

SPECIAL EXCEPTION APPLICATION CHECKLIST

(Please submit this checklist with your application packet)

- ☐ Application Form
- ☐ Supplemental Application Form
- ☐ A comprehensive narrative explanation of your business
- ☐ A complete floor plan for the home which identifies the area being proposed for the business
- ☐ A plot plan which shows parking areas available to residents, employees (if requested), and clients
- ☐ A resume or other supporting documents such as a university curriculum or licenses, which demonstrates experience and training
- ☐ Any informational brochures or printouts from your website, if you have one, which describes your business

