



COMMONWEALTH OF VIRGINIA
COUNTY OF CUMBERLAND

Internal Use Only
FILE # _____
RECEIVED _____
RECEIPT # _____

Application for Conditional Use Permit

Last revised 4/19

IMPORTANT NOTE: For some large-scale developments, VA State Code requires that a Traffic Impact Study (TIS) or a Traffic Impact Analysis (TIA) be completed and submitted with a rezoning application **before** the conditional use permit application is deemed complete.

Address/Location: _____

Election District: _____ Current Zoning: _____

Proposed Use: _____

Acreage of Parcel: _____ Acreage to be covered by CUP: _____

Tax Map Parcel(s): _____

Comprehensive Plan Area: _____

Is this an amendment to an existing conditional use permit? If so, provide CUP number: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
A Preliminary Site Plan is required to be attached to any CUP application. Is a preliminary site plan attached to this application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this a proposal for a shopping center or telecommunication tower? If so, additional information and conditions may apply.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is an amendment to the subdivision or zoning ordinance proposed as part of this CUP application? If so, attach the Code Amendment application.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Contact Person/Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Owner(s) of Record (If different than applicant):

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Does the property owner also own or have any ownership interest in any abutting property? If yes, please list those tax map numbers:

Section 74-702 of the Cumberland County Zoning Ordinance provides guidelines for conditional use permit applications. Please address the following standards which will be reviewed by the staff in analysis of your request. If you need assistance filling out these items, staff is available.

Provide a written statement demonstrating that:

1. The establishment, maintenance or operation of the CUP will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
2. The CUP will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of the CUP will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
4. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district as to cause a substantial depreciation in the property values within the neighborhood;
5. Adequate utilities, access roads, drainage, and necessary facilities are provided;
6. Ingress and egress to property and structures on the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access of fire or catastrophe are adequately provided for;
7. Off-street parking and loading areas are provided as required;
8. Above economic considerations, noise, glare and odor effects of the special exception are adequately provided for properties generally in the district;
9. Refuse and service areas, with particular reference to the items in #s 1. and 2. above are adequately provided for;
10. Appropriate screening and buffering with reference to type, dimensions and character of the use are adequately provided for;
11. Any signs and exterior lighting are compatible and in harmony with properties in the district with reference to aesthetics, glare, traffic safety and economic effect;
12. Required building setbacks and other open spaces are adequately provided for;

13. The proposed use is compatible with adjacent properties and other property in the zoning district;
14. An adequate supply of light and air to adjacent properties is adequately provided for; and
15. The CUP shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified by the Board of Supervisors.

Describe your request in detail and include any relevant information such as the number of persons involved in the use, operating hours, or any unique features of the proposed use.

If any improvements are being proposed, briefly state whether new structures are to be constructed, existing structures are to be used or additions are to be made to existing structures. If available, provide dimensions of any structures that will be used for this CUP.

Attachments Required – provide a copy of each

1. *Recorded plat or boundary survey of the parcel(s) requested for the rezoning.* If there is no recorded plat or boundary survey, please provide legal description of the parcel(s) and the Deed Book and page number.

Note: If you are requesting a rezoning for a portion of a parcel, it must be described or delineated on a copy of the plat or surveyed drawing.

2. *Ownership information* – If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, an acceptable document must be submitted certifying that the person signing below has the authority to do so.

If the applicant is a contract purchaser or an agent of the owner, an owner/agent agreement must be attached (ask staff for form if needed).

Certification

I (We) hereby certify that I (we) own the subject property, or have the legal power to act on behalf of the owner in filing this application. I (We) also certify that the information furnished in this application is accurate to the best of my (our) knowledge.

Print Name of Owner/Applicant

Signature of Owner/Applicant

Date

Print Name of Owner/Applicant

Signature of Owner/Applicant

Date