

## **Requirements to Obtain Case Information For Area Plan Commission and Board of Zoning Appeals Hearings**

The Kosciusko County Board of Zoning Appeals and Area Plan Commission appreciate and welcome any input on any of the scheduled public hearings to come before their respective boards. In many instances there may be a number of petitions in one specific area which a particular association or organization wishes to submit comments on.

Currently our established process for a petition from filing to hearing is as follows:

1. The petitioner submits all required documents on or before the filing deadline.
2. The petitioner picks up all required notification documents (Property owners within 100 foot of petitioned property as listed in the County GIS and laid out under the Rules of Procedure) on the stated “pick up” date.
3. The legal newspaper ad is submitted to the newspaper by staff to meet the state advertising requirements.
4. The meeting agendas are created and posted on the Area Plan Commission website.
5. Staff prepares for the petition including, video taping the property, reviewing files and materials, and preparing staff comments which are tentatively completed in draft form one (1) week in advance of the meeting.
6. The BZA then meets one (1) week prior to the petition to review the petitions and obtain or request any additional information in order for them make an educated decision at their meeting the following week.

Any person seeking to review the files may come into our office and do so any time after the papers have been filed. Recently, any request for mass numbers of petitions comes about by the following method.

1. The requesting organization or association checks the posted agenda on the Area Plan Commission website.
2. Said organization/group then submits a list of the requested petitions, including Case numbers and petitioner names, that they wish to obtain file information on and what information they want such as; site plan, copy of the petition, list of adjacent property owners, or any other file information that may be appropriate. Said organization should also provide a contact name, phone number, mailing address, and if at all possible an email address.
3. The requesting party will then stop and pick up the requested materials in the Plan Commission Office or our office will fax said materials. (In some instances the file documents may be of the nature that they can not be faxed.)
4. The organization then will fax, mail, or email a written recommendation/comments to the Kosciusko County Area Plan Commission Office twenty-four (24) hours prior to the relevant meeting or may attend the meeting in person to give input on any petition that they wish
5. The organization then may contact the Kosciusko County Area Plan Commission Office after the meeting in order to find out the results of the hearing.