

DATE COMPLETE APPLICATION RECEIVED IN OPI: \_\_\_\_\_

# PLANNING COMMISSION APPEAL/VARIANCE APPLICATION

*If an item below does not apply to you, write "not applicable" (NA)*

## APPLICANT

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street No. and Name) (City) (State) (Zip Code)

## PROPERTY OWNER (if same as applicant, write same)

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street No. and Name) (City) (State) (Zip Code)

## LOCATION OF PROPERTY: MUST INCLUDE TAX MAP AND PARCEL

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

Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_

## TYPE OF APPEAL:

Appeal of Administrative Decision  Other Variance Request

## BRIEF EXPLANATION OF APPEAL(S) OR VARIANCE REQUEST

Subdivision Variance Request

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

**REQUIREMENTS TO SCHEDULE PUBLIC HEARING FOR APPEAL/VARIANCE**

**FEES:**

Major Subdivision Variance \$200.00  
 Administrative Subdivision Variance \$25.00  
 Appeal of Administrative Decision \$200.00  
 (\$100.00 refundable if administrative decision is reversed)

- a. Applicant shall provide a list of property owners' names, addresses and tax map and parcel numbers:  
**Variance Applications:** the notification list shall include property owners abutting your property, including across the streets and alleys.  
**Appeal of Administrative Decision:** the notification list shall include property owners within 100 feet of the property. *(Property list may be established from the Putnam County Assessor's maps. If the list includes a lot within a subdivision, the applicant must include on the list the name and address of the president for that subdivision's homeowners association.)*
- b. Applicant shall submit blank stamped envelopes for the number of property owners established on the above list. *(Property list may be established from the Putnam County Assessor's maps and addresses).*
- c. Planning Commission Appeal/Variance application must be filed with the Office of Planning and Infrastructure within a reasonable period of time to advertise the public hearing in order to allow for the required minimum of 30 days notice prior to the hearing.
- d. Fee must be paid when the application is submitted.
- e. Completion of page 3 of this application, "Disclosure Statement".

The applicant hereby consents to the provisions of the Putnam County Subdivision Regulations.

I, \_\_\_\_\_ *(Please Print)*, hereby depose and say that all of the above statements and statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Signature of: Check All that Apply Below

Check All that Apply:  Applicant  Property Owner  Contractor  Agent  Other - List: \_\_\_\_\_

**PLANNING COMMISSION USE:**

FEE:	_____	CASH	<input type="checkbox"/>	CHECK	<input type="checkbox"/>	RECEIPT #	_____
AMOUNT PAID:	_____	CHECK #	_____	INVOICE #	_____	_____	_____

ZONING DISTRICT \_\_\_\_\_ TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

PLANNING COMMISSION PUBLIC HEARING DATE: \_\_\_\_\_

PLANNING COMMISSION APPEALS DECISION:  APPROVED  DENIED

DATE OF DECISION: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
OPI OFFICER

# DISCLOSURE STATEMENT

Your recent application to the Office of Planning and Infrastructure may require that your requested action be brought before the Putnam County Board of Zoning Appeals or the Putnam County Planning Commission. These two entities are comprised of Putnam County residents.

In order to determine if a current member of either the Putnam County Planning Commission or the Putnam County Board of Zoning Appeals may have a potential conflict of interest with your application, please provide the Office of Planning and Infrastructure with the following information. State law requires that a member of either board recuse himself/herself from the proceedings if a conflict of interest exists. Thank you for your cooperation.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Names of ALL Principal Partners, if Applicant is a business entity: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

Name of Financial Institution financing this project: \_\_\_\_\_

\_\_\_\_\_

Name of Project Engineer/Firm: \_\_\_\_\_

\_\_\_\_\_

Name of Project Architect/Firm: \_\_\_\_\_

\_\_\_\_\_

Name of Project Realtor/Firm: \_\_\_\_\_

\_\_\_\_\_

Name of Building Materials Supplier/Firm: \_\_\_\_\_

\_\_\_\_\_

Name of Developer/Development Firm: \_\_\_\_\_

\_\_\_\_\_