



CITY OF WORLAND
APPLICATION FOR SPECIAL EXEMPTION

APPLICANT: _____ OWNER(S): _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

LEGAL DESCRIPTION OF PROPERTY TO BE CONSIDERED FOR EXEMPTION:

COMMON ADDRESS: _____

PURPOSE AND INTENT OF REQUEST (ATTACH IF NECESSARY):

DURATION FOR WHICH SPECIAL EXEMPTION IS REQUESTED:

The following signature(s) signify that all information contained within is true and correct and that the signer has received a copy of the Notification Procedures. Owner(s) and Owner's Authorized Representative may be required to adhere to conditions imposed by the Board of Adjustment & Planning Commission. Failure to adhere to conditions will be considered a violation of authorization and will result in revocation of Special Exemption authorization. Notification Procedures (attached) must be adhered to or exemption request will not be considered.

Signature of Applicant Date

Signature of Owner Date

Signature of Applicant Date

Signature of Owner Date

Note: This form must be completed and returned to the Community Development Department.

Office Use

PROPERTY ADDRESS: _____

APPLICANT: _____

Hearing Date: _____

Existing Use: _____

Proposed Use: _____

Existing Zoning: _____

Applicable Section
of Zoning Ordinance: _____

Granted: _____

Denied: _____

Board's Findings: _____

Conditions: _____

***NOTIFICATION PROCEDURE FOR SPECIAL EXEMPTION
VARIANCE, AND ZONE CHANGE REQUEST***

For the purposes of approving or denying an application for special exemption, variance, or zone change request, and insuring full protection of the applicant's rights as well as the interest of other property owners and residents, applicants are required to notify property owners who, due to their location to subject property alone, may be construed as having a particular interest in the action of the Board of Adjustment and Planning Commission. Following the procedure outlined below shall perform notification of property owners who may hold an interest in the Board's action.

1. A written application for a special exemption is submitted to the zoning coordinator a minimum of 25 days before the public hearing indicating the section of their ordinance under which the special exemption is sought and stating the grounds on which it is requested.
2. The applicant shall advise the BA&PC of applicant's intent by attending a fact-finding meeting with the exception of adult and child daycare applicants. The fact finding meeting shall be held at the next regularly scheduled Board of Adjustment and Planning Commission meeting, unless evidence of unusual circumstances or hardship is submitted which would cause the fact finding meeting to be scheduled prior. At this meeting, the BA&PC will establish the date and time for a public hearing.
3. The Community Development Director shall provide written notice of the date, time and place of the hearing to the applicant in person or by First Class Mail.
4. The applicant shall notify by certified mail, return receipt requested, all property owners whose property resides within 140 feet of the property proposed, or is separated exclusively by a right-of-way from the said property. The applicant shall furnish the Planning Commission with a list of the property owners to be notified. Failure to contact anyone shall invalidate the hearing.
5. The applicant shall cause notice of the hearing to be published three (3) times in a newspaper of general circulation in Washakie County at least fifteen (15) days prior to the hearing. Notice shall include a general description of the location of the proposed special exemption, the intent, date, time and place of the public hearing. The City will, however, be responsible for said notice involving adult and child daycare applicants.
6. The applicant shall erect upon the property, or aggregate of the properties described within the application and to which the applicant applies, one or more signs containing notice of the public hearing stating the date, time and place the hearing will be held and the applicants' intent. The location, wording and specifications for such signs shall be provided by the City. The sign(s) shall be posted for a period of not less than fifteen (15) days prior to the date of the hearings.