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## APPLICATIONS TO THE BOARD OF ZONING APPEALS

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### COMPREHENSIVE CHECKLIST OF APPLICATION REQUIREMENTS

All items listed in the checklist below are **mandatory** for filing and docketing of an application. At the City of Noblesville, we are committed to thoroughly and expeditiously reviewing your application, but your application must be submitted, online, by the submittal deadline in order to maintain the review process timeline. All items listed below, unless otherwise specified by a staff member of the Noblesville Planning and Development Department, are required for acceptance and review of your application. We appreciate your cooperation and interest in the City of Noblesville.

### CHECKLIST

- A completed online application using our Citizen Permit Portal, Civic Access.
- A separate online application is required for each variance being requested.
- Payment of filing fees pursuant to the invoice that will be sent upon acceptance/docketing of the application. The fee must be paid within ten (10) business days of receipt.
- Legal description of the property
- The last deed of record that includes the recording number.
- Description of the nature of the variance requested.
- Current and accurate site plan of the property, drawn to scale, not to exceed 11"x17" in size that includes the following information:
  - The boundaries of the subject property
  - Locations and dimensions of all existing and proposed structures
  - Location and dimensions of all existing and proposed building lines, right-of-way lines, regulated drains, floodplains, and easements
  - Location and dimensions of all significant infrastructure, existing and proposed, on the subject site.
  - Locations and dimensions of all driveways and drainage areas adjacent to the property
  - Location and dimensions of all relevant open space areas, buffer yards, landscaped areas, refuse and service areas, and signs
  - Any other information the Board of Zoning Appeals might find useful in determining the appropriateness of the proposed request at the proposed location
- Elevations of proposed structures or additions
- Technical information as determined by the Director of Planning and Development and the Technical Advisory Committee.

- A narrative statement explaining requested variance and the specific reason the variance is needed.
- A completed findings of fact form (except applications for an Appeal).