



CHARLES CITY COUNTY

Special Use Permit Application

Application # _____

Date _____

Fee _____

TO THE ZONING ADMINISTRATOR:

The Applicant _____ is (are) the lessee (owner) of property situated at _____ between _____ Street and _____ Street. Exact Legal Description (Lot, Block and Tract) of said property being

(A map of which and property owner's list are hereto attached and made a part of this application.)

- A) Above described property was acquired by Applicant on _____.
- B) What original deed restrictions concerning type of improvements permitted, if any, were placed on the property involved? Give date said restrictions expire _____. (You may attach copy of original printed restrictions in answer to this question after properly underscoring those features governing the type of class of uses permitted thereby.)
- C) Request: The applicant requests that you approve the location of the following use on the above described property: (Use this space ONLY to state exactly what is intended to be done on, or with the property. Use space on Page 2 for circumstances pertaining to this request. If a building is involved, a sketch or plan, with photographic or other suitable description should accompany this application.)

REQUIREMENTS AND INSTRUCTIONS FOR FILING APPLICATION FOR SPECIAL USE PERMIT

- 1) The Application Form must be filled out completely with full answers to every statement and question. The application MAY NOT be signed by an agent or attorney but MUST be signed by the lessee, owner, or owners before a Notary Public in the space provided on Applicant's Affidavit. Signatures of adjacent property owners who approve the request may be signed in the space provided on Applicant's Affidavit. If space is not sufficient, a supplemental sheet may be added to the petition. Such signatures are desirable but are not absolutely required.
- 2) The FILING FEE in the amount of _____ payable to County Treasurer, must be paid at the time of filing application.

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GENERAL INFORMATION

- 1) Describe briefly the type of use and improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

- 2) Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?

- 3) Describe how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and the neighborhood.

- 4) Furnish plot plan showing boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, walks, off street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable and if available should be filed with application.

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Proposed use of property _____

Give exact location of property _____

County Tax Map Parcel # _____
Total Acreage _____ Acreage under permit _____

Owner of Property _____
Address _____
Daytime Phone _____ Cell _____

Applicant/Agent _____
Address _____
Daytime Phone _____ Cell _____

I do hereby certify that to the best of my knowledge, all information contained within this application is true and correct. I have attached a survey plat of the area proposed for rezoning and the following additional materials.

OWNERS SIGNATURE

DATE

APPLICANT/AGENT SIGNATURE

