

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 later than 10 days prior to preliminary hearing)				
Proof of ownership				
Preliminary hearing				
Publish legal notice(I.C. 5-3-1) (Post Tribune & The Times)				
Post Notice Sign on property (No less than 10 day prior to meeting & must remain until day after public hearing.)				
Submit proof of legal Advertisement 24 hours prior to Public hearing				
Public Hearing				
ABZA Approval				
ABZA Disapproval				
Findings of Fact Approval				
Town Council Approval (Use Variances only)				