

SPECIAL EXCEPTION APPLICATION

INSTRUCTION SHEET

An application for a special exception may be made at the Department of Planning, City of Newport News, 2nd Floor, City Hall, 2400 Washington Avenue (telephone 926-8761). The completed application form, 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.

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.]

SUBMISSION REQUIREMENTS

1. An original of the application must be filled out and signed in ink by the owner of the property.
2. Nonrefundable fee of \$250.00 for processing.
3. Written legal description (2 copies).
4. A plat and /or site plan showing property drawn to scale with sufficient references to existing streets and subdivisions to enable said property to be located on City Maps (2 copies).
5. Any other information deemed necessary by the Department of Planning for the proper review of the application, which could include: pictures, detailed drawings, renderings, etc.

REVIEW PROCEDURES

The Newport News City Planning Commission will consider the request at its regular meeting date. Prior to this meeting, a staff report on the application will be sent to Commission members. Following the City Planning Commission recommendation, a public hearing will be held by the Board of Zoning Appeals for determination.

DEFERRALS, WITHDRAWALS, AND DENIALS OF APPLICATIONS

- A. Deferral of an application. An applicant may request the City Planning Commission to defer action on an application for a Special Exception prior to a public hearing. When such request is granted, the applicant shall pay a reprocessing fee of one hundred dollars (\$100.00) before the application is considered by the City Planning Commission. The fee shall not be required for an administrative deferral.
- B. Withdrawal of an application. An application for a Special Exception may be withdrawn by the applicant prior to a public hearing; provided such request is filed by 5:00 P.M. on the Thursday prior to the public hearing. Any resubmission shall be deemed a new application.
- C. Denial of application. If the application is denied by the Board of Zoning Appeals, substantially the same application shall not be reconsidered within one (1) year of denial.

OFFICE USE ONLY

**APPLICATION FOR A SPECIAL EXCEPTION
TO THE ZONING ORDINANCE**
NEWPORT NEWS, VIRGININA

Real Estate Tax Payment Status
Verified By: _____

STAFF CONSULTATION IS REQUIRED PRIOR TO SUBMISSION

APPLICATION NUMBER

_____, 20_____
TO THE BOARD OF ZONING APPEALS:

I, _____ THE UNDERSIGNED OWNER OF
LOT _____ BLOCK _____ SUBDIVISION,
LOCATED IN _____ DISTRICT
ON (NEAR) _____
HEREBY APPLY FOR AN EXCEPTION TO SECTION _____
SUBSECTION _____ OF THE ZONING ORDINANCE OF THE CITY OF NEWPORT NEWS TO PERMIT

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: SIGNATURE OF PROPERTY OWNER(S):
NAME _____ NAME _____
ADDRESS _____ ADDRESS _____
TELEPHONE _____ TELEPHONE _____

THIS APPLICATION MUST BE ACCOMPANIED BY A \$250.00 FEE.

COPY - APPLICATION FILE, CODES COMPLIANCE, AUDITOR, APPLICANT