



<b>For Office Use Only</b>	
Fee Paid \$	_____
Cash	Check # _____
Application #	_____
Date Received	_____

**CITY OF MARION**  
 194 N. Main Street • P.O. Drawer 700 • Marion, NC 28752  
**Planning & Development Department**

**SPECIAL EXCEPTION APPLICATION**  
 (PLEASE TYPE OR PRINT IN INK)  
 Application Fee: \$350.00

**All applications must be deemed complete prior to the item being scheduled.**

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Applicant's Name (if different from above): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Note: Applicant must submit a notarized letter authorizing them to act on the property owner's behalf and stating the Applicant's name, address and phone number.**

Physical Address of Property: \_\_\_\_\_

Parcel ID Number (PIN) \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

This is a special exception under Section \_\_\_\_\_ of the Marion City Code.

**COMPLETENESS OF APPLICATION**

The following items shall be submitted with or on the Site Plan and included as an attachment to this application:

- Site Plan, indicating:
  - Location of proposed and existing structures;
  - Setbacks from current (or proposed) right-of-way and property lines, structures and traveled ways;
  - Plan drawn to scale (indicating scale);
  - Current and proposed right-of-ways, easements, streets, walkways, parking lots, spaces, and loading zone, (Insure adequate ingress and egress in reference to automotive as well pedestrian safety.);
  - Proposed and existing landscape, screening or buffering;
  - Location of refuse and service areas (dumpsters, loading zones, etc.);
  - Identify adjacent zoning districts to the property;
  - Location and specifications for signs and lighting; and
  - Location of public utilities.
  
- Property Assessor Card of the subject property. (Information can be obtained from the McDowell County Property Assessor's Office 10 East Court Street, Marion NC 28752, (828) 652-7121.

**Pursuant to Section 21-302.2 Special Exceptions of the Marion City Code, a special exception may be granted by the Board of Adjustment only after it makes the following written findings:**

- (1) That the granting of the special exception will not adversely affect the public interest.

- (2) That the proposed special exception complies with all specific rules governing the individual special exception and that satisfactory provision and arrangement has been made concerning the following wherever applicable:
- (A) Ingress and egress to property and proposed structures with particular reference to automotive and pedestrian safety, convenience, traffic flow and control, and access in case of fire or catastrophe.
  - (B) Refuse and service areas, with particular reference to the items in (1) and (2) above.
  - (C) Off-street parking and loading areas where required with particular attention to the items in one (1) above and to the economic, noise, glare or odor effects of the special exception on adjoining properties and generally in the district.
  - (D) Utilities, with reference to location, availability and compatibility.
  - (E) Screening and buffering, with reference to type, dimensions, and character.
  - (F) Sign, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
  - (G) Required yards and other open spaces.
  - (H) General compatibility with adjacent property and other property in the district.
  - (I) Relation of the special exception to applicable elements if the City's planning program (see (3) below).
  - (J) Appearance of the special exception relative to location, structures, and design (See (3), below).
- (3) The Board shall request the Marion Planning Board to review and make recommendations concerning the special exception relative to the following considerations:
- (A) Relation of the special exception to applicable elements of the City's planning program.
  - (B) Appearance of the special exception relative to location, structures, and design.

**THIS APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL PLANS HAVE BEEN SUBMITTED AND REVIEWED BY CITY STAFF. PLEASE BE AWARE THAT IF PLANS ARE INCOMPLETE, A HEARING WILL NOT BE SCHEDULED.**

**I UNDERSTAND THAT THE BURDEN IS UPON ME, THE APPLICANT, TO PRODUCE COMPETENT MATERIAL AND SUBSTANTIAL EVIDENCE TO ESTABLISH THE EXISTENCE OF FACTS, STANDARDS AND CONDITIONS WHICH THE ORDINANCE REQUIRES UNDER SECTION 21-303.2 SPECIAL EXCEPTIONS OF THE MARION CITY CODE.**

**I CERTIFY THAT ALL OF THE INFORMATION PRESENTED IN AND WITH THIS APPLICATION IS TO THE BEST OF MY KNOWLEDGE, IS TRUE, COMPLETE AND ACCURATE.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**STATE OF NORTH CAROLINA  
COUNTY OF McDOWELL**

I, \_\_\_\_\_ a Notary Public, certify that \_\_\_\_\_ personally came before me this day and acknowledged the due execution of the foregoing instrument. IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL:

\_\_\_\_\_  
Notary Public Signature

My Commission Expires \_\_\_\_\_