



Special Use

Board of Zoning Appeals

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774 | (260) 748-7040

Step 1: Application

Pre-Application Meeting - Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application - The applicant must make an appointment with Staff to file by calling (260) 748-7040. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- ☐ **Application Fee** - Make checks payable to "The City of New Haven". (See Fee Schedule)
- ☐ **Application Form** - All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ☐ **Attachment A:** Detailed Statement of Reasons
- ☐ **Attachment B:** Public Notice Reimbursement Agreement
- ☐ **Attachment C:** Affidavit and Consent of Property Owner (Submit only if the owner is different from the applicant)
- ☐ **Legal Description**— A legal description of the subject property is required.
- ☐ **Site Plan** – 11" x 17" or smaller in size showing the existing structures, proposed structures (if applicable), streets, land uses, etc., of the proposed development. If this plan is in color, submit 10 copies.

Step 2: Staff Report, Public Hearing and Appeal Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

Public Hearing

The Board shall follow its adopted Rules of Procedures for the hearing, a copy of which is available at the Planning Office. Public Hearings of the Board of Zoning Appeals are generally held on the third Tuesday of each month in the Community Room of the New Haven City Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

When your request comes up on the agenda, you must present your request to the Board. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Board will vote on your Special Exception. The Board may include commitments and conditions as part of its decision.

Step 3: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be heard by the Board on _____. Hearings are held at 5:30pm in the Community Room of the New Haven Administration Building. Hearing locations are subject to change with public notice.

The Staff Report and Agenda for this petition will be published on approximately _____.

What Happens Next?

Should the BZA approve the Special Exception, the petitioner is free to take any actions necessary in accordance with the established procedures of the City to use property in accordance with the zoning ordinance as interpreted by the Board.

2026 New Haven Board of Zoning Appeals

Hearings are held at 5:30 in the Community Room of the New Haven Administration Building.

Hearing Date	Application Submittal Deadline	Public Notice
January 21th	12/19/2025	1/9/2026
February 18th	1/16/2026	2/6/2026
March 18th	2/13/2026	3/6/2026
April 15th	3/13/2026	4/3/2026
May 20st	4/17/2026	5/8/2026
June 17th	5/15/2026	6/5/2026
July 15th	6/12/2026	7/3/2026
August 19th	7/17/2026	8/7/2026
September 16th	8/14/2026	9/4/2026
October 21th	9/18/2026	10/9/2026
November 18th	10/16/2026	11/6/2026
December 16th	11/13/2026	12/4/2026
January 20th 27'	12/18/2027	1/8/2027



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Applicant Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Property Owner Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Notarization	
The above information and attached exhibits, to my knowledge and belief are true and correct.	
_____ Printed Name of Applicant	_____ Signature of Applicant
_____ Notary Public's Name (printed)	_____ Signature of Notary
_____ My Commission Expires	_____ State; County
Subscribed and sworn to before me this _____ day of _____, _____	

Office Use Only	
Docket #	
Filing Date	
Fee	
BZA Date	
Received By	

Project or Premises Information		
Please Select a Project Type		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential
<input type="checkbox"/> Other:		
Location / Address:		
Parcel Number:		
Existing Zoning:		
Proposed Zoning:		
Existing Use:		
Proposed Use:		
Total Acreage:		
Total Lots:		



Attachment A

Detailed Statement of Reasons for Variance

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Project _____

Docket _____

Petition Information

Applicant may substitute a typed document addressing the following questions in list format as they appear on this form.

Describe your request:

Statutory Criteria

Explain how the proposed use will not be unduly detrimental to the use, value, pattern of development, or growth of the surrounding area:

Please describe how the location, size of the use, nature and intensity of the operations, and site layout will be compatible with the immediate area:

Identify that there is adequate storm drainage, water, sanitary disposal, other utility, and transportation infrastructure either currently exists or will be provided to serve the proposed use:



Attachment B

Public Notice Reimbursement Agreement

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AGREEMENT BETWEEN APPLICANT AND CITY OF NEW HAVEN FOR REIMBURSEMENT OF COSTS FOR PUBLISHING LEGAL ADS AND PUBLIC HEARING NOTIFICATION FOR SURROUNDING PROPERTY OWNERS

SUBJECT PROJECT: _____

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT): _____

ADDRESS: _____

WHEREAS, the Applicant desires to seek a special use for a certain parcel of real estate that has been submitted to the New Haven Board of Zoning Appeals for approval, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite the process for publishing legal ads and notification of public hearing for surrounding property owners for said subject project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the City's costs of publishing legal ads in the local newspapers and the notification of public hearing for surrounding property owners for the Applicant's project.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The City shall provide the Applicant with a detailed invoice for the costs of publishing public notice and notification of surrounding property owners; and
2. The Applicant agrees to pay, prior to the Board of Zoning Appeals Meeting in which said project will be heard, the costs of publication of legal ads as invoiced by the local newspaper and notification of surrounding property owners at \$1.25 per notice mailed.
3. The Applicant agrees to pay these costs by 4:30 P.M. on the day of the public hearing on said project.
4. In the event the Applicant has failed to pay the costs prior to the deadline as outlined above, the petition of said project shall be tabled to the next regularly scheduled Board of Zoning Appeals meeting.

WHEREFORE, the Applicant has hereunto set his/her/its hand this _____ day of _____, 20____.

"APPLICANT"

"CITY OF NEW HAVEN"

By: _____

By: _____

Title: _____

Title: _____

Company: _____



Attachment C

Affidavit and Consent of Property Owner

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Project _____

Docket _____

Complete and submit if applicant is different from the property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(S) of the real estate located at _____.
2. That I/we have read and examine the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. The such request being made by the applicant (_____ is) (_____ is not) a condition to the sale or lease of the above reference property.

(AFFIANT)

STATE OF INDIANA)

) SS:

COUNTY OF _____)

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

, Notary Public

My Commission expires: _____

County of Residence: _____