



# City of Suffolk, Virginia

Department of Planning

## Conditional Use Permit

*This application should be used to petition for a permit for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions be acceptable in certain specific locations. The following application requirements are consistent with the procedure set forth in Section 31-306 "Conditional Use Permits" and Appendix B, Section B-5 of the Unified Development Ordinance.*

DO NOT WRITE IN THIS SPACE (For Office Use Only)	
Application: C - _____	Fees Paid _____
Submission Date: _____	Tax Query: [ ] Current [ ] Delinquent

### 1. APPLICATION FOR:

[ ] Conditional Use Permit

This use is listed as Conditional Use in the \_\_\_\_\_ zoning district as per Table 406-1 in Article 4 of the Unified Development Ordinance.

Project Name: \_\_\_\_\_

Proposed Use or Activity: \_\_\_\_\_

### 2. PROPERTY DESCRIPTION:

Property Address (if any): \_\_\_\_\_

Name of Subdivision (if applicable): \_\_\_\_\_

Total Acreage (existing): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Assessor's Map and Parcel # \_\_\_\_\_

Tax Account Number: \_\_\_\_\_

### 3. APPLICANT INFORMATION (complete if different from the property owner):

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

Company: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**4. AUTHORITY FOR APPLICATION**

This application must be signed by the owner(s) of the subject property or must have attached to it written evidence of the owner’s consent, which may be in the form of a binding contract of sale with the owner’s signature or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

**PROPERTY OWNER(S):**

Name(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Property Owner Signature*                      *Date*                      *Property Owner Signature*                      *Date*

Name(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Property Owner Signature*                      *Date*                      *Property Owner Signature*                      *Date*

Name(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Property Owner Signature*                      *Date*                      *Property Owner Signature*                      *Date*

**AGENT REPRESENTING THE APPLICANT:**

Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

Address of Applicants(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Agent’s Signature*                      *Date*                      *Agent’s Signature*                      *Date*

**NOTICE: THE ATTACHED CHECKLIST MUST BE COMPLETED, CERTIFIED, AND SUBMITTED OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE.**

Remit Application to: City of Suffolk Planning Department, P.O. Box 1858, Suffolk, VA 23434



## CONDITIONAL USE PERMIT

In accordance with Appendix B, Section B-5, of the Unified Development Ordinance, Permit shall include for a conditional use, the following information shall be submitted for a Conditional Use Permit Application.

No application for a conditional use permit shall be certified as complete unless the following information is provided:

- 1. A properly completed and signed application form and fee. The property owner(s) must sign the application.
- 2. A narrative description of the property which shall include the Tax Map and Parcel Number or, in the case of a recorded subdivision, the Subdivision name, Section, Block, and Lot Number.
- 3. A narrative description of the proposed use(s) of the property.
- 4. 15 FOLDED plan of the site with one reduction, 11"x 17", prepared to a scale to show all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the Planning Commission and the City Council that adequate provisions shall be made for compliance with all standards for that particular use and the extent of the property to be so used on a given parcel or parcels.
- 5. Property owner's signature or written consent.
- 6. Such supplemental material (i.e. traffic studies, environmental assessments, etc.) as may be necessitated by the proposal itself or the district in which located or proposed to be located including, at a minimum\*, the following with the designated number of copies (x):
  - a. A Public Facilities Report in accordance with Appendix B, Section B-19 of the Unified Development Ordinance. (3)
  - b. A Traffic Impact Study in accordance with Appendix B, Section B-21 of the Unified Development Ordinance. (5)
  - c. A Major Water Quality Impact Assessment if located within the Chesapeake Bay Preservation Overlay District (in accordance with Appendix B, Section B-13 of the Unified Development Ordinance. (4)
  - d. A Fiscal Impact Analysis Appendix B, § B-14 (3) – For cluster development with a bonus density increase. (3)

- 7. Such other information as may be necessary to demonstrate compliance with any applicable standard of this ordinance.
- 8. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter.

\* Any request for a waiver from any supplemental item must be submitted to the Director of Planning and approved prior to submittal of the Conditional Use Permit application.

This form must accompany all Conditional Use Permit applications and be signed by the responsible party certifying that the items noted above have fully addressed as part of their submittal.

I, \_\_\_\_\_ certify that this application is complete.  
Name

\_\_\_\_\_  
Date