E. Ripley County Area Planning Commission

P.O. Box 151

Versailles, IN 47042

Application for Temporary Permit

Temporary uses are permitted in applicable districts by the grant of a Temporary Improvement Location Permit. It requires a hearing by the Board of Zoning Appeals. This form needs to be completed by printing clearly or by typing. It should be completed in English only.

I. Application Form

(from Section 80:34 of the Ripley County Area Zoning Code)

A. Personal Information:

1. Name _____
2. Address _____
   _____
3. Phone Numbers: home _____
   business _____
   cell _____

B. Property Information

4. Location of the Property: Sec_____ Twp _____ Rng ____
   or Name of Incorporated Town _____
5. Tax Parcel Number: _____
6. Proof of ownership by deed recorded _____
7. Is a survey available for this property? _____
   Located at the recorder's office in _____

C. Nature of the Temporary Use (check all that applies)

_____ a. Temporary office (Maximum time permitted is 18 months)

_____ b. Non-commercial concrete batching plant (Maximum time permitted is 18 months)

_____ c. Temporary building or yard for construction materials & equipment

_____ d. Parking lot for a special event (Maximum time permitted is 30 days)

_____ e. Announcement signs (Maximum time permitted is 18 months)

_____ f. Bazaars, carnivals, etc. (Maximum time permitted is 10 days)

_____ e. Sale of Christmas trees or sale of seasonal fruits (Maximum time permitted is 60 days)

_____ g. Parking of recreational vehicles for visitation (Maximum time permitted is 7 days)

_____ h. Temporary mobile home on same lot as principal building used for residential purposes when situation necessitates special health care for blood relative (Maximum time permitted is 2 years)

_____ i. Mobile home as a temporary office during the period of construction and development (Maximum time permitted is 18 months)

_____ j. Mobile home as a temporary living place or dwelling for security purposes (Maximum time permitted is 18 months)

_____ k. Subdivision or development signs (Maximum time permitted is 18 months)

_____ l. Portable signs in LB or GB district (see restrictions) (Maximum time permitted is 2 months consecutively during a 4 month period)

_____m. Portable signs in residential district (see restrictions) (Maximum time

permitted is 10 days)

_____n. Temporary sign in connection with a special event (political or community events do not require a permit. (Maximum time permitted is 10 days)

_____o. Home Occupation Use (see Section 80:35) (Maximum time permitted is 2 years)

_____p. Display of pennants and other similar attracting devices in connection with a special promotional program for an open-air business (restrictions apply, see Sections 80:34 and 80:32)

_____q. Other similar uses deemed temporary by the Board and attached with such time period, conditions and safeguards.

D. Standards for the Permit

_____1. Is there adequate access and off-street parking that shall not interfere with the traffic movement on adjacent streets?

_____2. Is there a planned public address systems or other noise-producing device to be used in a residential district for this event? (not allowed)

_____3. Are all flood lights or other lighting to be directed upon the premises?

_____4. Will any lighting be detrimental to adjacent properties?

_____5. Are banners, pennants, or any other unnecessary signs planned to be used in a residential district for this event?

_____6. Will the lot be put in clean condition devoid of temporary use remnants upon termination of the temporary period?

E. Check List for Completion of Application

_____1. Have copies of all necessary documents showing proof of the situation been given to the Executive Director? (Doctor's recommendations, Certification of Community Event, etc.)

_____ 2. Has a list of interested parties with their addresses been provided?

Interested Parties are (according to the Rules of Procedure):

a. All owners of the property within the area included in the Petition who are not the Petitioners.

b. For unincorporated areas: All property owners whose land touch the petitioner's property lines, even if connected by only a single point.

c. For incorporated areas: all land owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the petitioner's property lines.

Interested parties and their addresses may be obtained from the Assessor's Office.

_____ 3. Has proof of publication been provided?

The Executive Director will give the applicant a form letter to be published.

a. The applicant is responsible for giving a copy of the completed letter to at least one local newspaper (The Osgood Journal, The Versailles Republican, or The Herald Tribune) for publication. This notice must be published at least ten (10) days prior to the date of the public hearing.

b. Proof of such publication will be given to the applicant by the newspaper office. The applicant is responsible for giving this proof to the Executive Director at least five (5) days prior to the public hearing.

_____ 4. Has proof of notification by mailing been provided?

Copies of the same completed form letter described above shall be sent to every interested party as described.

a. The applicant is responsible for sending these notices by "Certified Mail" at least ten (10) days prior to the public hearing.
b. Proof of such mailing (the "white cards") shall be given to the Executive Director at least five (5) days prior to the public hearing.
c. All "green cards" from such mailing are to be given to the Executive Director prior to the meeting night.

* Proof of mailings and publication will not be accepted the night of the hearing.*

_____5. Has a fee of $250.00 been paid?

F. Meeting Information

1. All temporary permits will be heard by the Ripley County Board of Zoning Appeals. Their meetings are held the last First Tuesday of every month.
2. The Deadline for filing is no later than 3:00 P.M. on a date, which is at least 15 business days prior to the initial hearing before the Board of Zoning Appeals Meeting at which the Petition is to be considered.
3. No petitioner is to contact any member of the Board of Zoning Appeals in advance of a public hearing with the intent to influence the member's action on such petition. If there are any questions regarding the proposed variance, please contact the Executive Director.
4. It is the responsibility of the petitioner to "state his case" and convince the Board of Zoning Appeals that the permit is necessary and should be granted. Any other type of relevant information should be brought to the meeting. Be prepared.

I understand that this application is being submitted in accordance with the Ripley County Zoning Ordinances, and that I am responsible for the accuracy and completeness of the application. I understand that incomplete or inaccurate information may result in delay or denial of the request.

Further, I acknowledge and understand that the property may be subject to easements, right-of-ways and restrictive covenants that may place certain limitation on or exclusions of certain types of improvements, buildings, structures, or installation so any temporary or permanent structures.

I further acknowledge and understand that I am responsible for researching and/ or knowing such limitations and should verify or confirm the status of such easements, right-of- ways or restrictive covenants from information found in legal records, recorded instruments, and/or surveys of public record located in the Ripley County Recorder's Office, Surveyor's Office, and/or the Clerk of Ripley County.

_____ _____

(Applicant's Signature) (Date)