



**Notice of Request to the Board of Adjustment
For Special Use Permit**

Property Address: _____

Parcel Identification #: _____

Property Owner: _____

Appellant: _____

Appellant's Address
& Phone Number: _____

Date Submitted: _____

Nature of Request: _____

Square footage
Of property: _____

Signature of Appellant: _____

Important Information

A fee (**\$250 for churches & childcare centers, \$300 for all other uses**) must be submitted with this application to the Department of Planning and Development so your request may be placed on the agenda. All requests must be submitted **21 working days prior to the meeting date** of the Board of Adjustment (meets the 1st Tuesday of each month).

Special Use Permits Common Submission Requirements:

All special use permit applications shall include a legal description of the subject and a site plan which illustrates the following:

1. Boundaries of the lot or parcel.
2. Location of buildings, signs and sign location where applicable.
3. Circulation: proposed points of access, egress and pattern of internal travel lanes where applicable.
4. Parking layout.
5. Lighting plan including wattage and illumination.
6. Screening and fencing as specified in Section 704 of the Land Development Code (LDC). If not otherwise required, there shall be a minimum six (6) foot high solid fence or wall or dense plant material where a lot abuts a residential lot, as applicable.

Note any specific requirements for a particular use in Section 506 of the LDC.

One (1) copy of the sketch plan drawn to scale on an 8.5 x 11 sheet is required to be submitted with the application.

Note: A copy of the agenda packet and the City's recommendation will be mailed to you prior to the meeting. If at that time the petitioner desires to submit any additional information to be Board of Adjustment members, such information may be presented at the meeting when the request is heard.