

**Application for Petition  
Benton County  
Advisory Plan Commission /  
Board of Zoning Appeals**

Application # \_\_\_\_\_

**PLEASE PRINT CLEARLY AND FILL OUT ALL HIGHLIGHTED AREAS**

This Application must be submitted with the proper fee of **\$150.00** as stated in Figure 9 of the Benton County Zoning Code, Checks Payable to the Benton County Building Department, Cash or Money Order, and a copy of the most recent deed to the real estate affected by this Application. Fee of \$150.00 for each application even if you are reapplying for the same property.

The Application will go to BCAPC & BZA at the same meeting, then it will go to the next Commissioners Meeting for final approval. After the Commissioners meeting if approved it will need to go to the Records Office to be Recorded. Recording fee is **\$25.00**. Once recorded please bring back to Samantha Smith in the Surveyors office. Before getting your Building Permit.

Owner Applicant Name(PRINT): \_\_\_\_\_

Business Name of the real estate which is the subject of the Application: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Address of real estate which is the subject of the Application: \_\_\_\_\_

Applicant's Phone number: \_\_\_\_\_

Parcel # of real estate which is the subject of the Application: \_\_\_\_\_

Legal Description (from the Deed or abstract) if most recent deed if not attached: \_\_\_\_\_

Date of Purchase

Present Zoning

By Present Owner: \_\_\_\_\_

Classification: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Nature and size of improvements to be added: \_\_\_\_\_

(Greatest Width, Depth, and Height in feet. Please attach a drawing showing location of improvements to be added to lot. Include yard dimensions, including front, rear and sides)

Nature, size and location of present improvements: \_\_\_\_\_

(Greatest width, depth and height in feet, please attach a drawing showing location of current improvements. Include yard dimensions, including front, rear and sides.)

Occupancy: Number of families and number of family members in each family: \_\_\_\_\_

(If any part is in use for a dwelling)

Occupancy: Number of persons employed: \_\_\_\_\_

(If any part is industrial or business use)

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**Type of Application: (Check the Appropriate response)**

- ☐ Request for an appeal from the decision of the Building Inspector
- ☐ Request for a Special Exception, Special Use, Contingent Use, Conditional Use
- ☐ Request for a Variance of Use or Development Standards
- ☐ Request for a Change of Zoning

Please state what you intend to do if Application is granted:

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State reasons supporting the Appeal:

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Present Use of the Property:

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Describe the proposed use of the property:

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Are there any restrictions, laws or covenants governing the real estate which would prohibit its use for the purpose specified in the application? **YES/NO** If yes, attach a copy.

NOTE: If more space is required, please attach additional sheets to the application.

Applicants Signature:

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Date:

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BCAPC/ BZA Secretary, Samantha Smith

Date Received

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AFFIDAVIT

(I or WE) (Applicant[s] print name) \_\_\_\_\_

being, duly sworn depose and say that (I or We) (am or are) the (owner[s]), (contract purchaser[s]) of property involved in this application and that the foregoing signatures, statements and answers herein contained, and the information herewith submitted are in all

Applicant[s] Signature: \_\_\_\_\_

STATE OF INDIANA )  
 )SS:

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_, Notary Public

Resident of \_\_\_\_\_ County

DO NOT WRITE BELOW THIS SPACE

The foregoing application has been inspected by me and was filed with the office of the Benton County Board of Zoning Appeals/ Benton County Advisory Plan Commission in accordance with all the formal requirements and procedures.

When advertised by BZA/Plan Commission Secretary, the application will be heard in a public hearing, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



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I, \_\_\_\_\_

Building Commissioner of Benton County, Indiana, having carefully examined this application to determine if the requirements designated in Figure 9 of the application and shall forthwith transmit to the Board of Zoning Appeals this application and all papers constituting the record upon which this application is based, and shall transmit one copy of this application to the Benton County Plan Commission.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Building Commissioner, Benton County, Indiana

The Benton County Board of Zoning Appeals has received an application for an Improvement Location Permit for a Special Exception, Application No. (YYYY-MM-DD)\_\_\_\_\_

, In accordance with the requirements of the Zoning Ordinance of the Benton County, Indiana, from the Building Commission on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, at the Benton County Courthouse at \_\_\_\_\_ A.M. / P.M

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Board of Zoning Appeals  
Benton County, Indiana

\_\_\_\_\_  
Application No. (YYYY-MM-DD)

\_\_\_\_\_  
Secretary, Samantha Smith

This is to advise that the Board of Zoning Appeals held in a public hearing on and application for an Improvement Location Permit for a Special Exception, Application No. (YYYY-MM-DD) \_\_\_\_\_

In accordance with the requirements of the Zoning ordinance of Benton County, Indiana, and after due consideration.

☐ Favorable Recommendation to the Benton County Commissioners/Approves the application and hereby orders Improvement Application No. (YYYY-MM-DD)\_\_\_\_\_

☐ Nonfavorable Recommendation to the Benton County Commissioners/ Disapproves the application and hereby orders that Improvement Application No.(YYYY-MM-DD) \_\_\_\_\_

☐ Favorable Recommendation to the Benton County Commissioners/Approves the application with the following modifications and hereby orders that Improvement Location be issued accordingly. (List Modifications)Application No. (YYYY-MM-DD)\_\_\_\_\_

"I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW"

Applicants Name (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

Board of Zoning Appeals/ BCAPC

Benton County, Indiana

\_\_\_\_\_  
BCAPC President, Jim Lawinger

\_\_\_\_\_  
BZA President, Jim Lawinger

Prepared By: (Applicants Signature) \_\_\_\_\_

\_\_\_\_\_  
Secretary, Samantha Smith

\_\_\_\_\_  
Commissioner, Phill McGinnis

\_\_\_\_\_  
Commissioner, Shawn Leuck

\_\_\_\_\_  
Commissioner, John Gick

**Return the application to the Building Commission for further study and report.**

Form Adopted by BCAPC / BZA on March 14, 2025

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