

**FAYETTE COUNTY AREA PLAN COMMISSION
PETITION APPLICATION
SPECIAL EXCEPTION**

Applicant Information			
Name Of Property Owner(s):	Address:		Phone:
Name Of Tenant (If Applicable):	Address:		Phone:
Name Of Applicant (If Not Property Owner Or Tenant):	Address:		Phone:
Property Information			
Project address:		Legal Description:	Parcel Number:
Size of property:		Total building size:	Zoning district:
Township name:	Section number:	Township number:	Range number:
Project Information			
Type of Special Exception (Name and zoning code reference):			
Describe the proposed use:			
Identify any variances that may be required:			
Petitioner Proposed Finding			
The petitioner is responsible for providing information that demonstrates the proposed special exception will not constitute a nuisance to nearby uses and is consistent with the Fayette County/Connersville Comprehensive Plan.			
1. Describe how the operation of this special exception “ will not be detrimental to or endanger the public health, safety, or general welfare”			
2. Describe how the operation of this special exception “will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.”			
3. Describe how the operation of this special exception “will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.”			

4. Describe how “adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.”
5. Describe how adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.”
6. Describe how the establishment, maintenance, or operation of the special exception will not contravene the principals of reinvestment, revitalization, and the avoidance of unintended consequences as set forth in the Fayette County Comprehensive Plan.”

Documentation

The following information must be submitted with the application in order for the application to be processed.

Required documentation	APC Staff Check-off
1. <i>Site plan</i> : must show the location of existing buildings, proposed construction, septic field (if used), easements, setback lines, distance from new construction to existing buildings and property lines, location of drives and parking areas including distance to property line, and any screening between parking areas and adjacent residential properties.	
2. <i>Sign plan</i> : show the location of all distance to property lines and edge of public right-of-way. (include as part of site plan)	
3. <i>Plat map</i> : show all neighboring properties and the name of the owners of the abutting properties (includes the property owners on the other side of any road or alley).	
4. <i>Property owner list</i> : A list of the name and address of the owners of all abutting properties.	
5. Proof of ownership, tenancy, or purchase of property contingent on BZA approving petition.	

Additional Requirements

1. The petitioner is responsible for providing an accurate site plan.
2. The petitioner is responsible for providing a copy of plat maps which is available at the Fayette County Surveyor’s office.
3. The petitioner is responsible for providing an up-to-date list of abutting property owners. Property owner addresses are available from the Fayette County Assessor’s office or from the Fayette County Assessor’s website at: <http://in-fayette-assessor.governmaxa.com>.
4. If for any reason the petitioner wants to table the petition request for one month that request must be made prior to the meeting at which the petition will be heard. The request to table must be made in writing and must tell the APC and BZA why the request to table is being made.
5. Failure to appear at the public hearing without a request to table being made will result in the petition being rejected. This will require that he petitioner repeat the entire process over including all fees, public notice requirements and certified mailings.
6. In order to have the BZA approve the petition the petitioner must demonstrate the following:
 - a. The establishment, maintenance, or operation of the Special Exception will not be detrimental to or endanger the public health, safety, or general welfare.
 - b. The Special Exception will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.
 - c. The establishment of the Special Exception will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
 - d. Adequate utilities, access rods, drainage and other necessary facilities have been or are being provided.
 - e. Adequate ingress or egress so designed as to minimize traffic congestion in the public streets.

7. Upon approval of a special exception petition the petitioner must get the Special Exception/Improvement Location Permit/Building Permit from the APC office prior to any land improvements are made or construction.

Name of Applicant / Agent

Print

Signature

Date

Name of property owner / tenant (Property owner may substitute a notarized letter stating that they are aware of the proposed special exception and approve of the proposed use.)

Print

Signature

Date

APC Staff

Print

Signature

Date