

City of Plymouth  
Board of Zoning Appeals

Application for  
Special Exception

**Application Requirements**

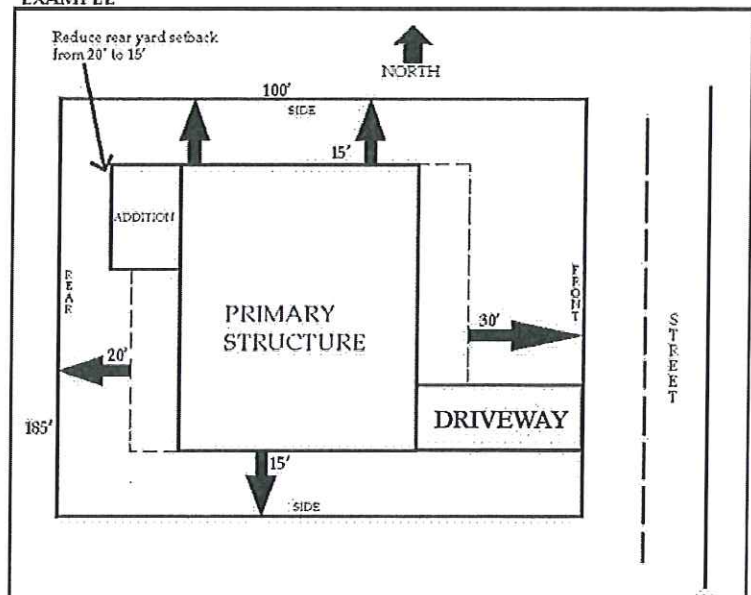
1. This completed application;
2. A site plan showing the requested Special Exception;
3. A Letter of Intent describing the details of the request in accordance with § 11-030(A)(5)(b);
4. A complete legal description of the subject property;
5. The names, addresses, and mailing addresses of interested parties who own property within three hundred feet (300') of the subject property. This information may be obtained from the Marshall County Auditor's Office; and
6. A filing fee payable to the City of Plymouth, for advertising and handling costs of the application.

**Site Plan Requirements**

These features must be shown on the site plan

1. All existing and proposed structures;
2. Entire lot dimensions;
3. Arrow showing North;
4. All adjacent street(s);
5. Access (i.e. driveway) and parking;
6. Distances from structures to property lines;
7. Distance between structures;
8. Label property lines;
9. Show all recorded easements;
10. Show septic field

EXAMPLE



**Application Information**

**Case Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Developer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Plan Preparer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Additional Information**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** It is the responsibility of the applicant to ensure that the application is complete at the time of submittal. City employees will not be available to provide missing information. Attach additional sheets if necessary.

1. Describe in detail the Special Exception you are proposing:
2. Can the property be reasonably used for any purpose permitted in the zoning district without a Special Exception?
3. Will the Special Exception alter the essential character of the area?
4. Will employees come to the parcel to work or leave for job assignments?
5. Will employees park their personal vehicles at this address during work?
6. Will there be any signs in front of this address?
7. Will customers, clients or associates come to the address for business purposes?

**Petitioner's Proposed Findings of Fact**

1. The granting of this Special Exception ( **WILL**  **WILL NOT**  ) be injurious to the public health, safety, morals and general welfare of the community because:
  
2. The requirements and development standards for the requested use as prescribed in the Zoning Ordinance ( **WILL**  **WILL NOT**  ) be met because:
  
3. Granting of the Special Exception ( **WILL**  **WILL NOT**  ) be contrary to the general purposes served by the Zoning Ordinance; and ( **WILL**  **WILL NOT**  ) permanently injure other property or uses in the same zoning district and vicinity because:
  
4. The approval ( **DOES**  **DOES NOT**  ) interfere substantially with the comprehensive plan because:

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge. I understand that any misrepresentations of submitted data may invalidate any approval of this variance.

LEGAL OWNER \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_