



County of Gloucester
 Department of Planning & Zoning
 6489 Main Street
 Gloucester, Virginia 23061
 804-693-1224 FAX 804-824-2441
www.gloucester.va.info/planning

FOR OFFICE USE ONLY

Date Received _____
 Date Complete _____
 Tax Map/Parcel No. _____
 Receipt No. _____
 Received by _____

APPLICATION FOR A CONDITIONAL USE PERMIT

- A pre-application conference shall be scheduled by the applicant with the zoning administrator or his designated agent to discuss the proposal. Meeting date: _____

A. PROPERTY INFORMATION:

Property Owner Name: _____
 Mailing Address: _____
 E-911 Address: _____
 Magisterial District: _____ Tax Map Number(s): _____
 Current Use _____ Conditional Use Requested: _____

B. SUPPORTING DOCUMENTATION

At a *minimum* the following documentation is required for this application to be deemed complete:

- A Site Plan, meeting the requirements for CUP in Zoning-Appendix B, Article 14
 If the plan is larger than 11"x 17", submit **25** folded copies for review by appropriate agencies and distribution to the Planning Commission and Board of Supervisors. *Additional copies may be required.*
- Front, side and rear elevations and floor plans of any proposed buildings.

C. APPROVAL CRITERIA

In addition to the application and supporting documents identified in Section B above, the following items must be answered in detail on a separate page. The application will not be considered complete until this information is received.

- Describe in detail the proposed use of the property.
- Describe in detail how the proposed use may impact surrounding properties. Please relate your response to the existing zoning and land uses in the area, plus the characteristics of the proposed use- hours of operation, traffic volume, activity levels on-site, appearance, etc.
- Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways. A professionally prepared Traffic Impact Analysis may be required.
- Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
- Describe in detail how this use is consistent with the Future Land Use Map or other element of the Comprehensive Plan.
- Describe the environmental impact of the proposed development and the efforts planned to abate air, water, noise, stormwater, and other environmental impacts during and after construction.
- Describe the impact the proposed use will have on Gloucester County public services- schools, libraries, law enforcement, fire and rescue, etc.
- Describe the impact the proposed use will have on any historic site or structures in the County.
- Describe the impact the proposed use will have on any rare, endangered, or irreplaceable species or natural areas.
- Describe the impact the proposed use will have on the scenic or natural beauty of the County.

D. LIST THE NAMES AND ADDRESSES OF OWNERS OR OCCUPANTS OF ALL ADJACENT PROPERTY OR PROPERTY ACROSS A ROAD, HIGHWAY OR RAILROAD RIGHT-OF-WAY. ADDRESSES SHOULD COINCIDE WITH THOSE IN THE COMMISSIONER OF THE REVENUE'S OFFICE. (Please print and use additional sheets if necessary)

NAME	ADDRESS	TAX MAP/PARCEL#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned declare(s) that the above statements and those contained in any exhibits transmitted to the Gloucester County Board of Supervisors are true.

PERSON(S) REPRESENTING THE APPLICATION:

Name: _____ (Signature)
 Address: _____ (Date)
 _____ Phone: _____

OWNER(S) OF THE PROPERTY:

Name: _____ (Signature)
 Address: _____ (Date)
 _____ Phone: _____

By signing the above I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the subject property for purpose of review of the proposed application, to post signs prior to the public hearing by the Planning Commission, and to remove said signs after the public hearing by the Board of Supervisors.

IMPORTANT: The conditional use permit application package must be deemed complete before it can be transmitted to the Planning Commission to request that a public hearing be scheduled.

Submit a completed application and all supporting documents, including the application fee of \$1,000.00 (cash or check made payable to Gloucester County), to the Gloucester County Department of Planning & Zoning.

Conflict of Interest Statement

In accordance with Section 14-22 of the Gloucester County Zoning Ordinance, I certify that my application for zoning amendment, ___ variance, and ___ zoning appeal, ___ special exception, or ___ conditional use permit is subject to the following is subject to the following:

Does any member of the Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission, or governing body (Board of Supervisors) have any interest in the **property** which is the subject of this application/petition, either individually, or by ownership of stock in a corporation owning such land or partnership?

Yes

No

Does a member of the immediate household of any member of the Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission, or governing body (Board of Supervisors) have any interest in the **property** which is the subject of this application/petition?

Yes

No

If yes to either question above, please state:

Person's name: _____

Member of: _____

Nature of their interest: _____

I, _____, hereby certify that the information contained in this conflict of interest statement is true and correct to the best of my knowledge.

(Signature)

Date

CITY/COUNTY OF _____
COMMONWEALTH OF VIRGINIA

The foregoing instrument was subscribed and sworn before me this _____ day of _____, 20__ by _____.

Notary Public

(Seal)

Notary Registration Number: _____

My commission expires: _____