

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. Appellant must submit a list of the names and mailing addresses of owners of all property within a distance of two hundred (200) feet of the boundaries of the property included in the application.
3. The applicant 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 applicant 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 \$100 shall be submitted to the office of the Zoning Administrator.

BOARD OF ZONING APPEALS

Case No. _____

Date Filed _____

APPLICATION FOR SPECIAL EXCEPTION

- 1. Name of Appellant _____
 Mailing Address _____ Phone _____
 Name of Agent _____
 Mailing Address _____ Phone _____
 Relationship of applicant to property is that of _____
 (owner, tenant, lessee, other).

- 2. The special exception requested is: _____

 for property located _____
 and legally described as _____

 in Kiowa, which is presently zoned _____.
 (Attach metes & bounds description on separate sheet.)

- 3. The applicant herein acknowledges:
 - A. That he/she has received an instruction sheet concerning the filing and hearing of this matter.
 - B. That he/she has been advised of the fee requirements established; and that the appropriate fee is herewith tendered.
 - C. That he/she has been advised of his right to appeal of the decision of the Board to the District Court.

(Name)

OFFICE USE ONLY: Received by the Zoning Administrator, at _____(A.M.) (P.M.)
on _____, 20____, together with appropriate fee of \$_____.

Name and Title