



COMMUNITY DEVELOPMENT
DEPARTMENT
PLANNING & ZONING DIVISION
116 W. BEVERLEY STREET
STAUNTON, VA 24401
540.332.3862 (OFFICE)

APPLICATION FOR SPECIAL USE PERMIT

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE #: _____

E-MAIL ADDRESS: _____

IF APPLICANT IS **NOT** THE OWNER OF THE PROPERTY IN QUESTION, EXPLAIN. A COPY OF A PENDING CONTRACT OR OPTION AGREEMENT MUST BE ATTACHED HERETO AND MADE A PART OF THIS APPLICATION.

LOCATION OF PROPERTY: _____

MAP PROVIDED: YES _____ NO _____ SITE PLAN PROVIDED: YES _____ NO _____

FEE PAID (\$250.00): YES _____ NO _____

PRESENT ZONING OF THE PROPERTY: _____

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:

ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF **NO**, EXPLAIN HOW UTILITIES WILL BE PROVIDED:

LEGAL DESCRIPTION OF PROPERTY: _____

DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

SIGNATURE: _____

Please note: You must have a pre-application meeting with Tim Hartless, Planning Manager, prior to submitting this application or your submittal will not be accepted. To schedule a meeting, you may contact him by phone at 540.332.3862, ext. 15 or by email hartlessta@ci.staunton.va.us