



Special Use Permit Application Number \_\_\_\_\_

**Town of Urbanna, Virginia**  
**Application for Special Use Permit – Short Form**  
*For Restaurant Properties Where Previous Use Does Not Change*

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

**Applicant / Property Owner Information**

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant phone number \_\_\_\_\_ Applicant fax number \_\_\_\_\_

You are the ( ) property owner; ( ) Lessee ( ) agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

Property Owner Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property owner telephone number \_\_\_\_\_ Property owner fax number \_\_\_\_\_

**Location of Property**

Street Address \_\_\_\_\_

Has previous operator paid all meals taxes, water/sewer fees? \_\_\_ Yes \_\_\_ No

Date Previous Operation Closed \_\_\_\_\_

Do you intend to expand the restaurant in any way? \_\_\_ Yes \_\_\_ No NOTE: Site plan must be attached

Current Zoning District \_\_\_\_\_ Tax Map 20A DC \_\_\_\_\_ Lot(s) \_\_\_\_\_

Overlay District(s): Flood Zone ( ) Zone X ( ) Zone AE Historic District ( ) Yes ( ) No  
Chesapeake Bay ( ) RMA ( ) RPA

Previous Use(s) of Property \_\_\_\_\_

Describe any changes in the use of the property: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_

Middlesex County Building Permit Required? Circle: Yes No

**Notes**

- (1) Permits can either be issued by making application to the Planning Commission and Town Council or by administrative action by the Zoning Administrator, provided certain conditions are met. Those conditions are stipulated in §17-4.6.3(41) of the Urbanna Town Code
- (2) Permits may be issued for a either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions.
- (3) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (4) This permit shall expire and may be revoked if the applicant does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.
- (5) The applicant agrees to accept any new standard requirements and conditions contained in the current Special Use Permit issued by the Town, including without limitation, the applicant's agreement to limit the hours of operation of the restaurant imposed by any appropriate public safety authority.

**For New Locations: Attach the Names and Addresses of All Adjacent Property Owners to this Application:** *Please include lot numbers*

**Applicant(s) Remarks: Attach a separate sheet if necessary.**

**Application Fee: For New Locations:** A \$300.00 application fee must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable. In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

	Date		Date
Property Owner Signature		Applicant Signature (If Not Property Owner)	

If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

	Date
Agent Signature	

**For Office Use by the Urbanna Zoning Administrator and the Planning Commission**

	Date
Town Official Receiving Application	
Permit Application No. _____ Fee paid: \$ _____	Date Paid/Received by _____
	Special Use Permit Number Assigned _____
Application returned for correction/additional information	Date _____
Adjacent property owner notifications mailed by	Date _____
Action by Planning Commission	Dates _____
Action by Town Council	Date _____