

Instructions for Applying for a Special Exception Town of Clear Lake – Board of Zoning Appeals

1. SUBMITTAL REQUIREMENTS: Provide seven (7) copies of the following items:

- Completed Special Exception Application (attached)
- Drawings, to scale, of the proposed project including all exterior elevations
- Site plan, to scale, showing property lines, existing improvements, and proposed improvements
- Exterior materials list
- Certified boundary survey
- Copy of the property deed (or deeds)
- Sewer acceptance letter from the Town (if requesting a new sanitary sewer connection)
- Other information, including interior drawings, as requested for a thorough review of the proposed project

2. FEE: Pay the Special Exception Application fee per the Town’s Fee Schedule (range is \$250+).

3. MEETING: Once all of the submittal requirements have been met and the application fee paid, the Special Exception request will be placed on the agenda of the next Board of Zoning Appeals meeting that is at least 28 days away. The meeting date for your request is _____.

4. SITE PREP: At least 10 days before the meeting, please stake your property lines and the corners of the proposed project. The public hearing sign should also be posted at this time. The date you need to have the staking completed and sign in place is _____.

5. GENERAL INFORMATION:

- You, or an agent for you, must attend the meeting to present the application and answer questions. If no one is at the meeting to present your request, the Board may dismiss it.
- Everyone giving testimony to the Board of Zoning Appeals shall be deemed to have given the testimony under oath.
- The burden is on YOU to supply all information necessary for a clear understanding of the request.
- Statements made at the meeting regarding operation, siting, or other details shall be binding agreements between you and the Board of Zoning Appeals. Likewise, drawings, displays, or documents presented illustrating details shall also be binding as to their content and representation.

6. ADDITIONAL INFORMATION:

- For additional information on the Board of Zoning Appeals, the Special Exception process, or meeting procedures, please reference the Board of Zoning Appeals *Rules of Procedure* and Town’s *Unified Development Ordinance*, Article 9. Both documents are available upon request and on the Town’s website (www.townofclearlake.org).
- If your Special Exception is granted, the Special Exception use runs with the land unless conditions to the contrary are placed on the approval.
- Once the project is complete, the Board of Zoning Appeals will create a “Certificate of Action Taken” to officially document the Special Exception that was granted and have it recorded in the Office of the Steuben County Recorder.

SPECIAL EXCEPTION APPLICATION

Town of Clear Lake - Board of Zoning Appeals

111 Gecowets Drive, Clear Lake, Fremont IN 46737

Office: (260)495-9158 Mobile: (260)243-6701 Email: zoning@townofclearlake.org

APPLICANT INFORMATION

Name _____ E-mail _____

Address _____
lake permanent

Phones _____
preferred other

PROJECT INFORMATION

Address of Property _____

Legal Description
(attach if necessary) _____

Property Owner _____

Current Zoning _____ Existing Covenants? _____

Current Use _____ Proposed Use _____
Special Exception Requested _____

PROJECT DETAILS

Describe the project request and proposed use in detail including whether the use is residential or commercial in nature, the number of employees, proposed hours of operation, existing/proposed parking areas/spaces, new/relocated utilities, etc. Anything NOT requested in this application cannot be requested at the time of the hearing.

ZONING ADMINISTRATOR USE ONLY

**Special Exception as listed
in the UDO**

**Previous Requests for this
Property?**

Adjacent Property Owners

**Interested Property
Owners (within 300 feet)**
