



City of St. Clairsville
 Tom Murphy, AICP
 Planning and Zoning Administrator
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For Staff Use Only	
Application Number: _____	
Fee Paid: _____	Date: _____
Planning and Zoning Administrator: _____	

Application for a Special Exception

Project Name _____

Project Location _____

Gross Acres _____ Existing Zoning _____

Description of proposed Special Exception: _____

List Related Applications: _____

<p>Applicant: _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Phone _____</p>

<p>Owner(s): _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Phone _____</p>
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Applicant hereby certifies that all the above statements and representations are true and accurate to the best of his/her knowledge.

Date _____ Signed _____
Applicant

City of St. Clairsville, Ohio
Special Exception Permit Application Checklist

This list is provided to assist applicants in preparing a complete and sufficient application for review.

- Original Signed Application Form
- Fee of \$100.00
- Copy of Deed
- Copy of Legal Description
- Letter to the Board of Zoning Appeals outlining how any conditions of the Code will be met
- Site Plan Showing:
 - Location of all buildings
 - Location of all parking and loading areas
 - Location of all open spaces
 - Boundaries and dimensions of the lot and the size and location of all proposed and existing structures
 - Proposed use of all parts of the lot and structures
 - Traffic access and circulation
 - Existing and proposed utilities
 - Lighting and illumination
 - Landscaping
 - Location and size of signs
 - Location of all refuse and service areas
- Building Elevations (If a new structure is proposed an applicant must include the following information)
 - Proposed exterior material and color
 - Height of proposed buildings
 - Size, location and height of all screens and equipment, including wall, ground and roof mounted mechanical (Photographs may be substituted for existing buildings)