

# Application Submittal and Review

## Special Exception

§18.8, North Augusta Development Code



### Completeness Review

The approval process for an appeal for a Special Exception begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §18.8. An application determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Special Exception application must be made within fifteen (15) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

### Required for all Special Exception Applications:

a.	Application for Variances, Special Exceptions, Waivers or Appeal
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	Any building plans and elevations of affected structures, if applicable.
e.	Electronic copy (PDF) of all plans, elevations and surveys.
f.	Pertinent and relevant documents in support of the special exception, if applicable and available.
g.	Pertinent and relevant photographs or additional written information in support of the special exception, if needed and applicable.
h.	Identification of the section of the North Augusta Development Code regulating the special exception use in the location proposed.
i.	The use complies with all regulations, conditions, and standards of this chapter unless approved as a major wavier.
j.	The use will not substantially injure the value of adjoining properties, or the use is a public necessity.
k.	The use is of a size, shape , and character suited for the proposed site.
l.	The location and character of the use, if developed according to the information as submitted and approved, will be compatible with the existing uses adjacent to and near the property and will not adversely affect the development of the neighborhood or the district in which the use is proposed.
m.	The use will not create traffic impacts or parking issues that will endanger public safety or contribute to traffic congestion, or unacceptable adversely impact nearby properties when compared with uses permitted by right in the same zoning district.
n.	The use is consistent with existing and planned pedestrian and vehicular circulation adjacent to and near the property.
o.	The use will not be hazardous, detrimental, or disturbing to surrounding land uses due to noise, light, glare, smoke, odor, fumes, water pollution, obstruction of air flow on adjoining properties, or other general nuisances.
p.	The use will be adequately served by essential public services and facilities and will not require additional public expense.
q.	The use will not adversely affect any site or feature of historical, cultural, natural, or scenic importance.
r.	That the proposed use will not conflict with, but will further, the objectives of the City of North Augusta Comprehensive Plan.
s.	The use will not materially endanger the public health, safety, and welfare if located, designed, and proposed to be operated according to the information submitted. A denial by the BZA based exclusively on this language shall include explicit findings regarding the way in which granting this special exception would endanger public health, safety, and welfare.

### Compliance Review

After an application for a Special Exception has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. The application shall be scheduled for consideration by the Board of Zoning Appeals at the next regular monthly meeting following receipt of a complete application, provided that the complete application is submitted at least thirty (30) calendar days prior to said meeting. If additional information or revised plan submittals are necessary, the application will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.