



**Floyd County**  
**Department of Building & Development Services**  
2524 Corydon Pike Suite 202  
New Albany, IN 47150  
Phone: (812) 981-7611  
Fax: (812) 948-4744  
Building@floydcounty.in.gov

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## Special Exception (Variance of Use)

**Please Note:**

*This Application is a document of public record. Any information disclosed on this application is available for review by the public. Incomplete applications will not be accepted. A pre-submission meeting with Building and Development Staff is strongly encouraged. Please contact the office at 812-981-7611 to schedule a meeting.*

**Special Exception:** A variance of use from a base zoning district's permitted or conditional uses.

### 1. General Information:

Applicant:	
Applicant Address:	
Applicant Phone:	
Applicant Email:	

### Applicant's Interest in Property:

Owner      Option Holder      Purchase Agreement      Legal Representative      Other

### Owner(s) of Property: (complete this section if *owner* is different than applicant)

Owner Name:	
Owner Address:	
Owner Phone:	
Owner Email:	

### Applicant's Representative:

Representative Name:	
Representative Address:	
Representative Phone:	
Representative Email:	

### 2. Site Information:

Parcel ID Number:	
Address of Property/Location:	
Current Use of Property:	
Current Zoning District:	

**3. Special Exception Request:**

Detail the special exception request:

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**4. Special Exception Justification:**

Indiana Code and the Floyd County Zoning Ordinance establishes specific criteria that each must be met in order for a Special Exception (Use Variance) to be approved. Describe how the request meets each of the following criteria:

*1. The special exception will not be injurious to the public health, safety, morals, and general welfare of the community:*

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*2. The use and value of area adjacent to the property will not be adversely affected in a substantially adverse manner:*

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*3. The need for the special exception (variance of use) arises from some condition peculiar to the property involved:*

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*4. The strict application of the terms of the Floyd County Zoning Ordinance would result in an unnecessary hardship in the use of the property:*

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5. Approval of the Special Exception will not contradict the goals and objectives of the Floyd County Comprehensive Plan:

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**5. Required Documents:**

- \$500.00 Filing Fee
- Deed for subject property
- Affidavit of Ownership (if applicable)
- Site plan drawn to scale, signed, and dated which clearly shows the entire layout of the property and all features relevant to the request.
- Floor plan, including specific dimensions for any buildings on the property subject to the conditional use.
- Cover letter summarizing the request.
- For proposals using septic systems, a letter from the Floyd County Health Department shall be provided verifying that any proposed development makes appropriate use of the septic system.
- For proposals using sanitary sewer systems, a letter from the service provider shall be included verifying that any proposed new development will be served.

**6. Signature:**

The undersigned states that the above information is true and correct.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME

THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

NOTARY PUBLIC COUNTY OF \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

