

CONDITIONAL USE PERMIT (CUP) APPLICATION PROCEDURES

1. Prior to the submission of a Conditional Use Permit application, a pre-application meeting must be held with staff to discuss the Conditional Use request information that will be required of the applicant, and the steps in the Conditional Use Permit process.
2. The applicant should review the Powhatan County Zoning Ordinance. A copy is available from the Planning Department: 804-598-5621.
3. All Conditional Use Permit applications must be filled out completely with full answers to every question.
4. A complete Conditional Use Permit application will include the required attachments:
 - a. **List of Adjacent Property Owners**, including those across roadways, watercourses, railroads, and municipal boundaries.
 - b. **Statement for Validity of Information**, which shall be notarized.
 - c. **Required fee** for Conditional Use Permit.
 - d. **A detailed site plan** (using recorded plat) of existing/proposed structures, etc.
5. The County Conditional Use Permit fee is: **\$1000.00**
CUP Renewal (with public hearing) **\$250.00**

Telecommunication Tower - A separate review charge of **\$2,800** shall be paid by the applicant plus the CUP charge.
6. In order for your Conditional Use Permit request to be heard by the Planning Commission, a **complete application** including all attachments must be received by the Planning Department on or before the application deadline date. **Application deadlines are the 1st Friday of each month.**
7. The Planning Commission meets the first Tuesday of the month at 7:00 P.M. A schedule of their meetings is available on the County website. The applicant or representative must be present at the meeting.

**APPLICATION FOR CONDITIONAL USE PERMIT
POWHATAN COUNTY, VIRGINIA**

(NOTE: Please type or print all information)

1. Applicant

NAME: _____

ADDRESS: _____

TELEPHONE: _____

Is the applicant the: Property Owner () Contract Purchaser ()
Check appropriate designation

Other:

2. Please list all owners, occupants, or parties in interest of the property:

3. The property is located at: (please give exact directions, including Route number of your road or street)

4. The property has a road frontage of _____ feet and a depth of _____ and consists of _____ acres. (Please be exact)

(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)

Case Number _____

PC Meeting _____

Submittal Deadline _____

BOS Meeting _____

STATEMENT FOR VALIDITY OF INFORMATION

Every applicant shall sign the following document to substantiate the validity of submitted information.

State of Virginia
County of Powhatan to wit:

I, _____, declare that I have familiarized myself with the rules and regulation 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.

Signed _____

Print Name _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

OWNERSHIP DISCLOSURE

Both the Code of Virginia and the County Zoning Ordinance allow the County to request full disclosure of ownership in properties subject to this request. To assist us in obtaining this information, please complete this form in full.

Please list below the names and addresses of all owners or parties in interest of the land subject to this request:

NOTE: 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.

<u>NAME</u>	<u>ADDRESS (Include Zip Code)</u>
_____	_____
_____	_____
_____	_____
_____	_____

I, _____, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for this request for parcel number(s) _____ of tax map number(s) _____ requesting Rezoning, Conditional Use Permit, and Variance/Appeal. **(Please circle one)**

If the above information changes at any time while this case is being considered, I will provide the County with an updated list.

Signature

STATE OF VIRGINIA
COUNTY OF POWHATAN, to wit:

This day _____ personally appeared before me, _____, a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand this ____ day of _____, 20 ____.

Notary Public

LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

1. That I/We

Name _____ Telephone _____

Address _____

being all of the owner(s) of the property described as County tax map numbers:

and authorized to take such action, do hereby make, constitute and appoint:

2. Name _____ Telephone _____

Address _____

to act as my/our true and lawful attorney-in-fact for and in my/own name, place and stead with full power and authority I/we would have if acting personally to seek rezoning, conditional use, or variance, and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in his discretion are deemed reasonable, appropriate and necessary except as follows:

3. _____

4. In witness whereof, I/we have hereto set my/our hand and seal this

___ day of _____ 20 ___.

Signature(s)

Signature(s)

Signature(s)

Signature(s)

Witnessed
by: _____

Witnessed
by: _____

NOTE: This document, with original signatures, shall be filed with the application and become a permanent part thereof.

APPLICANT'S PERMISSION FOR INSPECTION OF PROPERTY

I, _____, hereby grant access to the Planning Director, 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 for _____ (Specify type of request – rezoning, conditional use permit, private road, variance, etc.).

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public's Signature