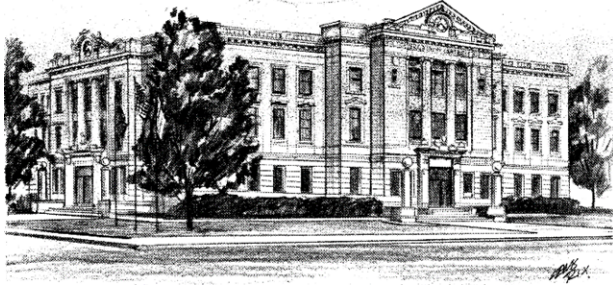


PROCEDURE FOR DRAIN VARIANCE

- A. Landowner fills(s) out Variance Application Form, attaching drawings/recorded deeds/legal descriptions.
- B. Surveyor's office prepares the Variance document and notifies landowner that the Variance is prepared.
- C. The Landowner(s) will need to come to the Drainage Board Administrative Office to sign the Variance in front of a Notary Public. (The office manager/administrative assistant is a Notary Public.)
- D. Drainage Board Office places request on a Drainage Board agenda.
- E. Surveyor's Office writes a report and recommendation to be presented to the Drainage Board based on research of the county-regulated drains and other landowners in the watershed that would be affected.
- F. Landowner presents the plan/concept to the Drainage Board at scheduled meeting.
- G. If said Variance is approved, Landowner(s) is responsible for the Recording Fee.

As adopted by the DeKalb County Drainage Board this 25th day of July, 2019



Variance Application
 DEKALB COUNTY SURVEYORS OFFICE
 220 East Seventh Street, Suite 130
 Auburn, Indiana 46706
 260.925.2222 fax: 260.927.4746

Drain Name: _____ Township: _____

Project Name: _____ Parcel Number: _____

Applicant's Name: _____ Contact Person: _____

Address: _____

Phone: (____) _____ E-mail: _____

Variance Requested (ex.: fence 40 feet from drain):

Reason for Variance (ex.: lot is too small to accommodate the fence to be further away):

I hereby request permission to vary from the standards of the DeKalb County Surveyors Office or an ordinance of DeKalb County. I request to be placed on the agenda of the DeKalb County Drainage Board for consideration of this variance request.

Applicant's Signature Title Date

*****FOR DRAINAGE BOARD USE ONLY*****
RECEIVED BY THE DRAINAGE BOARD ADMINISTRATIVE OFFICE

AS SIGNED THIS ____ DAY OF _____, 20__ BY THE DEKALB COUNTY DRAINAGE BOARD ADMINISTRATIVE ASSISTANT.

 Date to be presented: _____, 20__
 Received by

=====
*****SURVEYORS OFFICE USE ONLY*****

Permit#: _____ Review Date: _____
 Reviewed By: _____ Surveyor Reviewed: _____