

Application for Special Permit/Special Exception

All applications to be submitted typed or legibly written in blue or black ink.

Description

Under the terms and conditions indicated in Article 1359 of the Zoning Ordinance, application is hereby made for a Special Permit/Special Exception pursuant to Article _____ to allow the following:

Please list the Location (address) and Description (Tax Map Number, Parcel, and Lot,):

Property Owner

Name: _____ Telephone: _____

Address: _____

Applicant (Person or Corporation to whom the license will be granted.)

Name: _____ Telephone: _____

Address: _____

The following exhibits are to be attached and made part of this application:

- Site Plan of Real Estate involved (if applicable): **Drawn to Scale** with scale shown, with the direction of North clearly indicated on the drawing, showing all boundary lines and placement of existing and/or proposed structures, and with all dimensions shown (setbacks, buildings, etc).
- Treasurers Receipt for One Hundred Dollars (**\$100.00**) Filing Fee

All of the above documentation is to be submitted to the Planning Commission office by _____. Incomplete documentation will delay applicants review by the Board of Zoning Appeals

Notice of Procedure

I/We, the undersigned am/are aware that the Board of Zoning Appeals will hold a public hearing on the request for a Special Permit/Special Exception on Tuesday, _____ at **5:30pm** in City Hall Council Chambers. It is my responsibility to attend (or send a representative) to this meetings to present plans and to answer any questions regarding the request for a Special Permit/Special Exception.

Signature of Applicant

Date

For Office Use:

Received: _____

Staff Initials: _____

Signature of Owner (Required)

Date

Attachment A& B



Attachment A

The requirements for the proposed Special Permit/Special Exception are found in Article _____ of the Zoning Ordinance. Give a brief description as to how each of the requirements shall be met.

