

# 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:

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

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## **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 Sixty Dollars (\$160.00) Filling 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.

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**Signature of Applicant**

**Date**

## **For Office Use:**

Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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**Signature of Owner (Required)**

**Date**

Attachment A& B

Form Updated 03/2015



## 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.

## Attachment B

In making its decision to approve or deny a request for Special Permit/Special Exception, the Board of Zoning Appeals must consider the following six issues. Please provide a written statement how the proposed Special Permit/Special Exception will affect each of these considerations.

1. Effect upon the Comprehensive Plan.
2. Public health, safety, morals, and general welfare.
3. Potential injury to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
4. Effect upon the normal and orderly development and improvement of surrounding property for uses already permitted in the District.
5. Adequate provisions for utilities, access roads, drainage, and other necessary facilities.
6. Adequate ingress and egress so designed to minimize traffic congestion in the public street.