

# Special Exception Application

## City of Eupora

390 Clark Ave  
Eupora, Mississippi 39744  
662.258.2291

Email: euporapublicworks@gmail.com



### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

### OWNER INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Is Property in a Historic District: Y/N \_\_\_\_\_

### PROJECT DESCRIPTION

Provide Details of the Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following information must be submitted with the completed application and fee:**

- Plat of the Property *(may be obtained from the Webster County Chancery Clerk)*
- Copy of Deed & Legal Description of the Property
- Sketch, Layout, Elevation, photos, or other renderings of the proposed use.
- Site Plan *(1 Copy)*
- Completed Application
- Letter of Consent *(if applicant is not the owner)*
- Special Exception Fee *(\$100 residential; \$200 commercial)*
- Cost of Notification(s) and Mailings *(zoning administrator will inform applicant of these costs)*

**City of Eupora Zoning and Building Ordinance – Section 5.7 Special Exceptions:**

*Special Exceptions shall include any building, accessory structure, or site feature associated with the use that is being altered or built and is not permitted by right in a zoning district. The purpose of the article is to ensure that special exceptions shall only be permitted on sites where the proposed building, accessory structure, or site associated with the use may be adequately accommodated, without generating adverse impacts in the area of the proposed special exception. The determination of the need for a special exception shall be made by the zoning administrator. A special exception shall be permitted only upon a finding by the Board of Aldermen in compliance with the procedures and criteria as outlined in this ordinance.*

*The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(if applicant is not property owner)*

## CITY OF EUPORA

### Special Exception Guide

A **special exception** is required when a proposed use, building, accessory structure, or site feature is **not permitted by right** in the zoning district, but may be allowed if the City determines the site can accommodate it without creating adverse impacts. The **zoning ordinance** determines whether a special exception is required, and the request may be approved only by the **Board of Aldermen** in accordance with the zoning ordinance.

#### What is a special exception?

A special exception is a formal approval process for certain uses that are not automatically allowed in a zoning district. Its purpose is to ensure that the proposed use is appropriate for the property, can be safely accommodated, and will not negatively impact surrounding properties or the public.

#### What must be submitted?

A completed application must be filed with the City along with the required supporting materials. The application requests information about the applicant, property owner, property address, parcel number, zoning district, existing use, proposed use, whether the property is in a historic district, and a description of the proposed project.

Required submittals include:

- Completed application
- Plat of the property
- Copy of the deed and legal description
- Site plan
- Sketch, layout, elevation, photos, or other renderings of the proposed use
- Letter of consent if the applicant is not the owner
- Required fee
- Cost of notification and mailings

#### Fees

The current special exception fee is:

- **\$100 for residential requests**
- **\$200 for commercial requests**

Applicants must also pay the **cost of notifications and mailings**. If a special exception is requested **after construction has already started without approval**, or if it requires a modification of an approved site or building plan, the fee is **three times the established rate**.

## Review process

Once a **complete application** is submitted:

1. The **zoning administrator** reviews the application for completeness.
2. If complete, the request is placed on the **Board of Aldermen agenda within 30 days**.
3. A **public hearing** is scheduled at a Board of Aldermen meeting **within 30 days of receipt of the completed application**.
4. Notice must be mailed to property owners within **160 feet** of the subject property at least **15 days before the hearing**.
5. A **legal ad** must be published, and a **sign must be posted on the property**, also at least **15 days before the hearing**.
6. The applicant may appear **in person, by agent, or by attorney** and present the request.
7. The Board of Aldermen may **approve, approve with conditions, or deny** the request. Any conditions imposed run with the land and bind future owners and successors.

## General standards for approval

A special exception is intended only for sites where the proposed use can be adequately accommodated **without generating adverse impacts in the area**.

## Additional notes

Unless otherwise specified at the time of approval, a granted special exception **expires after one year** if the property has not been put to the approved use within that time. A party aggrieved by the final decision of the Board of Aldermen may appeal to a court of competent jurisdiction pursuant to state law.

---

## Simple checklist box version

### Before you apply, make sure you have:

- Completed application
- Plat of property
- Deed and legal description
- Site plan
- Project sketches / elevations / photos / renderings
- Letter of consent, if needed
- Application fee
- Funds for mailed notices and publication costs