



# Request for Special Exception Use

City of Millington  
7930 Nelson Road  
Millington, TN 38053  
(901) 873-5701

**NOTE: This application shall be submitted with a companion Site Plan as provided in the Site Plan Application and Checklist. The Site Plan shall be reviewed by the Planning Commission and recommended for approval or disapproval by the Commission.**

Development Name: \_\_\_\_\_

Development Location (Address): \_\_\_\_\_

Special Exception Use Requested and Reason, additional page(s) may be added.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner/Developer Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_  
(printed name) (signature) (date)

Attach a completed **“Request for Special Exception Checklist”** and all items therein.

Include fee with this application. **Check payable to the City of Millington.** Fee is \$300.00

To be on the agenda and to be heard by the Board of Zoning Appeals (BZA) for review and recommendation, an application **must be submitted 30 days prior to the meeting**. Check the meeting calendar posted online. Incomplete applications will not be **NOT** be placed on the BZA agenda.



# Checklist Request for Special Exception Use

## Site Plan

This application shall be submitted as a companion case with a Site Plan Application for Planning Commission review. The site plan shall meet all of the requirements of the Site Plan Checklist

## Vicinity

- Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 500-foot radius. Every parcel shall indicate owner's name & the streets, roads, or alleys that each parcel fronts upon

## Property Owners

- List all property owners within 500 feet of property requesting to be rezoned
- Self-adhesive mailing labels of property owners from above described list

## Sign to be Erected

The party requesting the special exception must place a 4'X4' sign on the property at least fifteen days before the public hearing at the Board of Zoning Appeals.

***The location of the sign is subject to approval.***

The sign shall clearly state:

- The proposed special exception requested
- The name, address, and phone number of the party requesting the special exception
- The time and date of the public hearing meeting
- The telephone number of the Millington Planning Department (901)872-5701

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