



# 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.