



Special Exception Permit - Process Flow Chart

Uses requiring Special Exception Permits are detailed in Chapter 2 of the Zoning Ordinance

Pre-application meeting with City Planner (free)
Optional but recommended

If Yes, Then

Submit Fee, Site Plan Review **AND** Special Exception Permit Applications to Planning Dept. (4 hard copies and one electronic copy of each application 30 days prior to meeting)

Preliminary Review of Site Plan
(occurs concurrently with review of Special Exception Permit)

Development Review Committee (includes Building, Planning, Fire, Engineering, MDOT, RCOC, United Water, and Water Resources Commission) reviews project

Planner provides summary for applicant (if applicant not present)

see Site Plan Review Flow Chart for Additional Information

Planning Commission Special Exception Public Hearing Preliminary/Final Site Plan Review

Postponed
More information needed

Denied
Official Denial Letter sent to applicant and file closed

Approved
Official Letter to Applicant

Approved with Conditions
Official letter sent to applicant with listing of approval conditions

Plans Denied

Applicant submits revised plans to Planning Dept. to meet conditions of approval (Administrative Approval)

Plans Approved
Applicant applies for Building Permits and Plan Review

Fee Schedule (effective 1/1/2014):

Special Exception Permit \$1,000 (1 acre or less), plus \$100 per each additional acre or fraction thereof