



**DUPLEX DWELLINGS - SPECIAL EXCEPTION CHECKLIST**

**Application:**

- \_\_\_\_\_ Board of Zoning Appeals Application (typed or printed) and filled out completely
- \_\_\_\_\_ Completed Checklist
- \_\_\_\_\_ Filing fee of \$300
- \_\_\_\_\_ House Layout to scale (11" x17" or smaller)
- \_\_\_\_\_ Survey Plat or drawing of property (to scale) to include all existing structures, curb cuts, on and off-street parking spaces.

**Supporting documents:**

- \_\_\_\_\_ A written statement of justification for granting the special exception. Provide documentation (ie. rental contract, deeds, utility bills, notarized witness statements, etc.)
- \_\_\_\_\_ The dwelling was being used as a duplex at the time the record owner making application for the special exception purchased the property.
- \_\_\_\_\_ The property was transferred prior to September 1, 2017.

The dwelling was used as a duplex prior to January 1, 2004 and the use as a duplex has continued without interruption for a period of more than two years thereafter.

Explain:

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The use of the property as a duplex dwelling will not have an adverse impact on the neighborhood. (History of complaints in the past four years, violations of building or fire codes, or zoning ordinance related to occupancy.

Explain:

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This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.