



Board of Appeals: Special Exception Application

Business and Development Services
PO BOX 249
5 EAST BUTLER ROAD
MAULDIN SC 29662
Contact: Paula Foltz
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The following information is required to be submitted prior to review by City Staff for placement on the Board of Appeals agenda:

- 1. Completed Property Information Form.
- 2. A notarized letter from the property owner stating that the Petitioner has permission to apply to the Board for the requested Special Exception, if the Petitioner is not the owner.
- 3. Completed Application form.
- 4. Application, Site Plan, and HOA approval (if applicable).
- 5. Nine (9), 11x17 and (1) 24 x36 sets of the site plan and other information as needed to illustrate the request and show compliance with the Special Exception Standards and other applicable development standards required by the Mauldin Zoning Ordinance.
- 6. **Filing Fee: \$100.00**

To the Applicant: By placing a check mark by each of the following paragraphs, you are certifying that you have performed that task. A check mark must be placed by each numbered paragraph before placement on the Board's agenda.

- 7. Pre-application conference with the Business and Development:
With whom: _____
- 8. Petitioner has checked for Homeowner Association rules, property covenants, deed restrictions, and other requirements that might have a bearing on the application.
- 9. Any available information to be presented as an exhibit at the Special Exception hearing should be submitted with the application (if applicable).

Pursuant to South Carolina Code of Laws, SC ST SEC 6-29-800 (A)(3), City Code Article 7: 1, and the Rules of Procedure for the Board of Appeals.

Property Information Form

Please fill out form completely.

Property Address / Location: _____

Tax Map #: _____

Zoning: _____

Existing Use of Property: _____ Proposed Use: _____

Title to this property is in the name of: (Furnish current address/please print legibly)

Property Owner Name (Print): _____

Owner's Address: _____

Email: _____ Phone: _____

Property Owner's Signature: _____

Petitioner or Agent Representing the Request (if other than Property Owner)

Petitioner Name (Print): _____

Address: _____

Email: _____ Phone: _____

Petitioner / Agent Signature:

Owners Signature Certifying Agents ability to represent
this application.

I, _____, hereby petition the Board of Appeals for a Special Exception approval for use of my property located at _____ which is a permitted Special Exception under the zoning district regulations in Section _____ of the Mauldin Zoning Ordinance. I understand that I am required to comply with the special standards and also understand that the Board of Appeals has the authority to add conditions beyond the standards outlined in the ordinance to address traffic, safety and compatibility concerns.

I, hereby certify that all of the information provided in this application and plan submittal is true and accurate to the best of my knowledge.

Date

Petitioner / Agent Signature

