

CORYDON PLANNING & ZONING COMMISSION

219 NORTH CAPITOL AVENUE
CORYDON, IN 47112
812-738-3958

ZONING CHANGE PROCEDURE and/or VARIANCE PROCEDURE

Zoning change cases are heard by the Corydon Planning and Zoning Commission. The Secretary will notify the Corydon Town Council by written documentation of the Planning and Zoning Commission recommendation and final approval is granted by the Council.

Variances cases are heard by the Corydon Board of Zoning Appeals. The decision of the Board of Zoning Appeals is final and does not need further approval.

1. **Application deadline - 10th of the month preceding the date of the meeting. Meetings are normally held on the first Monday of the month at the Town Hall.**
2. **Provide the following to the Executive Secretary**
 - a. **Letter from the Petitioner requesting zoning change and/or variance to include the reason for request**
 - b. **Copy of deed**
 - c. **Aerial photo (Secretary will provide on behalf of the Petitioner)**
 - d. **List of adjoining property owners' (Secretary will provide on behalf of the Petitioner)**
 - e. **Signed Zoning Change and or Variance Petition (petition form provided)**
 - f. **Site drawing for Variances affecting building ordinance requirements**
 - g. **The application fee is \$85.00 and is non-refundable.**
3. **Secretary will advertise in the paper at least ten (10) days prior to the hearing. Proof of publication is required.**
4. **Applicant will place ZONING CHANGE and/or VARIANCE sign on the property at least ten (10) days prior to hearing. (sign provided by the Secretary)**
5. **Secretary will notify adjoining property owners by mail at least ten (10) days prior to the hearing.**
6. **The Planning and Zoning Commission and/or Board of Zoning Appeals will move to recommend or deny the request at the up-coming meeting normally held on the first Monday of each month.**