



Special Exception Request Application Checklist

- _____ **Pre-Application Interview with the Code Enforcement Officer or Public Works Director**
- _____ **Application Form**
- _____ **Application Fees of \$150.00 (non-refundable)**
- _____ **Letter of Intent**
 - *Optional, but recommended, particularly if special conditions, hardships, are noted on the application.
- _____ **Aerial of Site**
- _____ **Photos of Mobile Home (Inside and Out)**
- _____ **Drawings or Renderings of Proposed Improvements**
- _____ **List of All Property Owners to Include Addresses Within 300 Feet of the Property**
 - **Note—This list can be obtained from the Tax Assessors Office for a fee**



Special Exception Request Application

Date: _____

Name of Applicant: _____

Name of Owner: _____
(If applicant and owner are different, please attach letter granting legal right to act for owner.)

Municipal Address of Property for Special Exception: _____

Currently Zoned: _____ Lot Size: _____ Mobile Home Size: _____

Mobile Home Class: _____ Year of Mobile Home: _____

Contact Information:

- Mailing Address of Applicant: _____
- Mailing Address of Owner (if different): _____
- Phone # of Applicant: _____ Phone # of Owner: _____

Current Use of Property: _____

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:
LEGAL DESCRIPTION of Subject Property;
PLAT INCLUDING VICINITY MAP– Showing dimensions, acreage and location of tract(s);
FEE– The applicant shall pay the City of DeRidder the sum of One Hundred Fifty Dollars (\$150.00) for each Special Exception Request.
(Under no condition shall the fee be refunded for the failure of the requested special exception to be granted or for the withdrawal of the request.)
PICTURES– You must provide pictures of the outside/inside of the mobile home.

NOTE: Special Exception requests are introduced as an ordinance and follow the same advertising timeline as the introduction of an amendment/addition to Chapter 15, Article VIII of the DeRidder Zoning Ordinance:
 Step 1: Introduction of the Special Exception request as an Ordinance by a Council Member at a City Council Meeting.
 Step 2: Advertisement of Special Exception Ordinance Introduction in the Official Journal.
 Step 3: One(1) advertisement in the Official Journal of City Council Public Hearing.
 NOTE: From submittal of the special exception request until approval will require a minimum of 8 weeks and may require as long as 16 weeks.

In filing this application, I understand that it becomes a part of the public record of the City of DeRidder and hereby certify that all information contained herein is accurate to the best of my knowledge. Also, I understand applications must be received by 10:00 a.m. on the scheduled application deadline.

All applications must be signed by both applicant and property owner (if different). Letter of authorization must be submitted in absence of the owner’s signature or where an authorized agent signs in lieu of either property owner or applicant.
(Providing false and/or misleading information may result in denial of special exception application.)

Signature of Applicant Date

Signature of Property Owner Date

*****Note Important Meeting Information*****

- Planning & Zoning Meeting: _____
- City Council Meeting (Introduction of Item): _____
- City Council Meeting (Public Hearing): _____
- Authorization if approved to move mobile home on property: _____

For office use only:
 Date Received: _____ Received By: _____ Receipt Number: _____ Council District: _____
 Action Taken by Commission: _____