



BZA APPLICATION

** Required sections to fill out*

Application type*:

- ☐ Variance(s) of Development Standards
☐ Variance(s) of Floodplain Standards
☐ Variance of Use
☐ Special Use
☐ Administrative Appeal

For office use only:

App No: _____
Date received: _____
App fee: _____
Fee paid by: ☐ Cash ☐ Check ☐ Card
Check #: _____

PROPERTY INFORMATION* ☐ This property needs an address assigned (fill out parcel IDs below)

Address/Location: _____
Parcel(s)' ID(s): _____

Current use: _____ Current zoning: _____
Request code reference: _____ Project total size: _____ Acres
Request description: _____

PROPERTY OWNER INFORMATION*

Name: _____
Mailing address: _____
City/Town: _____ Zip code: _____
Email: _____ Phone #: _____

APPLICANT INFORMATION* ☐ Same as owner

Name: _____ Title: _____
Company name: _____
Mailing address: _____
City/Town: _____ Zip code: _____
Email: _____ Phone #: _____

NOTE: The person listed as **applicant** will be contacted regarding all applications steps and payments, including being contacted by the newspaper publisher for Legal Notice payment.

The Lapel Board of Zoning Appeals (BZA) is authorized to approve or deny Variances of Development Standards from the terms of the Unified Development Ordinance. The BZA may impose reasonable conditions as part of its approval. A Variance of Development Standards may be approved only upon a determination in writing that the following three (3) statements are true (see Indiana Code § 36-7-4-918.5):

- Last revised on: 07/30/2026

The Lapel Board of Zoning Appeals (BZA) is authorized to approve or deny Variances of Floodplain Standards from the terms of the Unified Development Ordinance. The BZA may impose reasonable conditions as part of its approval. A Variance of Floodplain Standards may be approved only upon a determination in writing that the statements on the previous page AND the following three (3) statements are true (see Indiana Code § 36-7-4-918.5 and Lapel UDO V 1.6.10.E):

1. The cause for the requested variance is good and sufficient because:
2. Denial of the variance would result in exceptional hardship to the applicant/property owner because:
3. The granting of the requested variance will not increase flood heights, create additional threats to public safety, cause additional public expense, create nuisances, cause fraud or victimization of the public, or conflict with existing laws or ordinances because:

The Lapel Board of Zoning Appeals (BZA) is authorized to approve or deny Variances of Use from the terms of the Unified Development Ordinance. The BZA may impose reasonable conditions as part of its approval. A Variance of Use may be approved only upon a determination in writing that the following five (5) statements are true (see Indiana Code § 36-7-4-918.4):

- Last revised on: 07/30/2026

COMPLIANCE WITH SPECIAL USE CRITERIA*

The Lapel Board of Zoning Appeals (BZA) is authorized to approve or deny Special Use in accordance with the terms of the Unified Development Ordinance, V 1.6.8. The BZA may impose reasonable conditions as part of its approval (see Indiana Code 36-7-4-918.2).

The Board of Zoning Appeals shall review the particular facts and circumstances of each proposed Special Use request in terms of the following four (4) standards. The BZA shall determine whether there is adequate evidence showing the truth of the following statements:

1. The approval will not be injurious to the public health, safety, morals, and general welfare of the community because:
2. The requirements and development standards for the requested special use as prescribed by this Ordinance will be met in the following way:
3. Granting the special use will not subvert the general purposes served by this Ordinance and will not permanently injure other property or uses in the same district and vicinity because:
4. The proposed use will be consistent with the character of the zoning district in which it is located and the Town of Lapel Comprehensive Plan in the following way:

COMPLIANCE WITH ADMINISTRATIVE APPEAL CRITERION*

The Lapel Board of Zoning Appeals (BZA) is authorized to approve or deny an appeal of any order, requirement, decision, or determination made by an administrative official or board in accordance with the terms of Indiana Code 36-7-4-918.1 and the Unified Development Ordinance, V 1.6.13. The BZA may reverse, affirm, or modify the order, requirement, decision, or determination, and for this purpose has all the powers of the official, officer, board, or body that issued the subject of the appeal (see Indiana Code 36-7-4-919).

The Board of Zoning Appeals shall review the particular facts and circumstances of each appeal request in terms of the following criterion. The BZA shall determine whether there is adequate evidence showing the truth of the following statements:

1. The order, requirement, decision, or determination of the administrative officer or board was inconsistent with the provisions of the Unified Development Ordinance because:

APPLICANT AFFIDAVIT

STATE OF _____

COUNTY OF _____ S.S.

The undersigned, having been duly sworn on oath, states that the information in the Application is true and correct as they are informed and believe.

Applicant printed name: _____

Applicant signature: _____

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

Notary printed name: _____

Notary signature: _____

My commission expires: _____

OWNER AFFIDAVIT

STATE OF _____

COUNTY OF _____ S.S.

The undersigned, having been duly sworn on oath, states that they are the Owner of the Property involved in this application and that they hereby acknowledge and consent to the forgoing Application.

Owner printed name**: _____

Owner signature**: _____

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Property Owner, who having been duly sworn acknowledged and consents to the execution of the foregoing Application.

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

Notary printed name: _____

Notary signature: _____

My commission expires: _____

*** A signature from each party having interest in the property involved in this application is required. If the Property Owner's signature cannot be obtained on the application, then a notarized statement by each Property Owner acknowledging and consenting to the filing of this application is required with the application.*