

**Filing Information:**

**Fee** \$ 30.00

**File at:** City Controller's Office



This Document Provided by:

Vigo County Area Planning Department  
159 Oak Street  
Terre Haute, Indiana 47807  
(812) 462-3354

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**Board**

# Vigo County, Indiana

Terre Haute City Building Inspection  
232-5823

Vigo County Area Planning Department  
(812) 462-3354

## GETTING STARTED:

If an improvement Location Permit or Building Permit has been denied by Vigo County Area Planning or Building Inspection Department, a variance from the requirements may be requested if there is an unusual and unnecessary hardship.

The Board of Zoning Appeals has authority to review and approve all variance requests. The process is as follows:

- Discuss the proposed improvement and the variance(s) needed with the Building Inspection Department.
- Obtain application forms at Area Planning Department and discuss variance information needed to complete the request and filing deadline dates:
- Prepare a sketch of the lot(s) boundaries identifying the north direction, showing dimensions of lot lines, location and size of existing improvements with respect to the lot lines plus the location and name of all streets and alleys (if posted) and easements, that are next to or go through the lot(s) lines:

- Add the proposed improvements to the sketch showing the size and location in respect to the lot(s) lines:
- Make a list of all adjacent property owner's addresses to verify there is no objection to the variance(s) being granted:
- Return the completed application, property owner list and sketch to the Area Planning Department for review of content and final submittal:
- File the application on or before the deadline date and pay the filing fee of \$30.00
- Bring the receipt from the City Controller and 10 copies of the application, property owner statements and sketch staples together in packets to the Area Planning Department for placement on the agenda and distribution to Board of Zoning Appeals members.
- If there are questions anytime during the process contact our Office 462-3354.

## After Filing:

A variance request will be advertised in the newspaper and a sign posted on the property at least 10 days before the Board of Zoning Appeals meeting. Certified letters will be mailed to the list of adjacent property owners. The applicant will be notified of the date, time and place of the meeting by the Chairman of the Board of Zoning Appeals.

## BOARD OF ZONING APPEALS MEETING

The applicant or their representative must attend the meeting to present the request and answer any questions of the Board members or the public may ask at the meeting. Each variance

will be evaluated  
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- Present
- Answer

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