

INSTRUCTIONS for the AFFIDAVIT OF ZONING OFFICIAL

This affidavit is designed to establish how the land is zoned upon which the sign is built, and to authenticate supporting documents (e.g., zoning maps, ordinances, etc.). The affidavit is a necessary part of billboard sign hearing process.

The affidavit form is to be signed by the appropriate zoning authority and the supporting documents are to be attached. The following are the steps to be followed when completing this affidavit.

Blank (1): Official name of the zoning authority (e.g. Marion County Zoning Board; Knox County Plan Commission).

Blank (2): Name of person in charge of keeping zoning records for the sign's locality & official title of the post, which the person holds (e.g. executive director - these titles may vary depending on the zoning authority).

Blank (3): County in which the zoning authority is located.

Blank (4): Official name of the authority [see (1)].

Blank (5): Legal description of the land on which the sign is located (e.g. Section 12, Township 3N, Range 2E).

Blank (6): Zoning classification of land on which the sign is located (e.g. agricultural, industrial, commercial, residential, not zoned, etc.). If the land has not been zoned, indicate the primary use of the land and who is responsible for such a determination.

Blank (7): Specific date (month, day, year) on which the zoning resolution or ordinance [see (8) below] became effective.

Blank (8): Name of resolution or ordinance, which controls the zoning classification (e.g. ordinance no. #).

Blank (9): List of documents being attached to and authenticated by the affidavit (e.g. zoning map, ordinance no. #, and plat map).

Blank (10): Official name of zoning authority [see (1) & (4)].

Blank (11): Signature blocks for person named in Blank (2).

The second page of the affidavit is the notary certification, which should be completed by a Notary Public.