



## Application and Review Procedure for a Conditional Use Permit (CUP)

Powhatan County, Virginia

Department of Community Development

**POWHATAN COUNTY DOES NOT ASK FOR PAYMENTS VIA WIRE  
TRANSFERS, ALL FEES ARE COLLECTED IN PERSON AT THE TIME OF  
APPLICATION**

### 1. Pre-Application Conference

The applicant must meet with representatives from the Department of Community Development to discuss the request and review process.

### 2. Neighborhood Meeting

Optional: The applicant may choose to hold a neighborhood meeting, where adjoining property owners and the general public are invited to learn more about the proposal.

### 3. Application Submittal and Acceptance

A CUP application may be submitted to the Department of Community Development. Applications are due the first Friday of each month.

A complete application will include the following attachments:

- Survey Plat of Subject Property
- Conceptual Plan
- List of Adjacent Property Owners
- Ownership Disclosure
- Statement of Validity of Information
- Consent of Owner(s) to Permit Request
- Required Application Fees
  - Conditional Use Permit: \$1,500.00
  - Conditional Accessory Use Permit: \$ 750.00
  - Amend Conditions Associated with Approved CUP: \$ 500.00

Incomplete applications will not be processed.

### 4. Staff Review

The application will be reviewed by the Department of Community Development and other local and state agencies.

### 5. Planning Commission: Public Hearing and Review

The Planning Commission will hold a public hearing and review the request. After discussion, the Planning Commission may recommend approval, denial, or deferral. This recommendation is forwarded to the Board of Supervisors.

### 6. Board of Supervisors: Public Hearing and Decision

The Board of Supervisors will hold a public hearing and review the request. After discussion, the Board of Supervisors may approve, deny, or defer the request.



**County of Powhatan, Virginia**  
 Conditional Use Permit  
 Application

**For Office Use Only**

Case Number

Powhatan County, Virginia  
 Department of Community Development  
 3834 Old Buckingham Road: Suite F  
 Powhatan, VA 23139

| <b>Applicant Information</b> |  |
|------------------------------|--|
| Name of Applicant            |  |
| Mailing Address              |  |
| Phone Number                 |  |
| Email Address                |  |

| <b>Owner Information</b><br>(Complete this section if the applicant is not the current property owner) |  |
|--|--|
| Name of Owner  |  |
| Mailing Address  |  |
| Phone Number   |  |
| Email Address  |  |

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Request Rezoning*).

If there are multiple owners, all owners must sign the application or provide other documentation consenting to the

| <b>Applicant Representative</b><br>(Complete this section if correspondence should be directed to someone other than the applicant) |  |
|---|--|
| Name of Representative  |  |
| Mailing Address   |  |
| Phone Number  |  |
| Email Address   |  |

| <b>Parcel Information</b>  |  |
|--|--|
| Tax Map Number   |  |
| Physical Address   |  |
| General Description of Property Location                         |  |
| Election District  |  |
| Total Acreage  |  |
| Current Zoning   |  |
| Countywide Future Land Use:<br>Land Use Designation              |  |
| <b>Proposed Use</b>  |  |
| Proposed Use<br>(Identify Use Listed in Zoning Ordinance)        |  |
| Proposed Use: Detailed Description                               |  |
| If this request is approved, will new structures be constructed? |  |
| Are there existing structures on the subject property?           |  |
| Will the proposed use connect to public water and/or sewer?      |  |
| Will the proposed use have direct access to a public road?       |  |

A conceptual plan that shows the general configuration of the proposed development, including land uses, building locations (existing and proposed), pedestrian and vehicular circulation, open space, and resource protection areas, should be submitted with the application. This plan should also include measurements on how far existing and proposed structures, parking areas, and other activities associated with the proposed use will be from property lines.

**Proposed Use (Continued)**

Describe any impacts the proposed use may have on adjacent properties and the surrounding neighborhood (e.g. noise, glare, smells, traffic, etc.).



| Statement of Validity of Information  |  |             |
|---|--|-------------|
| Every applicant shall sign the following document to substantiate the validity of submitted information.  |  |             |
| <p>I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.</p> <p>I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.</p> |  |             |
| <b>Signature of Applicant</b>   |  |             |
| <b>Name of Applicant (Printed)</b>  |  |             |
| Commonwealth of Virginia<br>County of _____, to wit:<br><br>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.  |  |             |
| <b>Notary Public</b>  |  | <b>Seal</b> |
| <b>Commission Expires</b>   |  |             |
| <b>Notary Number</b>  |  |             |

**Ownership Disclosure**

List below the names and addresses of all owners or parties in interest of the land subject to this request.  
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |

I, \_\_\_\_\_, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting a conditional use permit for Tax Map \_\_\_\_\_.  
 If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

**Signature of Applicant**

**Name of Applicant (Printed)**

Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

|                           |  |             |
|---------------------------|--|-------------|
| <b>Notary Public</b>      |  | <b>Seal</b> |
| <b>Commission Expires</b> |  |             |
| <b>Notary Number</b>      |  |             |

**Consent of Owner(s) to Permit Request**

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the conditional use permit (CUP) application.

I, \_\_\_\_\_, am the owner of the property subject to this CUP request and consent to the request submitted by \_\_\_\_\_ (Applicant) for a CUP to allow \_\_\_\_\_ (Requested Use) on Tax Map \_\_\_\_\_.

|                           |  |
|---------------------------|--|
| <b>Signature of Owner</b> |  |
|---------------------------|--|

|                                |  |
|--------------------------------|--|
| <b>Name of Owner (Printed)</b> |  |
|--------------------------------|--|

Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:  
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

|                           |  |             |
|---------------------------|--|-------------|
| <b>Notary Public</b>      |  | <b>Seal</b> |
| <b>Commission Expires</b> |  |             |
| <b>Notary Number</b>      |  |             |

| <b>Applicant's Permission for Inspection of Property</b>   |  |             |
|--|--|-------------|
| <p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.</p> |  |             |
| <b>Signature of Applicant</b>  |  |             |
| <b>Name of Applicant (Printed)</b>   |  |             |
| <p>Commonwealth of Virginia<br/> County of _____, to wit:<br/> Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____, 20_____.</p>                             |  |             |
| <b>Notary Public</b>   |  | <b>Seal</b> |
| <b>Commission Expires</b>  |  |             |
| <b>Notary Number</b>   |  |             |

| <b>Review Checklist<br/>(For Office Use Only)</b>  |                       |  |
|--|-----------------------|--|
| This form will be completed by the Department of Community Development as the application is reviewed. |                       |  |
| <b>Action</b>  | <b>Date of Action</b> |  |
| Application Submitted  |                       |  |
| Application Deemed Complete  |                       |  |
| Application Routed to Reviewing Agencies   |                       |  |
| Comments Received from Reviewing Agencies  | Building Inspections  |  |
|  | Environmental         |  |
|  | Public Works          |  |
|  | Sheriff               |  |
|  | Fire                  |  |
|  | Health                |  |
|  | Transportation        |  |
|  | Other                 |  |
| Planning Commission: Notice in Newspaper   |                       |  |
| Planning Commission:<br>Letters Sent to Adjoining Property Owners                                      |                       |  |
| Planning Commission: Public Hearing  |                       |  |
| Planning Commission: Recommendation Made   |                       |  |
| Board of Supervisors: Notice in Newspaper  |                       |  |
| Board of Supervisors:<br>Letters Sent to Adjoining Property Owners                                     |                       |  |
| Board of Supervisors: Public Hearing   |                       |  |
| Board of Supervisors: Recommendation Made  |                       |  |