

**SPECIAL USE PERMIT REQUEST**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**PROPERTY DESCRIPTION**

STREET ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXISTING ZONE \_\_\_\_\_

PROPOSED USE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS ZONING COMPATIBLE WITH USE? \_\_\_\_\_

ATTACHED TO AND HEREBY MADE A PART OF THIS REQUEST IS ATTACHED AN ABTRACTOR'S CERTIFICATE, GIVING THE NAMES AND MAILING ADDRESSES TO ALL PROPERTY OWNERS INSIDE THE AREA ABOVE DESCRIBED AND ADJACENT TO THE AREA ABOVE DESCRIBED.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SITE PLAN REQUIREMENTS**

Scale should be no smaller than 1" equals 50'. Provide at least four (4) copies showing the following information: (1) type and size of structure; (2) floor areas of office or industrial buildings; (3) buffers, landscaping; (4) parking facilities; (5) utilities plans such as sewer, water, power, storm sewer, etc; (6) lighting facilities; (7) signing; (8) certified surveyor's certificate if required by Zoning Administrator

Date Received by the Zoning Administrator \_\_\_\_\_

Date Forwarded to the Plan and Zone Commission \_\_\_\_\_

Date of Report from the Plan and Zoning Commission to the Board of Adjustment \_\_\_\_\_

Date of Public Hearing by the Board of Adjustment \_\_\_\_\_

Action of Board of Adjustment \_\_\_\_\_