

Zoning Appeal Exception Guidelines for Special Use Permit Application

Filing Procedures: This process takes place over a 30-90 day period. If any notice or publication is missed due to any reason, the process must be restarted. The applicant shall complete the application in addition to supplying the following:

1. Two (2) plot plans drawn to scale containing:
 - a. The exact dimensions of the property with all existing or proposed structures and signs on the property.
 - b. All required parking designed in accordance with Ulysses-Grant County regulations.
 - c. All existing easements.
 - d. Street names, north arrow, and scale
 - e. Provide names and address of all landowners within 200' (in city) or 1000' (in county). This may be obtained from County Appraiser's Office (located in County Court House)
 - f. Consent agreement/petition signed by property landowner as well as all landowners within 200' (in city) or 1000' (in county). This may be obtained from County Appraiser's Office (located in County Court House)
2. The City Ordinance has set a fee of \$100.00 payable to the City Clerk when we receive application in the office.
3. A copy of the deed and legal description of the subject property, this may be obtained from the Register of Deeds at the Court House. Attach a separate legal description if only a portion of the property is affected.
4. Board of Zoning Appeals meets on the 3rd Thursday of each month at 6:00pm.

NOTE: This application must be filled out completely and submitted with all the required exhibits to the Zoning Administrator before the application will be considered. Newspaper advertisement dates may dictate schedule for submission to the Board of Zoning Appeals. Notice shall be published once in the newspaper at least 20 days prior to the date fixed for hearing.

IMPORTANT: The applicant or an authorized representative must be present at the public hearing.

CITY OF ULYSSES/GRANT COUNTY
BOARD OF ZONING APPEALS
SPECIAL USE PERMIT APPLICATION

Applicant/Owner Name & Address:

Phone: _____

Property Address: (If any) _____

Legal Description: Lot _____ Block _____ Addition _____

Applicant's interest in property: (Owner, Agent, Other) _____

Agent Name & Address: (if any)

Phone: _____

Present Zoning of property: _____ Present Use of property: _____

Application is made in accordance with zoning regulations section(s):

Adjacent land use & zoning:

North: Land Use: _____ Zoning: _____

South: Land Use: _____ Zoning: _____

East: Land Use: _____ Zoning: _____

West: Land Use: _____ Zoning: _____

Explanation for Special Use request/Proposed use or change to property: (include extra sheet if needed)

The owner/agent hereby declares that all information above is true to the best of his/her knowledge, that all conditions and standards set out in the Zoning Regulations pertaining to this use have been met or have been proposed to be met, and that, along with this application, sketch maps and the appropriate review and filing fee have been submitted.

Applicant/Agent Signature & Date

_____ Applicant / Agent (circle one)

(OFFICE USE ONLY) The request for an exception appeal to the zoning district regulations is:

Approved_____ with the following stipulations: OR Denied_____ based on the following reason:

Chairman of BZA Signature	Date
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Witness
