

**Position Description
Town of Whiteland**

Position Title:	Board of Zoning Appeals Member
Meeting Schedule:	1 st Thursday of the month
Salary:	\$75/meeting

DUTIES AND RESPONSIBILITIES

The Whiteland Advisory Board of Zoning Appeals (“BZA”) works to ensure that zoning regulations are fairly applied across varying properties in town. Essentially, the BZA serves as a board to hear appeals that specific zoning regulations should be applied differently to a particular property due to certain conditions of the site or the proposed use. The administrative appeal is an appeal of a decision made by town staff regarding the zoning code. The BZA does not enforce the zoning code, but they can adjust the regulations for a property to suit its specific site conditions that would otherwise be in violation of the zoning code.

Indiana Code provides that the BZA has the following specific authorities:

- Granting of variances
- Developmental standards variances
- Variances of use
- Granting of special exceptions (also known as conditional uses)
- Appeals from administrative decisions

Two members of the BZA are selected from the Plan Commission, two are appointed by the Town Council President, and one is appointed by the Town Council. By state code, members cannot hold any other elected or appointed position (except the two Plan Commission members).

JOB REQUIREMENTS

- Must live in the Town of Whiteland

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.	
	Signature:
	Date:
Approved By:	