

JEFFERSON COUNTY BOARD OF ZONING APPEALS (BZA) APPLICATION PACK

Contact: Taylor Baulac at 812-274-3928 or taylor.baulac@jeffersoncounty.in.gov
Office: Jefferson County Planning & Zoning, 315 Jefferson St., Annex Bldg., Madison, IN 47250
Website: jeffersoncounty.in.gov

USE THIS PACKET FOR THE FOLLOWING APPLICATIONS:

1. SPECIAL EXCEPTION

Approval of a land use listed as "special exception uses" in *Chapter 2: Zoning Districts*.

2. USE VARIANCE

Approval of a specific land use that is not permitted in a zoning district in *Chapter 2: Zoning Districts* as either a permitted use or special exception use.

3. DEVELOPMENT STANDARDS VARIANCE

Approval to vary from a specific development standard in Chapter 3 or Chapter 4 of the UDO (such as setbacks, minimum lot size, building height, etc.).

4. USE CLASSIFICATION

Request to classify a land use that is not listed in the UDO and is not similar to any use listed in the UDO.

5. ADMINISTRATIVE APPEAL

Appeal of a decision, order, requirement, and/or determination by the Administrator or an administrative board as it relates to the UDO.

BZA APPLICATION INSTRUCTIONS:

STEP 1

ATTEND PRE-APPLICATION CONFERENCE.

A pre-application conference is optional for all Board of Zoning Appeals (BZA) applications but highly recommended. This can be held in-person, by phone, or by email. This meeting gives the applicant the opportunity to discuss the procedures for application with the Administrator as well as requirements, submittals, deadlines, and hearings. Contact the Administrator at 812-274-3928 or by email at taylor.baulac@jeffersoncounty.in.gov to set up this meeting.

STEP 2

PROVIDE THE REQUIRED ITEMS IN BZA CHECKLIST.

See Page 3 (BZA Checklist 1: Application Items) For the Items That Are Required for Each Type of BZA Application.

A complete application and all required attachments must be submitted by the date shown on the Application Schedule to be considered at a specific hearing date. All applications must be submitted on the required application form(s). Applications can be provided as a hard copy or digitally emailed to taylor.baulac@jeffersoncounty.in.gov as a PDF.

When an application is submitted, the Administrator will review the materials to determine if the application is complete. If the application is not complete, the applicant will be provided with a list of deficiencies and may resubmit the missing items. A hearing date and petition number will not be assigned until the Administrator determines that the application is complete.

BZA CHECKLIST: 1

APPLICATION ITEMS

	Special Exception Use	Use Variance	Development Standards Variance	Use Classification	Administrative Appeal
1.1 Application Fee Make checks payable to Jefferson County Plan Commission	<input checked="" type="checkbox"/>				
1.2 Description of Request A few sentences describing the application, land use, reason for request, and/or proposed development. Include as many details as possible, such as hours of operation, number of employees, previous permits/approvals, and any additional evidence or that would be considered necessary to support the application.	<input checked="" type="checkbox"/>				
1.3 Legal Description & Deed Submit the legal description. Deeds can be found in the Recorder's Office. Legal Description can be found on property tax card.	<input checked="" type="checkbox"/>				
1.4 Recorded Restrictions & Covenants (If Applicable) Submit any recorded restrictions or covenants (if applicable).	<input checked="" type="checkbox"/>				
1.5 Documentation of Public Notice Two forms of public notice are completed by the applicant, and documentation of each must be provided. This includes proof of publication from the newspaper, and certificate of mailing stamped by the post office. See Step 3 (Page 3&4) of this application packet for more details on public notice.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
1.6 BZA Form 1: BZA Application Form This form is required for all BZA applications. All items must be fully, and legibility completed. The application must be signed by the applicant(s) If applicant is not the property owner, see BZA Form 2.	<input checked="" type="checkbox"/>				
1.7 BZA Form 2: Consent of Property Owner If the applicant is not the property owner, all property owners must sign this form that gives their consent for the application. This form must be notarized.	<input checked="" type="checkbox"/>				
1.8 Site Plan Drawing Submit a basic site plan showing the basic layout of the proposed development. For simple developments, this can be hand drawn but should be to scale and dimensioned.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

STEP 3

NOTIFY THE PUBLIC.

Public notice is only required for a **SPECIAL EXCEPTION USE**, **USE VARIANCE**, **DEVELOPMENT STANDARDS**, and **ADMINISTRATIVE APPEAL**. Use Classifications do **NOT** need to provide public notice. State law and the Jefferson County BZA Rules and Procedures require the applicant to complete two (2) different forms of public notice: Notification for Newspaper at least ten (10) days before the BZA hearing date

and Notification to Surrounding Property Owners at least fifteen (15) days before the BZA Hearing date. The following public notices MUST be completed by the APPLICANT before the hearing date:

1. Notification For Newspaper

The applicant **MUST**:

1. Publish the legal notice one time in the newspaper(s) listed below at least ten (10) days prior to the Hearing. Public Notice language will be provided and reviewed by the Administrator for a \$5.00 fee and should not be altered. The applicant should be aware that the newspaper has deadlines for submittal of public notices multiple days ahead of publication, and it is the sole responsibility of the applicant to meet these deadlines. See attached schedule. Failure to meet the publishing deadlines will delay the hearing of your application.
 - **MADISON COURIER, Nathan Peters, npeters@messenger-inquirer.com Sarah Singleton, ssingleton@thenewsenterprise.com; phone number: 270-769-1200**
 - **At the Administrator's discretion, the Administrator can help with this process if needed.**
2. Request a "Proof-of-Publication" affidavit from the newspaper for your legal notice and submit this documentation at the BZA meeting. Failure to submit the Proof-of-Publication will delay the hearing of your petition. If you choose to deliver the documentation prior to the hearing, please contact the Administrator for an appointment at 812-274-3928 or email taylor.baulac@jeffersoncounty.in.gov

2. Notification To Surrounding Property Owners

The applicant **MUST**:

1. Send the legal notice via Certified Mail Return Receipt Requested. The list of owner names and addresses are determined by the property owner's last known address as listed in county tax records. These records can be obtained by the applicant from Jefferson County Auditor's Office, 300 East Main Street, Madison, Indiana, 812-265-8907. All letters must be postmarked at least fifteen (15) days prior to the hearing.
 - **At the Administrator's discretion, the Administrator can help with this process if needed.**
 - **All landowners whose property boundaries/property lines touch/adjoin the land subject to the application must be notified. This includes properties at corners and that are across a street.**
 - **Notification must be sent via Certified Mail through the US Postal Service (USPS).**
2. Submit proof of mailing (Green Cards or Stamped Certified Mail Receipt) at the BZA meeting. Failure to submit the documentation will delay the hearing of your petition. If you choose to deliver the documentation prior to the hearing, please contact the Administrator for an appointment at 812-274-3928 or email taylor.baulac@jeffersoncounty.in.gov

BZA FORM 1: APPLICATION

This application is being submitted for (check all that apply):

Special Exception Use Use Classification
 Use Variance Appeal
 Development Standards Variance

For Office Use Only	
Petition # _____	Fee _____
Filing Date _____	Hearing Date _____
<input type="checkbox"/> Staff Review	<input type="checkbox"/> Checkpoint Agency Review
<input type="checkbox"/> Approved	<input type="checkbox"/> Commitments/Conditions <input type="checkbox"/> Denied

Applicant & Property Owner Information

Applicant Full Legal Name:			
Applicant Street Address:			
Applicant City, State, Zip:			
Property Owner Full Legal Name:			
Property Owner Street Address:			
Property Owner City, State, Zip:			
Primary Contact Person	Name:	Phone:	Email:

Property Information

18-digit Parcel Number:			
Property Address (if addressed):			
Township Name:	Total Acreage:	Section:	Township:
		Range:	
Legal Description from property tax card or attach copy of deed:			
Current Zoning of Subject Property:		Current Use of Subject Property:	

Detailed Description of Request or Appeal (attach additional sheets if needed)

Applicant Signature: * If consent is needed, fill out BZA Form 2

I (we), _____, attest that the above information and attached exhibits/forms, to my knowledge and belief, are true and correct.

Signature of Applicant:	Date:

BZA MEETING DATE & TIME

TUESDAY, _____, 20____ AT 5:00 O’CLOCK P.M.
JEFFERSON COUNTY SURVEYOR/PLANNING & ZONING OFFICE, 315 JEFFERSON STREET, ANNEX BLDG.,
MADISON, IN 47250; 812-274-3928

Administrator Review:

Reviewed By:

Date:

BZA Approval or Denial: To be decided @ BZA Meeting

Approved & Recommended/Denied this _____ day of _____, 20____, by the Jefferson County Board of Zoning Appeals.

Conditions/Commitments if applicable: _____

Signature of BZA Chairman: _____

Date:

ATTEST: _____

Date:

BZA FORM 2: CONSENT OF PROPERTY OWNER(S)

Instructions: Only complete this form if the applicant is not the property owner.

Signature / Consent of Property Owner(S): Complete if the applicant is not the property owner(s)	
<p>I (we), _____, after being first duly sworn, depose and say that I/we are the owner(s) of the real estate located the above address; that I/we have read and examined the Application and are familiar with its contents; that I/we have no objection to and consent to such request as set forth in the application; and that such request being made by the applicant (____is) (____is not) a condition to the sale or lease of the above referenced property.</p>	
Signature of <u>ALL</u> Property Owner(s):	Date:
Notary Public's Name (printed) & Signature:	State/County of Residence:
My Commission Expires:	Subscribed and sworn to before me this ____ day of _____, 20____.

2026 Application Schedule

Application Submittal Deadline	Submit Notice to Madison Courier Deadline	Legal Notice Deadline** Public Hearing Notice**	15 Day Postmark Deadline	BZA Hearing*
Tuesday, December 16, 2025	Monday before Friday by Noon	Friday, December 26, 2025	Tuesday, December 23, 2025	Tuesday, January 6, 2026
Tuesday, January 13, 2026	Monday before Friday by Noon	Friday, January 23, 2026	Tuesday, January 20, 2026	Tuesday, February 3, 2026
Tuesday, February 10, 2026	Monday before Friday by Noon	Friday, February 20, 2026	Tuesday, February 17, 2026	Tuesday, March 3, 2026
Tuesday, March 17, 2026	Monday before Friday by Noon	Friday, March 27, 2026	Tuesday, March 24, 2026	Tuesday, April 7, 2026
Wednesday, April 15, 2026	Monday before Friday by Noon	Friday, April 24, 2026	Wednesday, April 22, 2026	Wednesday, May 6, 2026
Tuesday, May 12, 2026	Monday before Friday by Noon	Friday, May 22, 2026	Tuesday, May 19, 2026	Tuesday, June 2, 2026
Tuesday, June 16, 2026	Monday before Friday by Noon	Friday, June 26, 2026	Tuesday, June 23, 2026	Tuesday, July 7, 2026
Wednesday, July 15, 2026	Monday before Friday by Noon	Friday, July 24, 2026	Wednesday, July 22, 2026	Wednesday, August 5, 2026
Tuesday, August 11, 2026	Monday before Friday by Noon	Friday, August 21, 2026	Tuesday, August 18, 2026	Tuesday, September 1, 2026
Tuesday, September 15, 2026	Monday before Friday by Noon	Friday, September 25, 2026	Tuesday, September 22, 2026	Tuesday, October 6, 2026
Wednesday, October 14, 2026	Monday before Friday by Noon	Friday, October 23, 2026	Wednesday, October 21, 2026	Wednesday, November 4, 2026
Tuesday, November 10, 2026	Monday before Friday by Noon	Friday, November 20, 2026	Tuesday, November 17, 2026	Tuesday, December 1, 2026
Tuesday, December 15, 2026	Monday before Friday by Noon	Friday, December 25, 2026	Tuesday, December 22, 2026	Tuesday, January 5, 2027

- **Application Submittal:** The filing deadline is Noon on the date indicated. *Deadlines subject to change*
- **Submit Legal Notice Deadline:** Contact the Madison Courier no later than Noon the Monday before the Friday deadline in order for the legal notice to be published on time. *Deadlines subject to change, contact Madison Courier for current & up-to-date submittal deadlines.*
- **Legal Notice/ Public Hearing Notice Deadline:** Deadline for public notice to be published in the newspaper. ***Printing deadlines subject to change, contact Madison Courier for current & up-to-date Public Notice Deadlines*
- **15 Day Postmark Deadline:** Deadline for postmarked mailings to surrounding property owners.
- **BZA Hearing:** Unless otherwise noticed, BZA Meetings are held at 5:00 o'clock P.M. at the Jefferson County Surveyor/Plan Commission Office at 315 Jefferson Street, Annex Bldg., Madison, IN 47250. **Location, date & time subject to change*