

CITY OF WEST COLUMBIA
Zoning Board of Appeals
Special Exception Appeal

Appeal #: _____ Date Filed: _____ Permit Application #: _____

Instructions – Please Read

This form must be completed for a hearing on an application for a special exception. **Entries must be printed or typewritten.** If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not the owner, the owner(s) must sign the **Designation of Agent**. An **accurate, legible plot plan** showing property dimensions and locations of structures and improvements must be attached to an application for a special exception. No application for a special exception will be received for inclusion on the Zoning Board of Appeal’s agenda unless the following conditions are met at least **thirty (30) days** prior to the date of the Board meeting:

- a. All questions on this application have been **fully** answered (Use additional paper if necessary);
- b. The application has been signed by the **owner** or agent with the signed **Designation of Agent** (Signatures required on Page 1 and on Page 2);
- c. A **plot plan drawn to scale**, showing the actual dimensions and shape of the lot, the exact size and locations on the lot of all buildings and signs existing and proposed, and the location of all required parking spaces has been submitted;
- d. The Zoning Administrator has certified that the proposed use and construction plans comply with all provisions of the Zoning Ordinance except those for which a special exception has been requested.

THE APPLICANT HEREBY APPEALS FOR A SPECIAL EXCEPTION AS STATED WITHIN THIS DOCUMENT

Applicant(s) _____

Address: _____

Telephone: _____ (work) _____ (home)

Owner(s) [if other than Applicant(s)]: _____

Address: _____

Telephone: _____ (work) _____ (home)
(Use additional paper if necessary)

Property Address: _____

Tax Map #: _____ Zoning District: _____

DESIGNATION OF AGENT
Complete only if owner is not applicant

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Owner signature(s): _____

Owner printed names(s): _____

Date: _____

I (we) certify that the information in this application and the attached documentation is correct.

Applicant signature(s): _____

Applicant printed names(s): _____

Date: _____

1. Applicant hereby appeals to the Zoning Board of Appeals for a special exception for use of the property described on page 1 of this application as (nature of the proposed use): _____

_____ which

is a permitted special exception under the district regulation in Section _____ of the Zoning Ordinance.

2. Applicant will meet the standards in Section _____ of the Zoning Ordinance which are applicable to the proposed special exception in the following manner: _____

3. Applicant suggests that the following conditions be imposed to meet the standards in the Zoning Ordinance: _____

4. The following documents are submitted in support of this application: _____

_____ (A plot plan must be submitted.)

PROPOSED NEW CONSTRUCTION

- 1. Freestanding structure, building, or sign Addition to an existing structure, building, or sign
- 2. Describe use: _____
- 3. Number of square feet: _____ Total number of parking spaces on lot: _____
- 4. Maximum height of structure, building, or sign above finished grade: _____ Number of stories: _____

EXISTING USES AND BUILDING ON LOT

(To be answered only if structures, buildings, or signs already exist on lot)

- 1. Number of existing structures, buildings, or signs: _____
- 2. Size and use of existing structures, buildings, or signs (use additional paper if necessary):
 - a. Sq. Ft. _____ Use: _____
 - b. Sq. Ft. _____ Use: _____
 - c. Sq. Ft. _____ Use: _____
 - d. Sq. Ft. _____ Use: _____

Applicant signature(s): _____

Date: _____

ADMINISTRATIVE USE ONLY – APPLICANT DOES NOT COMPLETE THIS SECTION

The use and construction as proposed herein complies with the terms of the Zoning Ordinance except for the special exception requested.

The use and construction as proposed herein does not comply with the terms of the Zoning Ordinance except for the special exception requested, explained as follows: _____

Zoning Administrator Signature: _____

ZONING BOARD OF APPEALS USE ONLY – APPLICANT DOES NOT COMPLETE THIS SECTION

1. Findings of the Zoning Board of Appeals:

a. Empowered to grant a special exception under Section _____ of the Zoning Ordinance:

Yes No

b. Granting of this special exception:

will adversely affect the public interest.

will not adversely affect the public interest

2. The special exception is granted with the following condition, safeguards, or revisions as follows and as stated in the findings of facts: _____

Time limit prescribed: _____

3. The requested special exception is denied for the following reasons and as stated in the findings of facts: _____

RECORD OF VOTE

1. _____

2. _____

3. _____

4. _____

5. _____

Zoning Board of Appeals Chairman

Date