

**SPECIAL EXCEPTION APPLICATION**

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**OFFICIAL USE ONLY**

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**SUBMITTAL DEADLINE** \_\_\_\_\_ **Application fee** \_\_\_\_\_

**Public Hearing Dates**

**Planning Commission** \_\_\_\_\_

**Board of Commissioners** \_\_\_\_\_

Date received: \_\_\_\_\_ Letters mailed: \_\_\_\_\_ Property Posted: \_\_\_\_\_

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This is an application for a Special Exception. This completed application, together with all required attachments and fees, must be completed and returned to the Land Use Administrator by one of the established monthly deadlines in order to initiate review and consideration of the request. The applicant is responsible for the completeness, accuracy, and timely submittal of this application, including all of its attachments and fees. Unless otherwise stated, please type or neatly print the responses to each of the following.

**1. Applicant Information:** Contact person authorized to receive all communication regarding this application:

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Has the applicant made any campaign contributions over \$250.00 to any local government official of the local government considering the application?

YES \_\_\_\_\_ NO \_\_\_\_\_

**2. Property Information:**

Map Number: \_\_\_\_\_ All or Part (circle one) of Parcel Number: \_\_\_\_\_

General Location Description: \_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

Acreage (or square footage if less than 1 acre): \_\_\_\_\_

Current Land Use District: \_\_\_\_\_

Has this property been denied a Land Use Change during the past 12 months?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has any public hearing been held regarding this property during the past 3 years?

(If so, describe.) \_\_\_\_\_

How will the property receive water and sewer services? (Public, private, community, septic, etc.)

\_\_\_\_\_

**3. Owner Information:** (If the applicant listed above is not the current owner of the property, then list the names and addresses of all owners of record for each property that is the subject of this application.) Also, if the applicant is not the current owner or is one of multiple owners, a notarized Letter of Authorization shall be signed and submitted by all owner(s).

Map/Parcel Number

Owner of Record

Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Special Exception Request:** \_\_\_\_\_

\_\_\_\_\_

**5. Approximate cost of work involved:** \_\_\_\_\_

**6. Please explain why the Special Exception should be granted:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Exceptions granted by the County Commission shall be executed within a period of twelve (12) months from date of approval. Special Exceptions not executed within this time period shall become null and void and are subject for procedures for resubmission. Special Exceptions are not transferable except upon written approval of the appropriate governing body.

**7. Attachments:** The following items must be submitted in full prior to acceptance of this application.

- A. **List of all current owners of record** for properties located immediately adjacent to or directly across any right-of-way from the subject property. The list shall include the current names, mailing addresses, and tax map/parcel numbers as reflected on the current tax roll of Ben Hill County. (This information may be obtained from the Ben Hill County Tax Assessor's Office.) Please list on page 7 and sign.
- B. **Letter of Intent**; stating the request, why the request is being made, and any other specific information.
- C. **Proposed Conceptual Site Plan** that includes:
  - a. Applicant name, date of drawing, and revision dates if applicable.
  - b. The size and location of the lot.
  - c. The dimensions and location of the existing building or structure(s) on the lot in question.
  - d. The dimensions and location of the proposed building, structure, or addition(s) on the lot.
  - e. If applicable, the location of any existing buildings on adjacent lots and their property line distance.
  - f. Any additional information necessary to allow understanding of the proposed use and development.

**Special Exception Process:** The Ben Hill County Planning Commission shall review the application for a Special Exception at a public hearing and shall make a **recommendation only** to the Ben Hill County Commissioners. At a second public hearing, the Ben Hill County Commissioners shall hear and decide all requests for Special Exceptions. In making this decision, §36-66-2, the governing body shall consider the following:

1) Is the type of street providing access to the use adequate to serve the proposed Special Exception use?

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2) Is access into and out of the property adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and to allow access by emergency vehicles?

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3) Are public facilities such as schools, water, sewer or other public utilities and police and fire protection adequate to serve the proposed Special Exception use?

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4) Are refuse, service parking and loading areas on the property located or screened to protect other properties in the area from such adverse effects as noise, light glare and other negative impacts?

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5) Will the hours and manner of operation of the Special Exception use have no adverse impacts on other properties in the area?

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6) Will the height, size or location of the buildings or other structures on the property is compatible with the height, size or location of buildings or other structures on neighboring properties?

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The County Commission may impose or require such additional restrictions and standards as may be necessary to protect the health and safety of workers and residents in the community, and to protect the value and use of property in the general neighborhood. Wherever the County Commission shall find, in the case of any permit granted pursuant to the provisions of these regulations, that any term, condition or restrictions upon which such permit was granted are not being complied with, said County Commission shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.

**PLEASE READ THE ABOVE AND THEN SIGN BELOW.**

**I do hereby certify that to the best of my knowledge, the above information and attachments are true and correct. I authorize the staff of the Land Use Office or their designee to enter and inspect the premises, which are the subject of this application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ADJACENT PROPERTY OWNERS**

Map & Parcel Number:

Name and Mailing Address:

1. \_\_\_\_\_

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

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\_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

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4. \_\_\_\_\_

4. \_\_\_\_\_

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5. \_\_\_\_\_

5. \_\_\_\_\_

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6. \_\_\_\_\_

6. \_\_\_\_\_

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7. \_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date