

HOW TO APPLY FOR A VARIANCE/SPECIAL USE

City of Terre Haute

DOCUMENTS ATTACHED:

1. Application
2. Variance Statements
3. Adjacent Property Owner Form
4. Sample Adjacent Property Owner Form
5. Meeting Dates and Deadlines

DIRECTIONS:

1. Please fill out the application as completely as possible. Cite exact sections of code when listing variances you are requesting.
2. Include a site plan.
3. Attach the deed to show ownership.
4. Answer the variance statements. Answer why you think your variances will not affect the surrounding area as completely as possible and why you meet the requirements of a hardship. Please do not use “yes” or “no” to answer.
5. Payment must be made to the Controller’s office in City Hall. They will provide you a receipt. A copy of the receipt must be turned in with your final application. There will also be a fee in the Area Planning Department.
5. The application (3 copies) and receipt must be turned in to the Area Planning Department. One copy must be submitted to Jason Holler, Lead Building Inspector. Jason is located in the Engineering Department, City Hall, 2nd Floor. Deadlines are attached.
6. Upon receipt of the application, staff will provide a list of adjacent property owners you must send notices to (a 100 ft radius of the property). The required form and a sample of how it should be filled out is attached. The letters must be sent certified a minimum of 15 days before the meeting and a copy of the certified receipts must be provided to staff before the meeting or you cannot be heard. Write the name and address address of each adjacent property owner on the receipt.

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

SAMPLE

Certified Mail Fee \$

Return Services & Fees (include fee, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total Postage and Fees \$

Sent To **SAMPLE**

Street and Apt. No., or PO Box **SAMPLE**

City, State, ZIP+4® **SAMPLE**

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Example of Certified Mail Receipt to turn in.

7. Someone must be present to represent the petition and answer any questions asked by the board or public.

FEES:

City Controller's Office: Please contact their office for the amount of their portion of the fees.

AS OF MAY 1st, 2026

Area Planning –

Single-Family and Open Space: \$150 + \$10 per each additional variance/special use

All other zonings: \$235 + \$50 per each additional variance/special use

Please contact Area Planning Staff if you have any questions. We are happy to review your application before you turn it in to make sure it is filled out correctly.