classification:** _____

Detailed Statement of Reason(s) for Applying for Variance/Special Exception:

As Petitioner, I am requesting a _____ from the requirements of Article _____,
Chapter _____ of the Town of Edinburgh Zoning Ordinance to allow _____

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Affidavit & Consent of Property Owner

I (we) _____ after being duly sworn, depose and say:

1. That I (we) are the owners(s) of real estate located at _____;
2. That I (we) have read and examined the Application of Variance/Special Exception of the Town of Edinburgh Zoning Ordinance, and are familiar with its contents;
3. That I (we) have no objections to, and consent to such request as set forth in the application.
4. That such being made by the Applicant is (is not) a condition to the sale or lease of the above referenced property.

Owner's Name (Please Print)

Owner's Signature

State of _____ SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Notice of Public Hearing

To be Published in the Newspaper and Sent to Adjoining Property Owners

The Town of Edinburgh Zoning Board of Appeals will hold a public hearing on the _____ day of _____, 20____, at 6:00p.m. in the Town Hall at 107 S. Holland Street, Edinburgh, Indiana, to consider a petition by _____, case number _____, for consideration of a request to allow:

(Insert Detailed Description from the Application)

On premises located at:

(Insert Legal Description and Common Address of the Premises Affected)

Written suggestions or objections to provisions of said request may be filed with the Secretary of the Board, at or before such meetings and will be heard by the Board at the time and place specified. Hearings may be continued from time to time as may be necessary.

Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Copies of the petition may be examined at the Town of Edinburgh Planning Department, 107 S Holland Street, Edinburgh, Indiana.

Signature of Applicant

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Affidavit of Notice of Public Hearing

For Certificate of Mailing

I (we) _____ do hereby certify that a notice of public hearing for the Town of Edinburgh Board of Zoning Appeals to consider case number _____, and a copy of the public hearing informational flyer was mailed to the following persons:

(Attach a List of Property Owners and Neighborhood Groups Notified by Certificate of Mailing)

and that said notices were mailed on or before the _____ day of _____, 20____, being at least ten (10) days prior to the date of the public hearing which is to be held at 6:00p.m. on _____, 20____.

Signature of Applicant

State of _____
SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Affidavit of Hand Carried Notice of Public Hearing

Applicant's Name: _____ **Phone No.:** _____

Owner's Name: _____ **Phone No.:** _____

Premises Affected (common address-attach recorded legal description):

Detailed Statement of Reason(s) for Applying for Variance/Special Exception:

As Petitioner, I am requesting a _____ from the requirements of
Article _____, Chapter _____ of the Town of Edinburgh Zoning Ordinance to allow:

As an Affected Property Owner: I have signed this Public Hearing Notice with full knowledge of the following information:

1. A public hearing is to be held by the Town of Edinburgh Board of Zoning Appeals on the _____ day of _____, 20____, at 6:00 p.m. in the Edinburgh Town Hall, 107 S. Holland Street, Edinburgh, Indiana;
2. A legal advertisement will also appear in the Johnson County Daily Journal at least ten (10) days prior to the scheduled hearing;
3. All persons who may be affected by this petition will be given the opportunity to be heard at the said public hearing; and
4. My signature on the attached list is not to be construed as either a waiver of my rights to be heard or my consent to the petition, but simply verification that I have been made aware of the petition and received notice of the public hearing.

I hereby Swear and Affirm: under penalties and perjury that I witnessed each of the signatures shown on the attached list and that the said signatures are true and accurate. I have also provided each of these property owners with a copy of the public hearing informational flyer.

Signature of Applicant

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

Case No.:_____

[illegible]

TOWN OF EDINBURGH – ZONING BOARD OF APPEALS

SIGN EXAMPLE:

NOTICE OF PUBLIC HEARING

**EDINBURGH ZONING BOARD OF
APPEALS**

INSERT CASE NUMBER

**FOR INFORMATION PLEASE
CALL:**

812-526-3513