



BOARD OF ZONING APPEALS
NOTICE OF APPEALS FOR A SPECIAL EXCEPTION

Please complete in ink and return to the Planning and Codes Administration Department with required attachments, information, and filing fee. Special Exception applications require a filing fee of \$100, a current survey of the property, and a designation of agent if owner is not the applicant. **Both sides of this application must be completed; incomplete applications will not be accepted.**

File no.: SE ___-__	PIN: _____ - _____ - _____	Date submitted: / /	Board of Zoning Appeals meeting date: / /
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OWNER(S) INFORMATION			
Last name:	First:	Middle:	Interest <input type="checkbox"/> Sole owner <input type="checkbox"/> Co-owner
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: ()	Fax no.: ()	E-mail:	

APPLICANT INFORMATION			
<i>To be completed only if Owner is not Applicant:</i>			
Applicant's last name:	First:	Middle:	
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: ()	Fax no.: ()	E-mail:	

PROPERTY INFORMATION			
Property address:	Property dimensions:	Property area: _____ acres	Zoning district: _____

DESIGNATION OF AGENT		
<i>To be completed by Owner(s) only if Owner is not Applicant:</i>		
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this appeal for a Special Exception.		
_____	_____	_____
<i>Owner name</i>	<i>Owner signature</i>	<i>Date</i>
_____	_____	_____
<i>Owner name</i>	<i>Owner signature</i>	<i>Date</i>
<i>To be completed by Applicant:</i>		
I certify that the information in this request is correct.		
_____	_____	_____
<i>Applicant name</i>	<i>Applicant signature</i>	<i>Date</i>

REQUIRED INFORMATION

1. Request for Special Exception

Applicant hereby appeals to the Board of Zoning Appeals for a Special Exception for the use of the property described on this application as:

which is a permitted Special Exception under the district regulations in Section 19- _____ of the Zoning Ordinance.

2. Justification for Special Exception

a. The applicant will meet the standards of Section 19- _____ of the Zoning Ordinance which are applicable to the proposed Special Exception in the following manner:

b. The applicant suggests the following conditions be imposed to meet the standards of the Zoning Ordinance:

3. Documents provided

The following documents with a sealed survey are submitted to support this appeal: