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).

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: _____________________

__________________________ Owners Signature Certifying Agents ability to represent
this application.

Petitioner / Agent Signature: ______________________________________________

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.

__________________________ Petitioner / Agent Signature

Date
Please note that the Board of Appeals is not authorized to grant variances to the Special Exception standards that are required for specific uses listed in Article 7 of the Mauldin Zoning Ordinance. The Board of Appeals can only grant approvals upon finding that the proposed use, the information and plan submitted address the following findings noted below:

1. That the use meets all required conditions.
2. The use is reasonable necessary for the public health or general welfare.
3. The use is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar services, and;
4. The use will not violate neighborhood character nor adversely affect surrounding land uses.

Applicant to state how this application addresses the findings noted above:
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