



## McCCORDSVILLE BOARD OF ZONING APPEALS SPECIAL EXCEPTION APPLICATION

Zoning Ordinance Section 10.04

### **Applicant Information**

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

Current Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Property Owner Information** (the "owner" does not include tenants or contract buyers)

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

Current Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Property Information**

Current Address: \_\_\_\_\_  
(Number) (Street)

**OR** General Location (if no address has been assigned, please provide a street corner, subdivision lot number, or attach a legal description)

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

### **Administrative Officer Use Only:**

Existing Zoning: \_\_\_\_\_

Future Land Use: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

Docket No.: \_\_\_\_\_

**Special Exception Requested**

I am requesting a special exception as listed by Section \_\_\_\_\_ of the Zoning Ordinance to allow the following:

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**Special Exception Criteria**

The McCordsville Zoning Ordinance establishes specific criteria that must be met in order for a special exception to be approved. Please answer each question below and if the response is "NO", describe why the special exception use requested does not meet the required criteria.

Will the special exception be served with adequate utilities, access roads, drainage, and other necessary facilities?

☐ YES      ☐ NO, Please Explain (attach additional pages as necessary): \_\_\_\_\_

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Will the special exception provide safe conditions that do not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons, and comply with the development standards of the McCordsville Zoning Ordinance?

☐ YES      ☐ NO, Please Explain (attach additional pages as necessary): \_\_\_\_\_

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Will the special exception be sorted, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties?

☐ YES      ☐ NO, Please Explain (attach additional pages as necessary): \_\_\_\_\_

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Will the special exception produce a total visual impression and environment which is consistent with the environment of the neighborhood?

☐ YES      ☐ NO, Please Explain (attach additional pages as necessary): \_\_\_\_\_

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Will the special exception organize vehicular access and parking to minimize traffic congestion in the area?

☐ YES

☐ NO, Please Explain (attach additional pages as necessary): \_\_\_\_\_

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

**Applicant's Signature**

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**Owner's Signature** (the "owner" does not include tenants or contract buyers)

I authorize the filing of this application and will allow Town staff to enter this property for the purpose of processing this request. Further, I will allow a public notice sign to be placed and remain on the property until the processing of the request is complete.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

## **SPECIAL EXCEPTION PERMIT - APPLICATION CHECKLIST**

**(McCordsville Zoning Ordinance: Section 10.04 Special Exception)**

**The following shall be included in the Special Exception Application. The applicant is responsible for contacting the Administrative Officer to identify any information that is not applicable. The applicant is also required to provide any other information requested by the Administrative Officer or his/her designee to demonstrate compliance with the requirements of the McCordsville Zoning Ordinance.**

### Special Exception Use Application Checklist:

- ☐ Special Exception Application
- ☐ Affidavit & Consent of Property Owner(s) (if owner is someone other than applicant), 5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Administrative Officer
- ☐ Copy of Deed for Property Involved, 5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Administrative Officer
- ☐ Filing Fee
- ☐ Supporting Information, 5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Administrative Officer of each of the following where appropriate
  - ☐ Site Plan (signed, dated and clearly showing entire layout of property and all features relevant to the special exception request).
  - ☐ Statement of Intent
  - ☐ Fiscal Impact Study (if applicable)