



# Special Use Board of Zoning Appeals

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

## Step 1: Application

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**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**

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### ***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)**

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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
<b>January 21th</b>	12/19/2025	1/9/2026
<b>February 18th</b>	1/16/2026	2/6/2026
<b>March 18th</b>	2/13/2026	3/6/2026
<b>April 15th</b>	3/13/2026	4/3/2026
<b>May 20st</b>	4/17/2026	5/8/2026
<b>June 17th</b>	5/15/2026	6/5/2026
<b>July 15th</b>	6/12/2026	7/3/2026
<b>August 19th</b>	7/17/2026	8/7/2026
<b>September 16th</b>	8/14/2026	9/4/2026
<b>October 21th</b>	9/18/2026	10/9/2026
<b>November 18th</b>	10/16/2026	11/6/2026
<b>December 16th</b>	11/13/2026	12/4/2026
<b>January 20<sup>th</sup> 27'</b>	12/18/2027	1/8/2027



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<b>Applicant Information</b>	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
<b>Property Owner Information</b>	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
<b>Notarization</b>	
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 _____, _____	

<b>Office Use Only</b>	
Docket #	
Filing Date	
Fee	
BZA Date	
Received By	

<b>Project or Premises Information</b>		
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

## **Petition Information**

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

### Describe your request:

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## **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:

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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:

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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:

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## 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"**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**"CITY OF NEW HAVEN"**

By: \_\_\_\_\_

Title: \_\_\_\_\_



## Attachment C

### Affidavit and Consent of Property Owner

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Project \_\_\_\_\_

Docket \_\_\_\_\_

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***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.

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(AFFIANT)

STATE OF INDIANA )

) SS:

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

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

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

My Commission expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_