

# Board of Zoning Appeals (BZA) Packet

**Variance of Use:** A petition for use variance is sought to allow the property owner to use the property for a purpose other than what the property is zoned. The Plainfield Zoning Ordinance refers applicants to a Planned Unit Development instead of a Variance of Use.

**Variance of Development Standards:** A petition for a development standards allow the property owner to change the physical regulations or limitations allowed by the zoning ordinance but does not allow for uses not permitted within the zoning classification.

**Special Exception:** A petition for special exception allows a use of land or use of a building/structure on land only upon showing to the Board of Zoning Appeals that certain conditions can be met.

**Administrative Appeal:** A petition appealing the decision of the Director of Planning or those acting upon the Director's behalf.

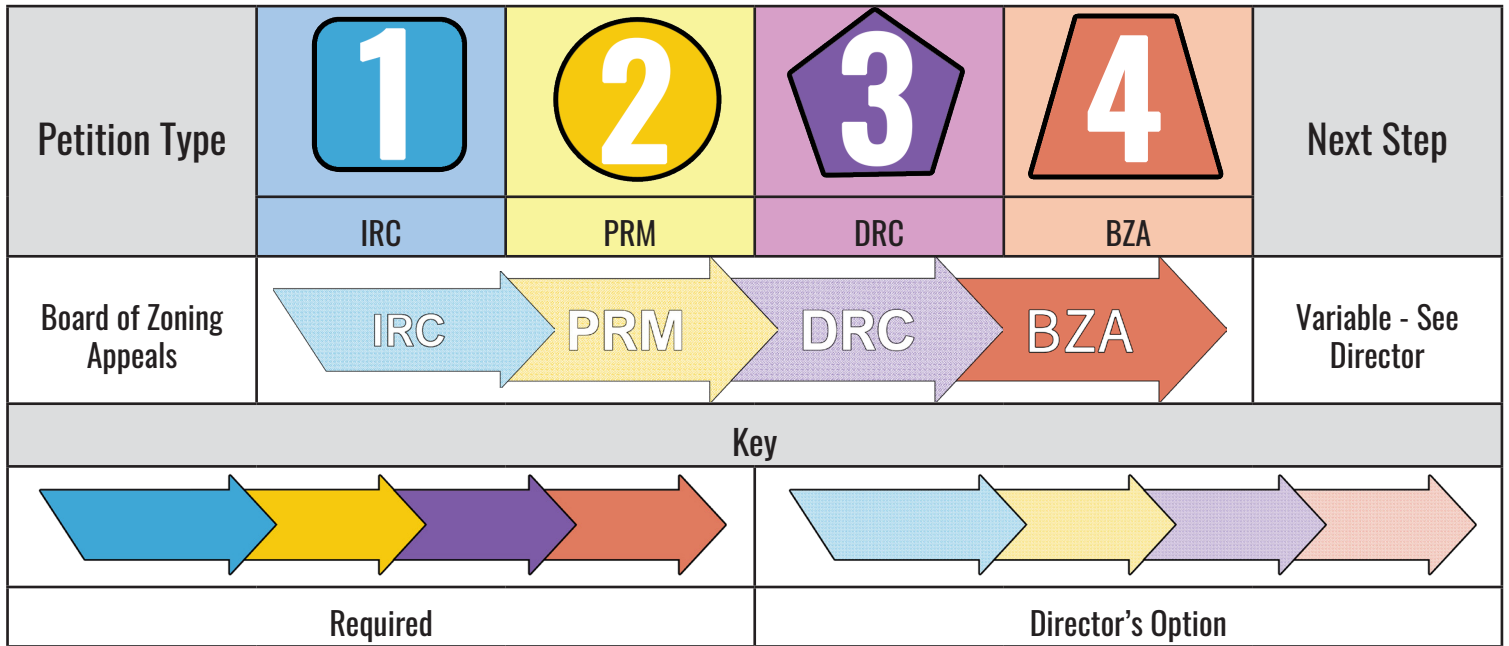
Board of Zoning Appeals Packet	Required
Common Forms	Yes
Interested Party List	Yes
Checkpoint Agency Notification	No
Project Narrative	Yes
Area Map	Yes
Legal Description	DD
Findings of Fact	Yes
Variance of Use Findings	
Variance of Development Standards Findings	
Special Exception Findings	

Discretionary Documents	Required
Commitments	AN
School Impact Study	DD
Traffic Impact Study	DD
Additional Support Documents	AN
Building Elevations	AN
Site Plan	AN
Overall Plan	AN
Landscape Plan	AN
Sign Plan	AN
Photometric Plan & Cut Sheets	AN
Grading Plan	AN
Utilities Plan	AN

Key for Required Documents				
Yes	Required		CO	Only if Changed
DD	Director Discretion		AN	As Necessary
			OP	Optional (Early)

# Board of Zoning Appeals

## Meeting & Hearing Requirements



IRC	PRM	DRC	Plan Commission
Meeting Date	Meeting Date	Meeting Date	Earliest Public Meeting
12/4/25	12/23/25	1/6	2/2
1/8	1/29	2/10	3/2
2/5	2/26	3/10	4/9
3/5	3/26	4/7	5/4
4/2	4/23	5/5	6/1
5/7	5/28	6/9	7/6
6/4	6/25	7/7	8/3
7/9	7/30	8/11	9/9
8/6	8/27	9/8	10/5
9/3	9/24	10/6	11/2
10/8	10/29	11/10	12/7
11/5	11/25	12/8	1/4/27

2026 BZA Schedule	
Filing Date	Earliest Public Meeting
1/16	2/16
2/13	3/16
3/20	4/20
4/17	5/18
5/15	6/15
6/18	7/20
7/17	8/17
8/21	9/21
9/18	10/19
10/16	11/16
11/20	12/21
12/19	1/21/27

Please see page 8 of the full Development Guide for the full meeting & commission schedules, including filing, docketing, and public notice deadlines for each.

# Board of Zoning Appeals - Common Forms

<b>Project Name</b>			
<b>Address/Location</b>			
<b>Type</b>	Conventional	Planned Unit Development	Other
<b>Existing Zoning</b>		<b>Requested Zoning</b>	
<b>Are additional petitions necessary? (see below)</b>		<b>Have the petitions been submitted? (see below)</b>	
<b>Architectural and Site Design</b>	Yes No	<b>Architectural and Site Design</b>	Yes No
<b>Primary Plat</b>	Yes No	<b>Primary Plat</b>	Yes No

<b>Contact Information</b>	<b>Applicant</b>		<b>Owner</b>		<b>Engineer</b>	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
<b>Primary Contact</b>	Yes	No	Yes	No	Yes	No

<b>Contact Information</b>	<b>Architect</b>		<b>Attorney</b>		<b>Other</b>	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
<b>Primary Contact</b>	Yes	No	Yes	No	Yes	No

# Form: Authorization from Owner

The undersigned, \_\_\_\_\_, being the Owner of the property commonly known as, \_\_\_\_\_ hereby authorizes \_\_\_\_\_ to file a (check all that apply):

Zone Map Amendment

Architectural and Site Design

Primary Plat

Secondary Plat

Vacation

Variance

Special Exception

Administrative Appeal

This consent shall remain in effect:

Until revoked by a written statement filed with the Town of Plainfield

Until the following date:

Signature:

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Signature:

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Printed:

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Printed:

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Time (if applicable)

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Time (if applicable)

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Date:

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Date:

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The undersigned, having been duly sworn on oath states the above information is true and correct as (s) he is informed and believes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

State of: \_\_\_\_\_ )

County of: \_\_\_\_\_ ) SS:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature / Printed Name

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

# Project Narrative

The Project Narrative should provide a description detailed enough to allow for a thorough understanding of the proposed petition.

In general, a project narrative will include the “Five W’s and One H.” (Who, What, When, Where, Why, and How).

For example, “Who” could be owners, developers, consultants (architects, engineers, landscape architects, surveyors, etc), and others involved in the project. Any waivers, special exceptions, and/or variances should be listed.

## Examples

Attached below are some examples of project narratives. While there are no “one size fits all” or “one style fits all” to narratives, these examples are meant to provide guidance on what could be included.

<a href="#">One</a>	<a href="#">Two</a>	<a href="#">Three</a>	<a href="#">Four</a>	<a href="#">Five</a>
<a href="#">Six</a>	<a href="#">Seven</a>	<a href="#">Eight</a>	<a href="#">Nine</a>	<a href="#">Ten</a>
<a href="#">Eleven</a>	<a href="#">Twelve</a>	<a href="#">Thirteen</a>	<a href="#">Fourteen</a>	<a href="#">Fifteen</a>

## Additional Narrative Requirements for Planned Unit Developments

In addition, Planned Unit Developments must show how the proposed PUD addresses the following:

1. Protection of unique topographical features on the site, including, but not limited to, slopes, streams, and natural water features;
2. Protection and preservation of wooded areas, individual trees of significant size, wetlands, or other environmentally sensitive features;
3. Development of common open space and recreational areas (passive or active) accessible to the residents or users of the PUD by way of sidewalks, footpaths, or combined walkways/bikeways;
4. A more efficient use of the land including the reduction of land area disturbed for utility lines and motor vehicle access;
5. Creation of innovative residential and business environments;
6. Minimize the alteration of the natural site features through the design and situation of individual lots, streets, and buildings;
7. Diversity and originality in lot layout;
8. Utilization of individual building designs which achieve an enhanced relationship between the development and the land; and,
9. Relationship to surrounding properties

# Commitments

Commitments are written agreements that can be required or allowed for the development or use of real property. They are often filed with land use petitions, such as rezoning or approval petitions. Commitments can be binding on the owner of the property and can be recorded with the county recorder.

- **Who can make commitments:** The owner of the property can be required or allowed to make a commitment.
- **When commitments are required:** Commitments can be required for the approval of a zone map amendment, development plan, special exception, or variance.
- **How commitments are recorded:** Commitments are recorded in the office of the county recorder.
- **Who can modify or terminate commitments:** The Plan Commission or Board of Zoning Appeals can modify or terminate commitments. The legislative body can also modify or terminate commitments if the commitment is part of a rezoning proposal.
- **When commitments are binding:** Commitments are binding on the owner of the property, even if they are unrecorded. They are also binding on subsequent owners or anyone who acquires an interest in the property.
- **When commitments can expire:** Commitments can contain terms that allow them to expire automatically. For example, a commitment can expire if the zoning district or land use changes.

**The Town has the following exhibits to use as templates for the request to create, modify, or terminate commitments regarding the use or development of real estate.**

## **Plan Commission**

[Exhibit A](#): Enaction of commitments concerning the use or development of real estate.

[Exhibit B](#): Modifying or terminating existing commitments concerning the use or development of real estate.

## **Board of Zoning Appeals**

[Exhibit C](#): Enaction of commitments concerning the use or development of real estate.

[Exhibit D](#): Modifying or terminating existing commitments concerning the use or development of real estate.

# Findings: Variance of Use

<b>Project</b>	
<b>Location</b>	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The need for the variance of use arises from the following condition peculiar to the property involved because:	
The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought because:	
The approval does not interfere substantially with the Plainfield Comprehensive Plan because:	

At its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, the Plan Commission voted to \_\_\_\_\_ the requested Vacation of Plat by a vote of \_\_\_ to \_\_\_.

Applicant Signature: \_\_\_\_\_

# Findings: Special Exception

<b>Project</b>	
<b>Location</b>	

Finding	Applicant Response (use additional sheets if necessary)
The Master Plan development represents an innovative development of a Master Plan use, including site design features, building materials, lighting, and landscaping which will enhance the site or use or value of area properties and the safety and functionality of the Master Plan Use because:	
The Master Plan development is consistent with and compatible with development located in the immediately surrounding area because:	
The Master Plan development is consistent with the intent and purpose of this ordinance because:	

At its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Plan Commission voted to \_\_\_\_\_ the requested Vacation of Plat by a vote of \_\_\_ to \_\_\_.

Applicant Signature: \_\_\_\_\_

# Findings: Variance of Development Standards

<b>Project</b>	
<b>Location</b>	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The strict application of the terms of the Plainfield Zoning Ordinance would result in an unnecessary hardship in the use of the property because:	

At its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, the Plan Commission voted to \_\_\_\_\_ the requested Vacation of Plat by a vote of \_\_\_ to \_\_\_.

Applicant Signature: \_\_\_\_\_



# Checklist: Overall Plan

**Overall Plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1" = 100' and shall include the following items:**

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines, and Right-of-Way widths of all Streets, Alleys, and easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/or Building Setback Lines;
9. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
10. Location of all floodway and floodway fringe areas within the boundaries of the site;
11. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water managements, electric, gas, telephone, and cable;
12. All Improvements to Street system on-site and off-site;
13. Sidewalk plan or alternate plan for pedestrian ways;
14. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
15. Areas reserved for park, recreation, conservation, wetland, common area, lake, or other similar uses;
16. Any other information requested in writing by the Plan Commission or Director.

**Director, at their sole discretion, may waive or relax any of the Overall Plan requirements listed above, as circumstances dictate.**

# Checklist: Site Plan

**Overall Plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1" = 100' and shall include the following items:**

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines, and Right-of-Way widths of all Streets, Alleys, and easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/or Building Setback Lines;
9. Location and dimensions of all existing Structures, including paved areas;
10. Location and dimensions of all proposed Structures, including paved areas, and indicated by cross-hatching;
11. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
12. Location of all floodway and floodway fringe areas within the boundaries of the site;
13. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone, cable, fiber optic, power line easements, and power lines;
14. Use of each Structure by labeling including approximate density or size of all proposed uses and Structures on the site (e.g. parking - # of Parking Spaces required and provided, residence - # of Dwelling Units per acre, office - Gross Floor Area);
15. Structures proposed for demolition should be indicated as such;
16. Distance of all Structures from Front, Rear and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);
17. Location of any proposed or existing Driveway and its width at the Lot Line. (Any connection to an Alley must also be indicated);
18. All Improvements to Street system on-site and off-site;
19. Sidewalk plan or alternate plan for pedestrian ways, including access easements;
20. Measurement of curb radius and/or taper;
21. Names of legal ditches and streams on or adjacent to the site;
22. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
23. Location, size and species of all proposed and existing trees over six (6) inches in caliper at four and one-half (4 - 1/2) feet above Grade and all proposed and existing landscaping;
24. Areas reserved for park, recreation, conservation, wetland, common area, lake or other similar uses;
25. Building elevations, including Building materials and colors; and,
26. Any other information requested in writing by the Plan Commission or Director.

**Director, at their sole discretion, may waive or relax any of the Overall Plan requirements listed above, as circumstances dictate.**

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*A Community of Values* 12

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