



Office Use Only

Date Received:	Case #:
Staff Initial:	Invoice:

TOWN OF WINNSBORO
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SPECIAL EXCEPTION APPLICATION

TOWN OF WINNSBORO ZONING BOARD OF APPEALS

PLEASE READ:

So that we can better serve all applicants, completed applications must be submitted by the 4:00 PM published application deadline (please refer to the official ZBA Calendar, available on our web site at www.townofwinnsboro.com). Any failure to submit all required documentation and payment by the published deadline shall result in applications being returned, withdrawn, or scheduled at a later date.

*** In some instances, a pre-application meeting with staff is encouraged. Applicant is **strongly** advised to contact and/or meet with the adjacent neighborhood association(s) to communicate details of the proposed project prior to application submittal. Neighborhood Association contact information may be obtained from Zoning staff.*

<p>Property Information</p> <p>Address of Subject Property: _____</p> <p>Tax Map Number(s): _____ Zoning District: _____ Overlay District: _____</p> <p>Current Use of Property: _____</p> <p>Estimated Value of Project: _____ Type of Development: _____</p>
<p>Applicant Information</p> <p>Applicant: _____</p> <p>Name of Company (if applicable): _____</p> <p>Mailing Address _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>E-mail Address: _____ Phone: _____</p> <p>Are you the property owner? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If no, please ensure the Letter of Agency is completed in its entirety and submitted with application</i></p>

Case #:

Please provide the specific section(s) of the Town of Winnsboro Zoning Ordinance from which a special exception is being requested (ex. 17-258). To find the applicable section, please see Article 6 of the Town of Winnsboro Zoning Ordinance, viewable at www.townofwinnsboro.com

Description of Request:

Please describe your proposal in detail. You may attach a separate sheet if necessary. Additionally, you may provide any supporting materials that are applicable to your request (i.e. business plan, site plan, plat of property, photographs, etc.)

Applicant Response:

The Zoning Board of Appeals shall approve an application for a special exception only upon finding that the required criteria are met of the Zoning Ordinance. In evaluating your request, the members of the Board will review the answers below as part of the case record. You may attach a separate sheet if necessary.

1. Explain how the proposed special exception is consistent with the character and intent of the underlying zoning district and the characteristics of development in adjacent areas.

2. Describe in what ways the proposed special exception will not have a substantial adverse impact of such establishments on traffic flow characteristics of adjacent streets.

3. Describe in what ways the proposed special exception will not have a substantial adverse impact on the ingress, egress, parking, circulation, and site design of the proposed use.

4. Explain how the proposed special exception will not have an adverse impact on public safety or create a nuisance with lighting and other characteristics of operation and use of adjacent property.

Case #:

By signing below, I, the applicant, understand and/or acknowledge that:

1. I have completely read this application and understand that, while the Board will carefully review and consider this application, the burden of proving conformance with the Special Exception criteria lies with me.
2. The Board of Zoning Appeals conducts public hearings on the third Wednesday of each month in the Winnsboro Woman's Club, 102 S Vanderhorst St, Winnsboro, SC 29180
3. The proposed use and/or construction complies or will comply with all other requirements of the Town of Winnsboro Zoning Ordinance.
4. The Board of Zoning Appeals will render a written order regarding my application. Any time frames related to an appeal of a decision of the Zoning Board of Appeals shall start from the date the written and signed Order of the Board is mailed to the applicant via certified mail.
5. The Board may prescribe appropriate conditions and safeguards to any approval in conformity with the ordinance (i.e. (1) hours of operation; (2) landscaping; and (3) screening of activities or structures).
6. Violations of the conditions of a Board approval shall be punishable under the penalties established in the Zoning Ordinance.
7. As the applicant, I affirm that the subject parcel is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity. (See [Section 6-29-1145 of the South Carolina Code of Laws](#))

Signature: _____ Print Name: _____
Date: _____

(This page is intentionally left blank for the applicant's signature.)