

SPECIAL PERMIT APPLICATION FORM

CASE NUMBER:		Date Submitted:	
(Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed)			
1 Applicant Request			
Special Permit	Type:		
2 Property Information			
Property Address:			
Property Tax Map Number(s):			
3 Proposed Development			
Reason for Request and/or Proposed Use:			
4 Site Characteristics			
Current Zoning:			
Current Use:			
Adjacent Uses:			
5 Applicant Information			
All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf.			
Name:		Address:	
Check one:	<input type="checkbox"/>	I am the property owner	<input type="checkbox"/>
		I am not the property owner	
City:	State:	Zip Code:	Email:
Phone 1:	Phone 2:	Phone 3:	Fax:
6 Property Owner Information (if not applicant)			
Name:		Phone:	
Address:			
Office Use Only:			
Planning District:		Neighborhood:	
Hamilton Co. Comm. District:	Chatt. Council District:	Other Municipality:	
Staff Rec:	PC Action/Date:	Legislative Action/Date/Ordinance:	
Checklist			
<input type="checkbox"/>	Application Complete	<input type="checkbox"/>	Ownership Verification
<input type="checkbox"/>	Map of Proposed Zoning Area with dimensions	<input type="checkbox"/>	Site Plan, if required
<input type="checkbox"/>	Total Acres to be considered:	<input type="checkbox"/>	Deeds
<input type="checkbox"/>	Plats, if applicable	<input type="checkbox"/>	Notice Signs
Deed Book(s):			
Plat Book/Page:		Number of Notice Signs:	
<input type="checkbox"/>	Filing Fee:	<input type="checkbox"/>	Cash
<input type="checkbox"/>	Check	<input type="checkbox"/>	Check Number:
Planning Commission meeting date:		Application processed by:	