

# Board of Adjustment Special Exception Guidelines

**Such special exception may be granted only if all of the following conditions are met:**

- a. Such manufactured homes must be for the use of the property owner or the property owner's family, to include in-laws, and are not to be rented or leased to any other person or persons.
- b. The property owner must first demonstrate extenuating circumstances such as family hardship, practical difficulty, economic reasons deemed to be acceptable by the Zoning Board of Adjustment.
- c. Special exceptions may be granted for any period of one to five years. At the termination of the granted period, the property owner must either remove the manufactured home from this location, or apply for another special exception.
- d. Such special exceptions are not transferable. If there is a change of land ownership, the new property owner must apply for a new special exception if desired.
- e. Before granting or denying any such request the board of adjustment, after conducting a public hearing, shall consider the justifications or circumstances involved as well as the objections or lack of objections of adjacent property owners, and the possible negative effects on neighborhood property values or qualities of life.

## Board of Adjustment Special Exception Checklist

**When the Engineering Department has received the following items, your request will be added to the agenda for the next available Board of Adjustment meeting.**

- \$25.00 Filing Fee
- Name and address of all adjacent property owners
- Proof of home ownership if the applicant owns the home  
OR
- Notarized letter from the property owner allowing applicant to act on his/her behalf
- Completed application with detailed description of the request to include drawing if applicable



**APPLICATION FOR SPECIAL EXCEPTION**

**City Of Enterprise  
Engineering Department**  
P.O. Box 311000  
501 S. Main Street  
Enterprise, Alabama 36331-1000  
Phone (334) 348-2673  
Fax (334) 348-2672

**MEETING DATE:** \_\_\_\_\_ **APPLICATION DEADLINE:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_  
(IF NOT Property Owner)

**MAILING ADDRESS:** \_\_\_\_\_  
Street City/State/ZIP

**PROPERTY ADDRESS:** \_\_\_\_\_ (if different from above)

**NAME AND ADDRESS OF PROPERTY OWNER IF OTHER THAN APPLICANT:**  
(If you are not the property owner, a letter of approval from property owner is required).

**SPECIAL EXCEPTION REQUESTED:** Home Occupation – Day Care Home – Legally Non-Conforming Use:  
Other: \_\_\_\_\_

**DESCRIBE REQUEST:** \_\_\_\_\_

Attach all the names and mailing addresses for all adjacent property owners on each side, behind, and in front of your property, including vacant or rental property, according to the official tax records of Coffee County. This listing can be obtained from the REVENUE COMMISSIONER'S OFFICE AT THE COFFEE COUNTY COURT HOUSE, 99 SOUTH EDWARDS STREET, ENTERPRISE, AL. If on a corner, include all three corners in addition to property on each side of your property. **\*The Fire Chief must inspect the structure for compliance with Life Safety Codes if you are applying for Day Care Home. Please contact him at (334) 348-2641 to schedule an inspection of the property in order to receive written approval before the meeting date.**

**\*BY SIGNING THIS APPLICATION, THE APPLICANT swears or affirms that the representations made on this application or testimony subsequently given to this Board are true and correct to the best of their knowledge and that they agree to abide by the conditions stipulated in the approval granted by this Board in their favor and/or the invalidation by the City of Enterprise, Board of Adjustment of any Privilege License received as a result of that favorable judgement.**

\_\_\_\_\_  
Applicant Name (Please print in blue ink)

\_\_\_\_\_  
Applicant Signature (In blue ink)