



SPECIAL EXCEPTION GUIDE

What Is a Special Exception?

A Special Exception is an exception issued by the Board of Zoning Appeals authorizing a particular land use at a specified location. There is an added level of scrutiny for Special Exceptions because of the potential for these uses to have an undesirable impact on neighboring properties when not managed properly.

Not only does the Board of Zoning Appeals determine whether a particular Special Exception will be allowed at a specified location, but the Board may also prescribe appropriate conditions and safeguards to protect the surrounding neighborhood and community.

What Is the Process for a Special Exception?

1 Submit an Application

- Submit the application, including required attachments, to the Planning & Zoning Office through the Simpsonville Project Portal located at www.simpsonville.com

2 Staff Review

- City staff will review your application to make sure that it is complete
- City staff will send your application, along with its own report, to the members of the Board of Zoning Appeals
- Applicants shall cause notice of the public hearing to be mailed in accordance with §7.2.4 of the Simpsonville Zoning Ordinance.
- City staff will **place a sign in your yard** advertising the Board's meeting

3 Board Meeting

- The Board typically meets on the 3rd Tuesday of the month at 6:00 pm at City Hall
- You will be expected to attend the meeting to formally present your request and to answer any questions from the Board
- At the meeting, the Board will also provide an opportunity to anyone else in attendance to speak regarding your proposal

4 Board Decision

- At the meeting, the Board will vote on your application
- Once approved, you are authorized to proceed with applying for whatever other permits and/or licenses may be required

What Are the Criteria for a Special Exception?

The Board can only approve a Special Exception when it finds that it meets the following criteria:

- A. The use is allowed as a Special Exception in the zoning district;
- B. It is consistent with the spirit, purpose and intent of the City's Comprehensive Plan;
- C. It is consistent with the "purpose and intent" statement of the applicable zoning district;
- D. It is compatible with the character of the neighborhood and the zoning district;
- E. It is compatible with the adjacent and nearby properties;
- F. It will not have an adverse effect on any site or feature of historical, cultural, natural, or scenic importance;
- G. It promotes safe and efficient pedestrian and vehicular circulation consistent with the area;
- H. The adjacent streets and highways are or will be adequate to carry any additional traffic generated by the proposed use;
- I. It will be adequately served by public facilities and services, such as police, fire, sewer, etc.;
- J. It will not be hazardous, detrimental, or disturbing to the natural environment or to public health, safety and welfare by reason of excessive traffic, noise, smoke, odor, or other such nuisances;
- K. It will conform to any specific criteria or conditions specified for the use; and
- L. It will comply with other applicable provisions of the Simpsonville Zoning Ordinance.