

## **CONDITIONAL USE PERMIT APPLICATION INSTRUCTION SHEET**

An application for a conditional use permit may be made by returning the application form and required application submission information to the City of Newport News, Department of Planning, 2<sup>nd</sup> Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607 (Telephone: 757-926-8761).

**Prior to filing an application, the applicant is required to contact the Department of Planning to arrange for a preliminary review of his or her proposal. The purpose of the preliminary review is to establish what supporting information may be required with the application.**

**[NOTE: APPLICATIONS WILL NOT BE PROCESSED IF THERE ARE DELINQUENT REAL ESTATE TAXES OWED TO THE CITY AGAINST THE SUBJECT PROPERTY AND UNTIL ALL REQUIRED SUBMISSIONS ARE RECEIVED.]**

### **APPLICATION DEADLINE**

Completed application forms (TOGETHER WITH ALL REQUIRED SUBMISSIONS) must be returned to the Department of Planning by the submission deadline indicated in the City Planning Commission Meeting/Deadline Schedule for the current calendar year.

### **CONDITIONAL USE PERMIT**

All property in the City is within one of many zoning districts. Each district allows an individual to make use of his or her property in a manner permitted by the zoning district. Should a property owner desire to develop or redevelop land with a use only permitted by a conditional use permit, the property owner must obtain approval from the City Council.

The property owner may request a conditional use permit for the desired use. If the permit is approved, the individual will be limited to the requested use (and the uses allowed by the property's existing zoning). In granting a conditional use permit, the City Council may impose reasonable conditions and safeguards on the particular use to protect the surrounding area. Conditional Use Permits must be exercised within two years of City Council approval, or they expire. Time extensions for permits may be granted by the City Council.

### **SUBMISSION REQUIREMENTS**

1. An original and three copies of the application must be filled out and each copy must be signed in ink by the owner of the property (or person having power of attorney with proper documentation).
2. The application shall be accompanied by:
  - a. A fee of \$800.00\* for advertising and processing the application.
  - b. A written, legal, metes and bounds description of the property for which the conditional use is requested (3 copies).
  - c. Ten (10) copies of a to scale conceptual site plan of the proposed conditional use drawn to scale (and one 8 1/2" x 11" reduction of the site plan that is readable and suitable for reproduction) to show clearly the following information:
    - (1) The actual dimensions and shape of the property;

- (2) The size and location on the property of existing and proposed structures;
  - (3) The existing and proposed uses of all structures and open areas;
  - (4) The name of the owner, as well as the name of any other person preparing the plan, together with the north arrow, scale and number of sheets of the plan; and
  - (5) Such additional supporting information as may be deemed necessary, including but not limited to: topography, ingress and egress, vegetation, surrounding land use, proposed connections to existing or proposed water, sewer and drainage facilities, and landscaping.
- d. Conceptual elevation drawings of new structures proposed for development on the property.
  - e. Conceptual freestanding sign rendering, if a freestanding sign is proposed.
  - f. Traffic impact study/analysis or assessment may be required.

### **REVIEW PROCEDURES**

After advertising and notifying adjacent property owners, the City Planning Commission will conduct a public hearing on your application. The City Planning Commission will make a recommendation on your application to the City Council. A staff report on the application will be sent to Commission members the week before the City Planning Commission public hearing. A copy of the staff report on your application will be available to you the Friday before the City Planning Commission public hearing.

The City Council will conduct its own public hearing and make a final determination on your application.

### **WITHDRAWAL OR POSTPONEMENT**

You may request a withdrawal or postponement in writing no later than three days before the City Planning Commission's public hearing. After the City Planning Commission has recommended to the City Council, a withdrawal or postponement must be requested in writing no later than three days before the City Council's public hearing.

If postponed by the applicant, an additional filing fee of \$200.00 is required to be paid.

**[NOTE: ALL FILING FEES ARE NONREFUNDABLE (See Sec. 45-2704 and 45-3404. City Zoning Ordinance.)]**

### **REHEARINGS**

If an application for a conditional use permit is denied by City Council, substantially the same application shall not be reconsidered within one year of denial.

\*Make checks payable to the City of Newport News.

This form can be printed blank or filled out and then printed.

# PETITION FOR CHANGE OF ZONING/ CONDITIONAL USE PERMIT

NEWPORT NEWS, VA

**STAFF CONSULTATION REQUIRED PRIOR TO SUBMISSION**

OFFICE USE ONLY

Real Estate Tax Payment Status

Verified By: \_\_\_\_\_

APPLICATION NUMBER

DATE FILED

**TO THE CITY COUNCIL:**

I, \_\_\_\_\_ THE UNDERSIGNED OWNER OF THE PROPERTY INDICATED, DO HERBY PETITION THE CITY OF NEWPORT NEWS, VIRGINIA TO:

**Change the zoning classification** of said property from the \_\_\_\_\_ district to the \_\_\_\_\_ district.  
PROFFER STATEMENT:  **CONDITIONAL**  **UNCONDITIONAL**

**Amend the zoning ordinance text** (Staff Use Only)

**Grant conditional use** of said property as indicated in Section D below (required supporting information attached)

**A. Location of Property (street address)** \_\_\_\_\_  
\_\_\_\_\_

**B. Legal Description of the Property**  
Recorded Subdivision: \_\_\_\_\_  
Subdivision \_\_\_\_\_  
Lot(s) \_\_\_\_\_  
Block \_\_\_\_\_  
Acreage \_\_\_\_\_  
Tax ID Account No. \_\_\_\_\_  
  
**COPIES OF THE METES AND BOUNDS DESCRIPTION AND  
PLAT OF PROPERY MUST BE ATTACHED**

**C. Present Use of the Property**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Reasons for Change/Intended Use of Property/Zoning Text Amendment**  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PRINT OR TYPE THE INFORMATION BELOW CLEARLY**

**I HEREBY AUTHORIZE CITY REPRESENTATIVES TO DISPLAY NOTICE OF THIS REQUEST ON MY  
PROPERTY AND TO HAVE ACCESS TO THE PROPERTY DURING REASONABLE HOURS**

**Person Presenting Application:**  
Name & Date \_\_\_\_\_  
Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

**Signature of Property Owner(s):**  
\_\_\_\_\_  
Name & Date \_\_\_\_\_  
Street \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY A \$800.00 FEE FOR A CONDITIONAL USE  
PERMIT OR A \$650.00 FEE PLUS \$150.00 PER ACRE (\$800.00 MINIMUM CHARGE) TO A MAXIMUM OF  
100 ACRES FOR A CHANGE OF ZONING**