



## INSTRUCTIONS

### SPECIAL EXCEPTION APPLICATION

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. The appellant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from a licensed title company or from the tax records of Reno County. If the property adjoins the County line, the ownership list must include owners into adjoining counties.
3. The appellant shall submit a statement in writing justifying the special exception applied for, and indicate under which Section of the Zoning Regulations the Board of Zoning Appeals is believed to have jurisdiction.
4. The appellant shall indicate the length, width, and height of all existing and proposed existing accessory structures. The appellant shall prepare and submit at the time of filing the application, a detailed site plan drawn to scale, showing all existing and proposed structures, septic systems, well, property lines with dimensions, parking spaces, points of ingress and egress, driveways and any other information which would be helpful to the Board in consideration of the application. Aerial photography or Google Earth photography shall not be used in place of a scaled site plan.
5. The above-listed documents together with the required fee of \$250 shall be submitted to the office of the Zoning Administrator.



**BOARD OF ZONING APPEALS**

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

**SPECIAL EXCEPTION APPLICATION**

1. Name of Appellant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Relationship of applicant to property is that of \_\_\_\_\_  
(owner, tenant, lessee, other).

2. The special exception requested is \_\_\_\_\_

\_\_\_\_\_

for property located \_\_\_\_\_

and legally described as \_\_\_\_\_

\_\_\_\_\_

in Reno County, which is presently zoned \_\_\_\_\_.

(Attach metes & bounds description on separate sheet.)



3. The applicant herein acknowledges:
- a. That he has received an instruction sheet concerning the filing and hearing of this matter.
  - b. That he has been advised of the fee requirements established; and that the appropriate fee is herewith tendered.
  - c. That he has been advised of his right to appeal of the decision of the Board to the District Court.

\_\_\_\_\_  
(Signature)

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**OFFICE USE ONLY:**

Received by the Zoning Administrator, at \_\_\_\_\_(A.M.)(P.M.) on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, together with the appropriate fee of \$250.

\_\_\_\_\_  
Name and Title