

HIGHLAND ADVISORY BOARD OF ZONING APPEALS

Checklist for Variance/Use Variance

Petitioner(s): _____ Phone# _____

Project Address: _____

Action	Date Needed by petitioner	Date of Hearing	Date Received	Date Completed
File application and pay fee (No less than 20 days prior to Meeting).				
Provide Proof of ownership, or vested interest in property.				
Publish Legal Notice (I.C. 5-3-1) in Post Tribune or The Times. (No less than 10 days or more than 30 days prior to Meeting).				
Post Notice Sign on property (No less than 10 days prior to Meeting).				
Submit Proof of Publication of Legal Notice no less than 24 hours prior to Public Hearing				
Public Hearing				
ABZA Approval				
ABZA Disapproval				
Findings of Fact Approval				
Town Council Approval (Use Variances only)				