



**2022 Zionsville Board of Zoning Appeals Filing**  
**Deadlines & Meeting Dates**  
**Development Standards, Use Variances, Special Exceptions, & Appeals**

| <i>Application Filing Deadline to the Community and Economic Development Department:<br/>No later than 3:00 p.m.</i> | <i>BZA Meeting Date:<br/>First Wednesday Every Month at 6:30 p.m.</i> |
|--|---|
| November 29, 2021  | January 5, 2022   |
| December 27, 2021  | February 2, 2022  |
| January 24, 2022   | March 2, 2022   |
| February 28, 2022  | April 6, 2022   |
| March 28, 2022   | May 4, 2022   |
| April 25, 2022   | June 1, 2022  |
| <b>Friday, May 27, 2022</b>  | July 6, 2022  |
| June 27, 2022  | August 3, 2022  |
| July 25, 2022  | September 7, 2022   |
| August 29, 2022  | October 5, 2022   |
| September 26, 2022   | November 2, 2022  |
| October 24, 2022   | December 7, 2022  |
| <b><i>Timely Public Notice Is Required. See the attached for Notice Requirements</i></b>                             |   |

(Red Text-Indicates date change due to a Holiday or Scheduling Conflict)



**RULES OF PROCEDURE:  
TOWN OF ZIONSVILLE BOARD OF ZONING APPEALS**

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**Notice Requirements for Petitions for Administrative Appeal, Variance of Use,  
Variance of Development Standards, or Special Exception**

Notice of all *Petitions* for administrative appeal, variance of use, variance of development standards, or special exception for public hearing before the *Board*, or before any hearing officer, shall be given to all interested parties or property owners in the following manner:

**1. Notice by Publication**

Notice, in a form approved by the *Secretary*, shall be published by the *Petitioner* in accordance with I.C. 5-3-1 at least ten (10) days prior to the date of the public hearing.

**2. Notice by Mailing**

Notice, in a form approved by the *Secretary*, shall be mailed to each interested party. Notice by mailing shall be given by certified mail, return receipt requested, at least ten (10) days prior to the date of the hearing.

**3. Interested Parties**

a. Interested parties for a *Petition* for administrative appeal, variance of use, variance of development standards, or special exception shall include:

- (1) All owners of property within the area included in the *Petition* who are not *Petitioners*; and,
- (2) All owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the area included in the *Petition*.

In the case of property which has been submitted to the Horizontal Property Law (I.C. 36-1-6), designated common areas shall be deemed one ownership and notice to the co-owners of such common area may be given to the association of co-owners.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel owned by the *Petitioner*, subject property of the *Petition* shall be deemed to include the immediate adjoining parcel owned by the *Petitioner*.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel is a dedicated right-of-way, railroad right-of-way or private alley or street, the subject property of the *Petitioner* shall be deemed to include the portion of the right-of-way or private street that is contiguous and adjacent to the parcel owned by the *Petitioner*.

- b. In determining the name and address of legal title owners, the records of the Boone County Auditor, or the appropriate office designated in an adjoining county, at a point in time within fourteen (14) days of the date of filing, shall be deemed to be the true names and addresses of all persons entitled to receive notice.

#### **4. Notice by Sign Posting**

A Notice sign, in a form approved by the Secretary, shall be posted in a conspicuous place on the subject property, outside of any public right-of-way, by the Petitioner at least ten (10) days prior to the date of the public hearing.

#### **5. Affidavit of Notice**

*Petitioner* shall file an Affidavit of Notice with the *Secretary*, in a form as specified by the *Board*, indicating compliance with all notice requirements of these Rules, prior to the public hearing. Copies of all "Receipt for Certified Mail" (white slips) shall be filed with the Affidavit of Notice. The originals of the "Domestic Return Receipts" (green cards) shall be filed with the *Secretary* upon the later of (i) the public hearing or (ii) receipt by the *Petitioner*.

#### **6. Defective Notice**

If proper notice has not been given, a *Petition* may be continued until a later date to allow time for un-notified persons to prepare for the public hearing. Personal appearance shall waive any defect in notice unless the defect in notice is timely raised at the beginning of the public hearing on the *Petitioner's Petition*.



**Town of Zionsville**  
**Plan Commission - Board of Zoning Appeals**  
**Public Notice Contact Information**

Notice by publication in one (1) newspaper of general circulation is required in accordance with LC. 5-3-1 **at least ten (10) days prior to the date of the public hearing**. Below is a list of newspapers of general circulation available for publication of legal notice (not an exhaustive list).

**Current in Zionsville**

[www.currentzionsville.com](http://www.currentzionsville.com)

# 317-489-4444

[legals@youarecurrent.com](mailto:legals@youarecurrent.com)

**Lebanon Reporter**

[www.reporter.net](http://www.reporter.net)

# 765-640-2318

[publicnotices@indianamedia.com](mailto:publicnotices@indianamedia.com)

**Indianapolis Star**

[www.indystar.com](http://www.indystar.com)

# 317-444-4444

[publicnotices@indystar.com](mailto:publicnotices@indystar.com)