

CITY OF NAPPANEE



Variance Application

Petitioner's Contact Information

Name: _____
Address: _____
Phone: _____
Email: _____

Property Information

Name of property owner and address of subject property if different from above: _____
Current zoning of the property: _____

Submit the Following With This Application

- ____ Legal description of the property
(Attach full legal description of property, which is available at the County Recorder's Office, or the property deed.)
- ____ Nature of variance requested
(Attach a letter describing the request for a variance while demonstrating the four points outlined below.)
 1. The strict application of the terms of the zoning ordinance will constitute an unnecessary hardship as applied to the property for which a variance is sought.
 2. The need for the variance arises from such condition peculiar to the property involved and does not exist in similar property in the same zone.
 3. The use or value of the area adjacent to the property included in the variance will not be adversely affected.
 4. The variance will not be injurious to the public health, safety, morals, and general welfare of the community.
- ____ Detailed Site Plan (to scale) with dimensions showing the size and location of all buildings on the property in relation to the property lines and Elevation drawing (to scale) when applicable.
- ____ Provide the names and addresses of property owners in the City of Nappanee that are adjacent to the subject property on the variance request. Include properties adjacent and across from public streets, roads, alleys, and other public right-of-ways. *(Separate sheet provided.)*
- ____ \$150.00 application fee. *(Checks made payable to the City of Nappanee.)*

Aknowledge the Following

- ____ All items of the above list must be submitted together in order to be considered.
- ____ Deadline to file an application is 12:00 pm EST on the 2nd Friday of the previous month.
- ____ Hearings will take place at 7:00 pm EST on the 2nd Tuesday of each month at Nappanee City Hall.

Signature

Applicant Name: _____
Date Filed: _____

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Names and Addresses of Adjacent Property Owners

Provide the names and addresses of property *owners* that are adjacent to the subject property on the variance request. Include properties adjacent to and across from public streets, roads, alleys, and other public right-of-ways. This information can be obtained from the County Auditor's Office located at 117 North 2nd Street, Goshen, IN 46526, or online using one of the three links below.

[Elkhart County GIS Map](#)

[MACOG GIS Map](#)

[Kosciusko County GIS Map](#)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Name of Petitioner: _____

Owner of Subject Property: _____

Address of Subject Property: _____