

**SE****APPLICATION FOR SPECIAL EXCEPTION**

Date: \_\_\_\_\_  
Case No: \_\_\_\_\_

**Filing Fees:** Refer to Development Application Fee Schedule.

Amount Paid \_\_\_\_\_ Date \_\_\_\_\_  PZB  Town Commission  Other

APPLICANT'S NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE / FAX NUMBERS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF OWNER IF OTHER THAN APPLICANT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROVIDE THE FOLLOWING IN PDF FORMAT UNLESS OTHERWISE SPECIFIED:**

- Legal description of the property upon which the activity is sought to be specially permitted;
- Description of business operation including business details, proposed hours of operation and proposed use limitations;
- Site development plan;
- Landscape and buffer plan; and
- Vehicular traffic review by an engineer.

**OWNER / AGENT CERTIFICATE:**

This is to certify that I am the owner/agent of subject lands described above in the Application for Special Exception, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

Signature of owner/agent: \_\_\_\_\_ Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_.

He/She is personally known to me, or

He/She has presented \_\_\_\_\_ as identification.

Signature of Notary Public \_\_\_\_\_ Type or Print Name \_\_\_\_\_

**FOR STAFF USE ONLY**

Planning and Zoning Board Date: \_\_\_\_\_ ( ) Approved ( ) Denied ( ) Approved with conditions

Town Commission Date: \_\_\_\_\_ ( ) Approved ( ) Denied ( ) Approved with conditions