CITY OF SIMPSONVILLE
SPECIAL EXCEPTION | VARIANCE | APPEAL APPLICATION

SITE/PROPERTY LOCATION:

Property Address: _____ Tax Map Number: _____

APPLICANT: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

PROPERTY OWNER (if different from Applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Name of the Development/Project (if applicable): _____

Reason for Application (be specific): _____

_____

_____

_____

Type of Request (please check the appropriate box):

- ☐ Variance from Section _____ of the Zoning Ordinance
- ☐ Special Exception for _____
- ☐ Appeal of an Administrative Decision Related to the Zoning Ordinance and/or Adopted Building Code
- ☐ Other: _____

Submittal Checklist*:
- ☐ Consent Letter from Property Owner (if application is not signed by property owner)
- ☐ Cover Letter explaining your request in detail
- ☐ Application Fee – $100 (or $50 for a variance at a single-family residential property)
- ☐ Site Plans† – 1 printed copy/1 PDF copy

*Staff reserves the right to request additional information and/or materials as necessary
† At a minimum the site plan should depict the location and dimension of property lines, buildings, structures, and paved surfaces

I do hereby certify as property owner/authorized agent that the information shown on this application and any attached forms and/or plans are correct.

_____	_____	_____
Signature	**Printed Name**	**Date**

FOR CITY STAFF USE ONLY

Date Received: _____ By: _____ Docket #: _____ Zoning District: _____

Comments: _____ Date of BoZA Review: _____

_____ ☐ **APPROVED (☐ with conditions)** ☐ **DENIED**