

Special Use Permit Application Number____

Town of Urbanna, Virginia Application for Special Use Permit – Standard Form

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 () proper	ty owner; () agent for	the property owner.			
Note: If you are the age	ent for the property own	er written consent of t	he owner must be attached to this	s application.	
Property Owner Name					
Property Owner Mailing Addr	ess	City/Town	State	Zip Code	
Property owner telephone number			Property owner fax number		
Location of Property					
Street Address	et Address		Tax parcel ID number		
General Description o	of Property				
Current Zoning Distrie	ct Tax Ma	ap <u>20A</u>DC Lo	ot(s)		
Overlay District(s):	Flood Zone()Zone Chesapeake Bay (Historic District () Yes () No	
Existing Use(s) of Pro					

Is this application a request to amend an existing special use permit? Yes / No If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

Maximum Building Height(s) with Proposed Change_____

Number of Dwelling Units/Density Calculations_____

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes

- (1) Special use permits are issued subject to approval of a site plan. 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. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) 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.
- (3) This permit shall expire and may be revoked if the work performed 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.

(4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

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

Applicant(s) Remarks:

Use a separate sheet if necessary.

Application Fee: A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants 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 Level	Fee paid \$	Date Paid/Received by	Special Use Permit Application Number		
Actions Taken:					
Application returned for correction/addi	Date				
Public Hearing advertised	Date				
Adjacent property owner notifications n	Date				
Action by Planning Commission	Dates				
Action by Town Council	Date				
Additional Action - Describe	Date				
Additional Action - Describe			Date		
			(Revised 7/2013)		