

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 num!	Der
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 c	owner must be attached to t	his 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			
	all meals taxes, water/sewer fees?	Yes No	
Date Previous Operation Cle	osed e restaurant in any way?YesNo	NOTE: Site plan must be attac	ched
Current Zoning District	Tax Map <u>20A</u> DC Lot(s)		
	Zone()Zone X ()Zone AE peake Bay ()RMA ()RPA	Historic District () Yes	( ) No
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.

Property Owner Signature

Date

Applicant Signature (If Not Property Owner) Date

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.

Agent Signature

Date

For Office Use by the Urbanna Zoning Administrator and the Planning Commission					
Town Official Receiving Application			Date		
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		