



## Conditional Use Permit

City of Madison  
Office of Planning, Preservation, & Design  
101 W Main St  
Madison, IN 47250  
(812) 265-8300

Application Fee \$ 35.00  
Ad Fee (for Legal Notice) \$ 15.00  
Recording Fee \$ 25.00  
**Total Due \$ 75.00**

Purpose: Per the City of Madison Zoning Ordinance, the Official Schedule of District Regulations identifies each land use according to whether it is a permitted use, a conditional use, or a prohibited use within each district. A conditional use permit is granted by the Board of Zoning Appeals to allow a use other than a principally permitted use to be established within the district to the property owner who makes the original application. This permit does not transfer to the new owner if the property changes ownership. The new owner must apply to the Board of Zoning Appeals for a new permit in order to continue the use that was conditionally allowed.

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

### APPLICANT INFORMATION

Name: Catherine Evans  
Street: 1229 W Main St  
City: Madison State: IN Zip: 47250  
Phone (Preferred): 574-242-2712  
Phone (Alternate): \_\_\_\_\_  
Email: salliessmallbatch@yahoo.com

### OWNER INFORMATION (IF DIFFERENT\*)

Name: Sallies by the Shore llc.  
Street: 5802 W 200 N  
City: Winamac State: IN Zip: \_\_\_\_\_  
Phone (Preferred): 574-242-2712  
Phone (Alternate): \_\_\_\_\_  
Email: salliessmallbatch@yahoo.com

*\* If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

### PROPERTY FOR WHICH A CONDITIONAL USE IS REQUESTED

Address and/or Legal Description of Property: 1328 W 2nd St Madison In 47250

Zoning Classification: \_\_\_\_\_

Description of Existing Use: Private residence.

Proposed Schedule of Uses Category #: \_\_\_\_\_

Description of Proposed Use: Vacation rental, airbnb

**Submit property site plan showing structures, setbacks, parking, adjoining streets and neighboring land uses.**

Per the City of Madison Zoning Ordinance, the Board of Zoning Appeals shall review the particular facts and circumstances of each proposed use in terms of the established standards and shall find adequate evidence supporting such use at the proposed location.

**Provide a detailed Narrative statement demonstrating that the requested variance conforms to the following standards. Respond to each question below with Yes/No and why. Use additional pages if necessary.**

1. Is this use in fact a conditional use as established under the provisions of Article V and appears on the Official Schedule of District Regulations adopted by Section 7.00 for the zoning district involved?  
Yes. Property is correctly zoned to allow for conditional use permit.

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2. Will this use be harmonious with and in accordance with the general objectives, or with any specific objective of the City's Comprehensive Plan and/or the Zoning Ordinance?  
Yes.

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3. Will this use be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area?  
Yes. The property will be maintained as a home and will follow normal residential ordinances.

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4. Will this use not be hazardous or disturbing to existing or future neighboring uses.  
It will not be hazardous or disturbing.

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5. Will this use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.  
Yes, the use will be adequately served by practices and services in use

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6. Will this use not create excessive additional requirements at public expense for public facilities and services and will not be detrimental to the economic welfare of the community.  
Correct, it will not.

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7. Will this use not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.  
It will not involve use detrimental to person, property, or public safety.

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8. Will this use have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares.  
Vehicles will not interfere with traffic or surroundings. The home has private parking.

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9. Will this use not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance.  
It will not result in damages.

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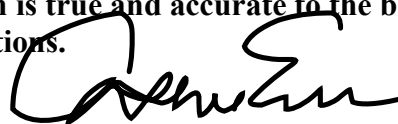
**Include any other documents/information which you feel will aid the Board in making its determination.**

*Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, across streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.*

**I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations.**

12/30/22

**Date**



**Signature of Applicant**

**Documentation Review** (Completed by Planning Office)

- ☐ Owner Authorization provided (if req'd)
- ☐ Site plan is adequate
- ☐ Narrative Statements completed  
(Proposed Use & 1 – 9 above)
- ☐ Application is complete
- ☐ GIS Information to applicant and attached
- ☐ Certified Mail Receipts received (attach)
- ☐ Certified Mail Green Cards received (attach)
- ☐ Category # Requires Conditional Use

**Staff Notes**


**COMPLETED BY PLANNING OFFICE**

**Application Accepted on:** \_\_\_\_\_

**Application Accepted by:** \_\_\_\_\_

**Meeting Information: Board of Zoning Appeals**

101 W Main St, Madison, IN 47250 – Council Chambers

**Meeting Date:** \_\_\_\_\_ **Time: 6:30PM**