

## APPLICATION FOR SPECIAL PERMIT PROCEDURES

For any exception to or variation from the uses and standards required in a Restricted Residence District, a written special permit shall be required for the erection, reconstruction, alteration, or repair of any building and for its occupancy and use within a Restricted Residence District of this city. Said permit shall be applied for in writing on a properly completed application form provided by the Zoning Administrator that is accompanied by plans and specifications sufficient to determine compliance with applicable ordinances of the city. Said application shall be made to the Zoning Administrator at least twenty-one (21) days before the City Council meeting at which the request for Council action is made.

No permit shall or will be granted until a public hearing has been conducted by the City Council at a regularly scheduled meeting. Notice of the public hearing shall be placed in a publication of general circulation at least seven (7) days, but not more than twenty (20) days, prior to the hearing. As a courtesy and in addition to publication, the notice of hearing shall be provided to property owners within two hundred (200) feet of the property in question. Notice to property owners shall be mailed at least seven (7) days, but not more than twenty (20) days, prior to the hearing. The applicant shall be responsible to provide a list of the names and addresses of the property owners, who are to receive said courtesy notice, together with addressed envelopes with prepaid first (1<sup>st</sup>) class postage thereon to the City Clerk who shall then mail the notices to the property owners.

In lieu of providing the addressed prepaid envelopes, the applicant has the option of personally delivering a copy of the notice to all property owners within two hundred (200) feet. If this option is used, all property owners within two hundred (200) feet must sign the application acknowledging receipt of the notice.

APPLICATION FOR SPECIAL PERMIT

FEE: \$25.00 to Br Co

TO: READLYN CITY COUNCIL

Pursuant to the provisions of the Readlyn Restricted Residence Ordinance RELATING TO SPECIAL PERMITS, application is hereby made for the granting of a special permit.

Legal Description and Address of Property on which Special Permit is requested:

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Purpose of requested Special Permit:

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NOTE TO APPLICANT: In signing this application I fully understand that should I or my designated representative fail to appear at any published public hearing regarding this application, the application may be denied.

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Applicant Signature

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Date

