#### City of Plymouth Board of Zoning Appeals

# Application for Special Exception

### Application Requirements

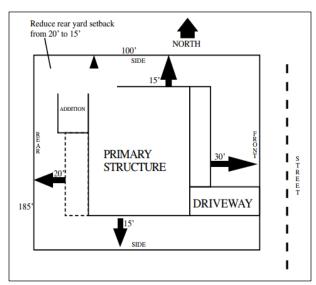
- 1. This completed application;
- 2. A site plan showing the requested variance;
- 3. A Letter of Intent describing the details of the request in accordance with (S) 11-020(A)(5)(b);
- 4. A complete legal description of the subject property;
- 5. The names, addresses, and mailing addresses of interested 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**



City of Plymouth Board of Zonin	g Appeals – Application for Special Exception
Application Information:	
Case Number:	
Date:	
Property Address:	
Property Owner:	
Mailing Address:	
Phone:	_ Fax:
Email:	_
Applicant:	
Mailing Address:	
Phone:	_ Fax:
Email:	-
<u>Developer</u> :	
Mailing Address:	
Phone:	_ Fax:
Email:	_
Plan Preparer:	
Mailing Address:	
Phone:	_ Fax:
Email:	-

## Additional Information:

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. It is the responsibility of the applicant pı

	are that the application is complete at this time of submittal. City employees will not be available to be 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?

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Petitio	oner'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.	
LEGAI	L OWNER DATE
AP	PPLICANT DATE