



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. BOX 152
 329 6th STREET
 WEST POINT, VA 23181
 (804) 843-3563 – phone (804) 843-4364 - fax
 www.west-point.va.us

SPECIAL USE PERMIT APPLICATION

Date Submitted: _____

Permit # _____

APPLICANT INFORMATION	
Full Name of Property/Structure Owner	
Mailing Address of Owner	
City, State, Zip	
Phone Number/Home/Work/Cell	
Fax Number	
E-Mail Address	
Name of Applicant if Different from Property Owner	

PROPERTY/SITE INFORMATION	
Physical Address (If Known)	
General Location (Lot #, Subdivision, Street)	

GENERAL INFORMATION	
Zoning District	
Tax Parcel Identification Number(s)	
Overlay District(s)	

WATER/SEWER SUPPLY	
<input type="checkbox"/> Public Water <input type="checkbox"/> Public Sewer <input type="checkbox"/> Well <input type="checkbox"/> Sewer Other: _____	

As part of the submission, the following questions must be answered in detail in narrative form.

1. Describe in detail, the proposed use(s) of the property.
2. Describe in detail, how the proposed use may impact surrounding properties. Please relate your response to the existing zoning and land uses in the area, plus the characteristics of the proposed use – hours of operation, activity levels, appearance, etc.
3. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
4. Describe the environmental impact of the proposed development and the efforts to be undertaken to abate air, water, noise, stormwater, and other environmental impacts during and after construction.
5. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways.
6. Describe the impact of the proposed use on the Town of West Point's Schools.
7. Describe the impact of the proposed use on the Town of West Point's public services, fire, rescue, law enforcement, etc.
8. Describe the impact the proposed use will have on any historic sites or structures on the property or in the vicinity.
9. Describe the impact the proposed use will have on any rare, endangered, or irreplaceable species or natural areas.

Special use permit applications shall be accompanied by plans, drawn to scale, and including the following information: a location map showing the subject property and adjacent streets and roads, water bodies, subdivisions, political boundaries and zoning patterns; uses of adjacent properties and names of owners; site plan of the subject property showing boundaries, existing and proposed buildings, structures and uses, yards, open spaces, signs, landscaping, screening and buffering; means of access and on-site circulation and parking; elevation drawings of proposed buildings and structures; easements; water bodies, wetlands and other natural features, including major tree masses and steep slopes; existing and proposed utilities and drainage facilities; and such other information as deemed necessary by the zoning administrator to determine compliance with the provisions of this chapter. The zoning administrator may waive such plan elements as deemed unnecessary to determine compliance with applicable provisions of this chapter, to evaluate potential impacts on surrounding properties, or to establish adequate record of the application. Plans shall be submitted in such numbers as determined by written policy of the planning commission.

Procedure: Upon receipt of a special use permit application and after review of same, the zoning administrator shall forward to the planning commission such application, plans and related materials, together with a report indicating the manner in which the proposed special use complies or does not comply with the applicable provisions of this chapter and any recommendations the zoning administrator may have regarding approval, disapproval or additional conditions to be attached to the proposed use or plans. After receiving a special use application, the planning commission shall hold a public hearing thereon. The commission shall give notice of such hearing as set forth in Code of Virginia, § 15.2-2204. After conducting a public hearing and reviewing the application for compliance with the applicable provisions of this chapter, the planning commission shall make a recommendation to the town council. The commission may recommend approval or disapproval or that additional requirements or conditions be attached in accordance with section 70-399. The commission shall take action and forward a report to the town council within 75 days after its public hearing, unless the applicant requests additional time to consider or to prepare revised plans.

The town council, upon receiving the recommendation of the planning commission, shall review the application, give notice as set forth in Code of Virginia, § 15.2-2204, and hold a public hearing on the application. The town council may approve or disapprove the application or may accept or modify the conditions recommended by the planning commission or may attach additional conditions consistent with the provisions of section 70-399. The town council may also refer the application back to the planning commission for further consideration or advice, and in which case shall specify a time period within which the commission shall report to the town council. The action of the town council shall be by resolution which shall be set forth in writing and preserved among its records.

Compliance: Failure to comply with approved plans or conditions of a special use permit shall constitute a violation of the provisions of this chapter and shall be cause for revocation of the special use permit by the zoning administrator. An approved special use permit shall become null and void if no building permit to construct the improvements authorized by the special use permit has been issued within 12 months of the date of approval by the town council. A special use permit for which no building permit is required shall become null and void if the use is not established within 12 months of the date of approval by the town council. Upon written request by the applicant, the zoning administrator may grant one 90-day extension of the expiration date of a special use permit.

I/We as the property owner/applicant/agent give permission for Town personnel to enter subject properties in relation to the administration of this application and to any applicable Town of West Point, State of Virginia or U.S. Federal Government regulations.

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge.

Applicant's Signature

Date

Owner's Signature

Date

Fees must be submitted at time of application. Make checks payable to The Town of West Point.

DO NOT WRITE IN THE SPACE BELOW – OFFICE USE ONLY

DATE SUBMITTED: _____ TOTAL FEE: _____ DATE PAID: _____

DATE OF PLANNING COMMISSION PUBLIC HEARING: _____

PLANNING COMMISSION RECOMMENDATION: APPROVED DENIED

DATE OF TOWN COUNCIL PUBLIC HEARING: _____

TOWN COUNCIL ACTION: APPROVED DENIED

COMMENTS: _____

APPROVED/DENIED

DIRECTOR OF COMMUNITY DEVELOPMENT

DATE