

## **BOARD OF ZONING APPEALS**

### **INSTRUCTIONS TO APPLICANT**

#### **APPLICATION FOR SPECIAL EXCEPTIONS**

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. The appellant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from a licensed abstractor or from the tax records of Marion County. If the property adjoins the County line, the ownership list must include owners into adjoining counties.
3. The appellant shall submit a statement in writing justifying the special exception applied for, and indicate under which Section of the Zoning Regulations the Board of Zoning Appeals is believed to have jurisdiction.
4. The appellant shall prepare and submit in duplicate, at the time of filing the application, a detailed plot plan drawn to scale, showing all existing and proposed structures, property lines with dimensions, parking spaces, points of ingress and egress, driveways and any other information which would be helpful to the Board in consideration of the application.
5. The above-listed documents together with the required fee of \$200 shall be submitted to the office of the Zoning Administrator.