



PLANNING & CODES ADMINISTRATION

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BOARD OF ZONING APPEALS
NOTICE OF APPEALS FOR A SPECIAL EXCEPTION

Please complete in ink and return to the Planning and Codes Administration Department with required attachments, information, and filing fee. Special Exception applications require a filing fee of \$100, a current survey of the property, and a designation of agent if owner is not the applicant. Both sides of this application must be completed; incomplete applications will not be accepted.

File no.: SE __-__ PIN: _____ Date submitted: / / Board of Zoning Appeals meeting date: / /

OWNER(S) INFORMATION
Last name: First: Middle: Interest
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:

APPLICANT INFORMATION
To be completed only if Owner is not Applicant:
Applicant's last name: First: Middle:
Mailing address: City: State: ZIP Code:
Daytime phone no.: Fax no.: E-mail:

PROPERTY INFORMATION
Property address: Property dimensions: Property area: Zoning district:
_____ acres _____

DESIGNATION OF AGENT
To be completed by Owner(s) only if Owner is not Applicant:
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this appeal for a Special Exception.
Owner name Owner signature Date
Applicant name Applicant signature Date

REQUIRED INFORMATION

1. Request for Special Exception

Applicant hereby appeals to the Board of Zoning Appeals for a Special Exception for the use of the property described on this application as:

which is a permitted Special Exception under the district regulations in Section 19- _____ of the Zoning Ordinance.

2. Justification for Special Exception

a. The applicant will meet the standards of Section 19- _____ of the Zoning Ordinance which are applicable to the proposed Special Exception in the following manner:

b. The applicant suggests the following conditions be imposed to meet the standards of the Zoning Ordinance:

3. Documents provided

The following documents with a sealed survey are submitted to support this appeal: