BOARD OF ZONING ADJUSTMENTS

REQUEST FOR SPECIAL EXCEPTION PERMIT

Notice to Applicants

All special exception requests, including but not limited to special exception uses indicated in Article 4, 5 and 6, require application to the BOZA. Such application must be filed with the Building Official at least 30 days before the next scheduled Board hearing. The applicaton must be filed by the property owner or their authorized agent on a form made available by the Building Official.

The BOZA reviews applications for compliance with this Ordinance and all other applicable codes and ordinances of the City. The BOZA must determine that satisfactory provisions have been made concerning the following, among other considerations of this Ordinance:

a. Access to and from the property and the proposed structure and/or uses, with particular attention to vehicular and pedestrian safety and convenience, traffic flow and control, and emergency access.
b. The location and accessibility of off-street parking and loading areas.
c. The location and accessibility of refuse and service areas and their potentially adverse effects upon surrounding properties.
d. The screening and buffering of potentially adverse views and activities from surrounding properties.
e. Control of noise, glare, odor, surface water runoff, and other potentially disturbing impacts upon surrounding properties.
f. The availability, location, and capacity of utilities.
g. The location and scale of signs and lighting with particular reference to traffic safety, glare, and visual compatibility with surrounding properties.
h. The bulk, density, and lot coverage of structures, and yards and open areas, with reference to their compatibility with the character of the surrounding area.

The Board may impose such conditions for approval that it deems necessary in the particular case to protect the public interest and the intent of the Comprehensive Plan and the Zoning Ordinance in relation to the items listed above and as may otherwise be reasonably necessary. Such conditions shall apply to the land, structure, and use for which the special exception is granted and not to a particular person. Violations of conditions lawfully attached to any special exception are considered violations of the Ordinance and are subject to applicable fines and penalties.

DATA ON APPLICANT AND OWNER:

NAME OF APPLICANT (S): _____

ADDRESS OF APPLICANT (S): _____

APPLICANT (S) TELEPHONE NUMBER: _____

PROPERTY INTEREST OF APPLICANT (S): _____
(owner, contract purchaser, etc.)

NAME OF OWNER (S): _____

A Special Exception Permit is requested in conformity with the powers vested in the Board to

permit the _____

on the property described below.

DESCRIPTION, USE, and ZONING OF PROPERTY:

Location: _____

Lot Size: _____ ft. X _____ ft. = _____ sq. ft.

Present Use: _____
(vacant, residence, grocery, factory, etc.)

Present Zoning: _____

Site Plan: A site plan shall be attached to this application showing the location of the property, all property lines, set backs, location of all buildings (existing or proposed) and area to be used for parking.

PROPOSED USE INFORMATION:

In order for the Board of Adjustment to determine whether the proposed use will be in harmony with the Zoning Ordinance and not detrimental to adjoining land uses, it is necessary to determine the precise nature and impact of the proposed use. The following questions shall be answered as explicitly and precisely as possible. If a particular question is inapplicable, please state so and explain why in the space provided. Failure to provide the appropriate information will force the Board of Adjustment to delay action until the appropriate information can be secured.

Proposed Use: _____

Proposed Hours of Operation: _____ A.M. to _____ P.M.

Proposed Days of Operation: S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐

Will the use involve the employment of individuals? Yes _____ No _____
If yes: estimate minimum number of visitors per day: _____
Estimated maximum number of visitors per day _____

Will the use encourage visitation to the property? Yes _____ No _____
If yes: estimate minimum number of visitors per day: _____
Estimated maximum number of visitors per day _____

Have provisions been considered for off-street parking? Yes _____ No _____
If yes, number of square feet _____
Number of off-street parking places: _____
Condition of pavement: paved _____ unpaved _____

If no, number of square feet available for parking: _____

Describe all processed or operation to be undertaken with this use. Any process involving the utilization of equipment which would generate excessive noise, odors, air pollution or traffic should be identified. Proposals to lessen the impact of any detrimental characteristics should be identified:

_____

_____

_____

_____

NAMES AND ADDRESSES OF SURROUNDING PROPERTY OWNERS:

Following are the names and address of Adjacent property owners as said names appear upon the plats in the County Tax Assessor's Office and their addresses as appears in the directory of the Court:

NAME	ADDRESS

are true to the best of my (our) knowledge and belief. I further certify that I am aware that in the granting of special exception permits, the Board of Adjustment is authorized to require appropriate condition and safeguards. Failure to comply with these conditions will result in the voiding of the special exception permit.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

SPECIAL EXCEPTION PERMIT
BOARD OF ADJUSTMENT

This is to certify that a Special Exception Permit has been granted to _____,
Case No. _____, to allow the _____
(use)
_____ at _____.
(location)

Subject to the following condition:

_____
_____
_____
_____
_____

This permit is not transferable. Failure to comply with the above specified conditions and safeguard is a violation of this permit and voids the permit. This permit shall become effective on the date of certification by the applicat/property owner.

ATTESTED: _____ _____
Chairman, Board of Adjustment Date

_____ _____
Secretary, Board of Adjustment Date

I (we) certify that I (we) am (are) aware of the conditions and safeguards specified by the Board of Adjustment as conditions for the granting of this Special Exception Permit, that failure to comply with these specified conditions and safeguards is a violation of this permit and viods the permit. I (we) further certify that I (we) am (are) aware that this permit pertains solely to this particular use at this particular location and as such is not transferable to other uses at this location or to this use at other locations.

_____ _____
Applicant Date

_____ _____
Owner Date

If denied, reason for denial: _____
_____
_____

_____ _____ _____ _____
Chairman Date Secretary Date

APPLICATION FOR APPEAL
BOARD OF ZONING APPEALS

CASE NUMBER: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE NUMBER: Home _____ Business _____

The undersigned requests review of the decision by the Building Inspector of Application for Building Permit Number _____, denied on _____.

It is the applicant's contention that the following error was made in the determination of the Building Inspector: _____

_____

_____ _____

Appellant Date

For Official Use Only

Date Filed: _____ Case Number: _____

Date of Notice to Parties of Interest: _____

Date Adjacent Property Owners Notified: _____

Date of Notice in Newspaper: _____ Name of Newspaper: _____

Date of Public Hearing: _____

Fee Paid $_____ Receipt No. _____ Date _____

Decision of the Board: Approved _____ Denied _____

If approved the following conditions and safeguards were prescribed:

1. _____
2. _____
3. _____
4. _____
5. _____