

Application Submittal and Review

Special Exception

§18.4.5.4.3, North Augusta Development Code

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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 §18.4.5.4.3. 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.	Notice of 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.	A recorded plat or legible plot plan or survey prepared by a land surveyor or civil engineer showing the property dimensions and locations and dimensions of any structures on the applicable property.
e.	Any building plans and elevations of affected structures, if applicable.
f.	Electronic copy (PDF) of all plans, elevations and surveys.
g.	Pertinent and relevant documents in support of the appeal, if applicable and available.
h.	Pertinent and relevant photographs or additional written information in support of the appeal, if needed and applicable.
i.	Identification of the section of the North Augusta Development Code regulating the special exception use in the location proposed.
j.	A description, in detail, of the proposed project or use that requires the special exception including a site plan (paper and PDF), if applicable and available.
k.	A description and explanation of how the special exception complies with all applicable development standards contained elsewhere in the Development Code.
l.	A description and explanation of how the special exception will be in substantial harmony with the area in which it is to be located.
m.	An explanation of how the special exception will not discourage or negate the use of surrounding property for use(s) permitted by right.
n.	A list and explanation of any voluntary conditions on the project or use proposed to minimize any potentially adverse impacts.

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.