

# Wells County Area Plan Commission

223 W. Washington St. Bluffton, IN 46714

PH: (260) 824-6407 FAX: (260) 824-6415

E-MAIL: GIS@wellscounty.org

## Requirements for Filing an Appeal of an Administrative Decision

**Filing and Meeting dates are available at the Area Plan Commission Office and the Wells County Area Plan Commission Web Site (<http://www.wellscounty.org/apc.htm>)**

**Copies of the Wells County Zoning Ordinance and Wells County Subdivision Control Ordinance are available for purchase at the Wells County Area Plan Commission Office or may be viewed and printed online at the Wells County Area Plan Commission Web Site (<http://www.wellscounty.org/apc.htm>)**

### 1) FILING

- a. This petition to Appeal an Administrative Decision will be heard at the next available public meeting of the Wells County Board of Zoning Appeals. (Restriction on hearings based on legal ad requirements.

### 2) FEES

- a. Filing Fee \$60.00 (payable to the Wells County Area Plan Commission)
- b. Sign Fee \$15.00 (payable to the Wells County Area Plan Commission)
- c. Legal Ad Fee \$105.00 (payable to the Bluffton News Banner)

### 3) Filing

- a. Filled Out and Signed Petition and Findings of Fact and Ruling Document

\* All Fees Are Not Refundable

\* As A Petitioner You Are Responsible For Reviewing The Wells County Zoning Ordinance And Subdivision Control Ordinance Requirements For Your Appeal. The Area Plan Commission Office Staff Will Be Available To Answer Any Questions You May Have.

\* A COMPLETE FILING DOES NOT GUARANTEE APPROVAL.

APC STAFF: Michael Lautzenheiser Jr. (Director); Suzie Gentis (Administrative Assistant);  
Tracey Ulmer (Part-Time Clerical)

# Wells County Board of Zoning Appeals

Appeal of an Administrative Decision  
Filing Form and Findings of Fact and Ruling Document

## Filing Form

Appellant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Findings of Fact and Ruling Document

PETITION FOR APPEAL OF AN ADMINISTRATIVE DECISION: \_\_\_\_\_  
(To Be Filled Out By the Area Plan Commission Office)

APPELLANT (Petitioner): \_\_\_\_\_  
(Name of the Appellant)

LOCATED AT: \_\_\_\_\_  
(Address or Location of the property to be appealed "Ex: 200 N between 300 W and 400 W")

DESCRIPTION: \_\_\_\_\_  
(Brief Legal Description of the property "Ex: 40 A in the NE 1/4 of S12T25NR12E")

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_  
(Use [www.wellscountygis.org](http://www.wellscountygis.org) or contact the Plan Commission Office for Information)

PROPOSED APPEAL "Petition": \_\_\_\_\_  
(Brief Description of the Appeal)

PRINT DATE: \_\_\_\_\_  
(Date the document was filled out)

Comes now the Board of Zoning Appeals and in support of granting "Petitioner's" Petition for an Appeal of an Administrative Decision makes the following Findings of Fact, to wit:

"Petitioner" filed a Petition for an Appeal of an Administrative Decision as to the following described real estate located in \_\_\_\_\_ Township, Wells County, Indiana; more particularly described on Exhibit A attached hereto.

The sign as required by the Plan Commission has been duly posted in accordance with the Rules of Procedure of the Plan Commission more than fourteen days prior to the Plan Commission hearing.

On \_\_\_\_\_, the Board of Zoning Appeals conducted a hearing on the Petition in accordance with the Rules of Procedure of the Board of Zoning Appeals and the following evidence was heard.

APPEAL REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Be Filled Out By the Petitioner or Petitioner's Agent  
To Be Filled Out By the Petitioner

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

To Be Filled Out By the Petitioner  
To Be Filled Out By the Area Plan Commission Office

(FOR APC OFFICE USE ONLY)

Conditions or Commitments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wherefore, based upon the above findings of fact and upon the Motion of \_\_\_\_\_, duly seconded by \_\_\_\_\_, the Petition for an Appeal of an Administrative Decision by "Petitioner" is hereby granted by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

Granted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Board of Zoning Appeals President

\_\_\_\_\_  
Board of Zoning Appeals Secretary