

City of York Board of Zoning Appeals Special Exception –Certificate of Approval Application

IMPORTANT-PLEASE READ

No application will be received for inclusion on the Board of Zoning Appeal's agenda unless the following conditions are met in accordance with deadline specified on adopted meeting schedule (copy of schedule is available upon request):

1. All applicable questions on this application have been fully answered;
2. The application has been signed by the owner or his agent with the written authorization of the owner;
3. A plot plan drawn to scale, showing the actual dimensions and shape of the lot, the exact size and locations of all buildings and signs (existing and proposed). The Planning Director has verified that the proposed use and construction plans comply with all provisions of the Zoning Ordinance except those for which a special exception has been requested.
4. \$300.00 dollar (*nonrefundable*) processing fee has been paid.

SECTION 1 – REQUIRED INFORMATION

Appeal number : _____

THE APPLICANT HEREBY APPEALS FOR A SPECIAL EXCEPTION

Date: _____

FOR THE PROPERTY DESCRIBED BELOW: *Which is a permitted special exception under the district regulation in Section _____ of the Zoning Ordinance.*

Address: _____ Zoning District: _____
 Subdivision: _____ Lot dimensions: _____
 Tax map #: _____ Area: _____

Applicant: _____
Address: _____
Telephone: _____ **Fax:** _____

I (we) certify that the information in this application is correct:

Signature: _____

Entries must be printed or typewritten. If the application is on behalf of the property owners(s) all owners must sign. If the applicant is not an owner, the owners (s) must sign the Designation of Agent.

DESIGNATION OF AGENT (complete only if applicant is not property owner):

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this application. I(we) certify that the information in this application is correct:

Signature: _____

SECTION 2 APPLICANTS REQUEST

I (we) understand that a special exception is required for the following aspect(s) of the project.

The following documents are submitted in support of this application:

FOR USE OF BOARD OF ZONING APPEALS ONLY

Is subject property located in the Historical District _____
If yes, Historical Commission Recommendation(s)

FINDINGS OF BOARD OF APPEALS: *To hear and decide a special exception request the Board shall considering the following factors where applicable:*

A. The proposed design and location of the particular development:

B. The possible traffic-generating characteristics of the proposed development:

C. The effects of the proposed development on the present or intended character of the area in which it is proposed for location:

D. The availability of public utilities, facilities and services:

The requested special exception is **GRANTED** with the following conditions and safeguards:

The requested special exception is **DENIED** for the following reasons:

RECORD OF VOTE:

	Vote:		Vote:
1. _____		4. _____	
2. _____		5. _____	
3. _____		6. _____	

Board of Zoning Appeals Chairperson: _____

Meeting Date: _____