

CITY OF MCMINNVILLE
SPECIAL EXCEPTION REQUEST FORM

1. This form must be completely filled out before the application will be accepted and placed on the City of McMinnville Board of Zoning Appeals agenda.
2. The Board of Zoning Appeals will hold a public hearing on the special exception request and call a meeting within thirty days of receiving a completed special exception request form. The board meets and holds public hearings in the council room on the second floor of McMinnville City Hall.
3. The Board of Zoning Appeals will hear evidence to determine if the conditions set forth in the City of McMinnville Zoning Code for the requested special exception are met.
4. All special exception requests reviewed by the Board of Zoning Appeals shall be decided within forty-five (45) days of the day of application, with a written notice being provided of approval or denial.

PROPERTY OWNER

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME) _____

REPRESENTATIVE (if different from property owner)

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME) _____

PROPERTY DESCRIPTION & LOCATION

ADDRESS: _____

TAX MAP IDENTIFICATION: MAP #: _____ GROUP # _____ PARCEL # _____

SIZE OF PROPERTY (Acreage/square feet) _____

ATTACH PROPERTY MAP IF NEEDED

ZONING (Required):

CURRENT ZONING CLASSIFICATION: _____

SPECIAL EXCEPTION REQUESTED: _____

STANDARDS FOR A SPECIAL EXCEPTION

The City of McMinnville Board of Zoning Appeals may hear and decide only such special exceptions as it is specifically authorized to act on by the terms of the "Uses Permitted on Appeals" Sections of the City of McMinnville Zoning Code. The board will decide such questions as are involved in determining whether a special exception should be granted; to a grant special exception with such conditions and safeguards as appropriate under this zoning code; and to deny a special exception when not in harmony with the purpose and intent of this code

Under Title 14, Chapter 7, Section 14.708.2, of the City of McMinnville Zoning Code, the Board of Zoning Appeals in granting a special exception shall ascertain that the following are met:

- a. It is so designed, located, and proposed to be operated so that the city's health, safety, and welfare will be protected;
- b. It will not adversely affect other properties in the area in which it is located;
- c. It is within provisions of "Special Exceptions" as set forth in the city's zoning code; and
- d. It conforms to all applicable provisions of the zoning district in which it is to be located.

All approved plans, conditions, restrictions, and rules made a part of the approval by the City of McMinnville Board of Zoning Appeals shall constitute certification on the part of the applicant or property owner that the proposed use shall conform to such regulations at all times

PROPERTY OWNER SIGNATURE _____
DATE

REPRESENTATIVE SIGNATURE (if different from property owner) _____
DATE

**YOU ARE REQUIRED TO ATTEND THE PUBLIC HEARING
TO ANSWER ANY QUESTIONS CONCERNING YOUR SPECIAL EXCEPTION REQUEST**

For Office Use Only:

Date Received: _____ By: _____

\$50.00 Fee Paid _____ Date Approved _____ Date Denied _____

Condition(s) listed in granting of special exception request, or reason(s) for denial.

Conditions agreed to by Applicant

_____ Date _____