



SPECIAL EXCEPTION APPLICATION

City Ordinance § 115-310-a requires that the applicant must be the owner.

OWNER INFORMATION

Owner's name: _____
Owner's address: _____
Phone: _____ Fax: _____ Email _____

CONTACT INFORMATION

Contact name: _____
Company Name: _____
Contact address: _____
Phone: _____ Fax: _____ Email _____

PROPERTY LOCATION

Tax Parcel Number _____ Size in Acres _____
Address _____
Number of existing structures _____

PROPOSED USE

Current zoning: _____ Narrative explaining the reason for the Special Exception: _____

REQUIRED ATTACHMENTS

- Legal description
- Vicinity Map
- Conflict of interest certification
- Site plan (to scale) showing existing and proposed improvements. (10 copies: 8 11x17 and 2 full size)

OWNER'S SIGNATURE

I hereby certify that the above is correct to the best of my knowledge and that I am the authorized to submit this application for Special Exception to the Board of Appeals

Signature Date

CITY USE ONLY. DO NOT WRITE IN THIS BOX.

Date received: _____ Receipt Number: _____ Application Number: _____
Fee Paid \$ _____ Notes: _____

DEADLINE AND HEARING SCHEDULE

The deadline for submitting this application is the fourth Thursday of each month. The public hearing date will be the fourth Thursday of the following month.